



**MINUTES OF THE  
THIRD BARRIER FREE SUB-COUNCIL MEETING OF 2017**

**DATE:** September 13, 2017

**TIME:** 10:00 a.m. to 1:50 p.m.

**LOCATION:** Radisson Hotel, Edmonton

**PRESENT:** *Sub-Council Members*  
Barry McCallum, Chair  
Bob Coyne  
Michael Francon  
Stan Lennox  
David Morton  
Lee Ramsdell (until 12:45 p.m.)  
Yvette Werenka

*Safety Codes Council*  
Danielle Paradis, Allison Karch

*Alberta Municipal Affairs*  
Linnie Tse, Laura Willcocks

*Guests*  
Shannon Wiebe, CART  
Anne Stevenson, City of Edmonton (10:30 a.m. to 11:00 a.m.)  
Heather Crowe, City of Edmonton (10:30 a.m. to 11:00 a.m.)

**REGRETS:** Tracy Douglas-Blowers  
Briana Strachan

**RECORDER:** Sandi Orr

**2017 MEETINGS:** November 15, 2017

## **1. Meeting Opening**

The Chair called the meeting to order at 10:02 a.m. and a round table introduction was held.

### **1.1. Agenda Adoption**

The following item was added to the agenda:

- 3.13. Terms of Reference

**Michael Francon / David Morton moved that the agenda be adopted, as amended; CARRIED**

### **1.2. Previous Minutes**

#### **1.2.1. Adoption of Meeting Minutes**

**Bob Coyne / David Morton moved that the minutes of the May 10, 2017 be adopted, as circulated; CARRIED**

## **2. Matters for Decision**

### **2.1. Vacant Positions**

#### **2.1.1. Election of Vice Chair**

This item was deferred to the next meeting.

### **2.2. Reappointments**

#### **2.2.1. Reappointment of Tracy Douglas-Blowers to represent the Hotel and Tourism Industry for a term ending January 31, 2018**

The letter of nomination was included in the portal and reviewed.

**Lee Ramsdell / Michael Francon moved to recommend to the Board the reappointment of Tracy Douglas-Blowers to the Barrier Free Sub-Council, representing the Hotel and Tourism industry segment, for a term ending January 31, 2018, effective immediately; CARRIED**

#### **2.2.2. Nomination of Matthew Kay/Holly Payne to represent Visual Disabilities for a term ending January 31, 2021**

The letter of nomination was included in the portal and the credentials of both individuals were given due consideration.

**Michael Francon / Yvette Werenka moved to recommend to the Board the appointment of Holly Payne to the Barrier Free Sub-Council, representing the Visual Disabilities industry segment, for a term ending January 31, 2021, effective immediately; CARRIED**

### **2.2.3. Nomination of Tang Lee to represent Education and Training for a term ending January 31, 2021**

The letter of nomination was included in the portal and reviewed.

**Bob Coyne / Lee Ramsdell moved to recommend to the Board the appointment of Tang Lee to the Barrier Free Sub-Council, representing the Education and Training industry segment, for a term ending January 31, 2021, effective immediately; CARRIED**

### **2.2.4. Nomination of Chris Schamber to represent Mobility Disabilities for a term ending January 31, 2021**

The letter of nomination was included in the portal and reviewed.

**Michael Francon / Bob Coyne moved to recommend to the Board the appointment of Chris Schamber to the Barrier Free Sub-Council, representing the Mobility Disabilities industry segment, for a term ending January 31, 2021, effective immediately; CARRIED**

## **2.3. Matrix Review**

### **2.3.1. Correction of Communication Disabilities industry segment**

It was explained that this would be an administrative correction and does not require the Board's approval. However, a motion was requested in order to move this forward.

**Stan Lennox / Bob Coyne moved to recommend to the Council that the Communication Disabilities industry segment on the Barrier Free Sub-Council matrix be corrected to read Communication and Cognitive Disabilities industry segment; CARRIED**

### **2.3.2. Merger of UDI and CHBA-Alberta into BILD Alberta**

It was reported that the merger has been completed and that these two organizations are now one.

It was clarified that there are two vacant seats on the sub-council, one for residential construction (CHBA) and one for commercial construction and development (UDI). It was questioned regarding whether the sub-council wished to continue with both industry segments or whether they could be merged into one industry segment.

It was further clarified that one organization can be a nominating organization for more than one industry segment provided their membership is reflective of both segments. The sub-council can also be very specific on what credentials each nominee must have.

After an in-depth discussion of the pros and cons of each potential decision, it was suggested that a representative of BILD be invited to a future meeting to allow for additional discussion on the topic. [Karch]

### **3. Matters for Discussion**

#### **3.1. City of Edmonton Zoning Bylaws for Parking Presentation**

Anne Stevenson and Heather Crowe from the City of Edmonton were welcomed to the meeting and provided a presentation on the City of Edmonton Zoning Bylaws for Parking.

Highlights of the presentation included:

- What is Zoning / Land Use Bylaws?
- Parking Regulations, with minimum requirements based on a variety of criteria
  - Area
  - Occupancy
  - Units
  - Others
- Background was provided on the reasons for the review of current requirements
- Examples were provided of current city-wide requirements vs. potential future requirements
- An overview was provided of the minimum requirements included in the Alberta Building Code that cause unintended consequences and inconsistencies
- An overview was provided of possible solutions including a minimum by square foot requirement or to leave it up to the municipalities to regulate

The floor was opened for discussion and the following feedback was provided:

- The Alberta Building Code is only the minimum requirement
- Increased use of public transit / LRT can impact parking needs
- There are inconsistencies across municipalities
- Visitation by persons with disabilities should also be considered (e.g. condos, etc.)
- We are an aging population and is and will continue to be an increased need for accessible parking
- Changing the table in the Alberta Building Code will be a lengthy process, likely requiring further consultation
- When different projects are underway in the summer (e.g. bicycle lanes, picnic tables, etc.), persons with disabilities are not taken into consideration

#### **3.2. Premier's Council on the Status of Persons with Disabilities Presentation**

Vicki Bertoia, Director of Secretariat sent her regrets as she was unable to attend the meeting. This will be rescheduled for a future meeting. [Karch]

### **3.3. Resignation of Mark Brodgesell as BSC Liaison to BFSC**

It was reported that the Building Sub-Council will be meeting later this month and the topic is included on their agenda for a new liaison to be appointed.

### **3.4. BSC Liaison Report**

There was nothing new to report from the Building Sub-Council.

### **3.5. Municipal Accessibility Committee Reports**

There was nothing new to report from the municipal accessibility committees.

### **3.6. Creating Accessible Hotels in Alberta Report**

The Administrator reported the following:

- The project was completed in May 2017, which included surveying individual hotels
- A summary document has been developed
- Templates have been developed to assist hotels on what should be considered, including height of the beds to allow the use of portable personal lifts
- A check list has been developed for individuals with disabilities on what questions to consider asking hotels about what they have available relative to accessibilities
- A meeting is scheduled between this group and the Minister of Municipal Affairs

### **3.7. A Place to Call Home Project – MS Society**

This item was deferred to the next meeting. A representative from the MS Society will be invited to a future meeting to provide a presentation on the project. [Coyne / Karch]

### **3.8. Rick Hansen Foundation Accessibility Certification Program (in development)**

An overview was provided of initiatives being developed by the Rick Hansen Foundation:

- Accessibility Grants Program
- Training and Accreditation of Accessibility Assessors
- Certification Program building rating systems of accessibility

It was noted certification is not mandatory and it was uncertain how wide-spread the initiatives will be across Canada. Further information can be found at <http://www.rickhansen.com/Our-Work/Accessibility-Certification-Program>.

### **3.9. Accessible Medical Facilities**

A proposal was included in the portal regarding recommendations for changes to the Alberta Building Code for accessibility to medical facilities. These proposed changes are being presented

to the Alberta Medical Association later this week. Members were reminded that this is strictly for new construction or major renovations.

The floor was opened for discussion and the following was noted:

- Concerns were expressed that this may be too limiting (E.g. What about dental offices, poll stations, etc.)
- Feedback was provided regarding assisted listening devices and that some of them are not very effective

Members were asked to review the information. If there are any questions, clarification or additional feedback, contact the Administrator no later than September 20, 2017. [All]

### **3.10. FYI: Barrier Free Relaxations**

It was reported that a new STANDATA was issued to better clarify Barrier Free Relaxation because there are far too many requests received by the Administrator, many of which are new construction (<http://municipalaffairs.alberta.ca/documents/14-BCI-006-Barrier-FreeDesignRequirements.pdf>).

The revised Application Form and Pre-Assessment for Relaxation Form that needs to be completed by the Authority Having Jurisdiction are included in the portal as information.

Examples were provided of some of the situations that they deal with and how the municipalities handle them to ensure that barrier free requirements are included.

### **3.11. Council Updates**

It was reported that an additional support person is now in the Sub-Council support role – Gerry Letendre.

The Council will be moving in April 2018, just a few blocks down the street from their current office.

It was reported that the New Member Orientation (November 28, 2017) and Effective Meetings Workshops (November 29, 2017) are being held at the Radisson Edmonton South. New Member Orientation is mandatory for all new members. The Effective Meetings Workshop is new and members were encouraged to participate.

Emails have been circulated to all sub-council members. Anyone interested in registering, contact Gerry Letendre ([letendre@safetycodes.ab.ca](mailto:letendre@safetycodes.ab.ca)).

An Appeals Training Workshop is being planned and further details will be provided. It was noted that it is unlikely the Barrier Free Sub-Council would need to deal with appeals.

### **3.12. 2018 Meeting Schedule**

The following meeting schedule was established for 2018:

- Wednesday, February 14 – Edmonton, 10:00 a.m.
- Wednesday, May 9 – Edmonton, 10:00 a.m.
- Wednesday, September 12 – Edmonton, 10:00 a.m.
- Wednesday, November 14 – Edmonton, 10:00 a.m.

### **3.13. Terms of Reference**

A draft Terms of Reference for the Standing Working Group for the Barrier Free Sub-Council: Strategic Communications was included in the portal for consideration, based on discussions at previous sub-council meetings.

Concern was expressed regarding this being a separate committee because the sub-council itself has already been charged with this task based on the initial Sub-Council's Terms of Reference.

Others believe that a working group should be developed to provide the foundation and to ensure that there aren't any duplications, inconsistencies or ineffective communication. It was clarified that it is possible, with the assistance of the Council, to achieve that objective without creating another working group.

With regarding to discussions about a brochure created to bring awareness to the Barrier Free Design Guide, it was agreed that the final draft will be brought to the sub-council for review.  
[Karch]

This led to a discussion regarding other forums that the Council Communication's Department could consider.

After an in-depth discussion, consensus was reached that a Standing Working Group was unnecessary. Items and suggestions for participation/communication will be brought forward as they become known. An agenda item will be added for future meetings titled "Communication Opportunities".  
[Karch]

The Administrator reported on a conference scheduled for October 17, 2017 and provided an overview of some challenges relative to an art installation representing a trap line installed in the floor of the McEwan Arts Building.

#### 4. Review Matters Arising/Action List

Date	Action	Responsible	Status/Update
May 10, 2017	Seek replacement nominees to fill vacant seats	Council Administration	Some filled, Ongoing
May 10, 2017	Create communication strategies and tools to raise awareness of principles of barrier free provisions and the design guide and report back to sub-council	Morton/Lennox/ Francon/ Douglas-Blowers	Terms of Reference presented, Working Group unnecessary, Removed from action list
May 10, 2017	Determine whether Parking Placard Advisory Committee has been created and see if the BFSC can get a representative on the committee	Tse	Ongoing
May 10, 2017	Check into whether adding “and Cognitive” to the Communication Disabilities industry segment would need Board approval	Council Administration	Completed
May 10, 2017	Look into other best practices regarding visual signals and report back to sub-council	Ramsdell	Ongoing

#### 5. Meeting Finalization

##### 5.1. Meeting and Agenda Feedback

No additional feedback was provided.

##### 5.2. Next Meeting: November 15, 2017

The following meeting schedule was reconfirmed:

- Wednesday, November 15, 2017 – Edmonton – 10:00 a.m.
- Wednesday, February 14 – Edmonton, 10:00 a.m.
- Wednesday, May 9 – Edmonton, 10:00 a.m.
- Wednesday, September 12 – Edmonton, 10:00 a.m.
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##### 5.2.1. 2018 AGM: May 30 – June 1, Rimrock Hotel, Banff, AB

Members were reminded of the AGM and Conference will be May 30 to June 1, 2018 at the Rimrock Hotel in Banff. The Council is always looking for suggestions for speaker topics.



### **5.3. Meeting Adjournment**

**Michael Francon / Yvette Werenka moved that the meeting be adjourned; CARRIED**

The meeting was adjourned at 1:50 p.m.

**-- ACTION ITEMS --**

**2.3.2. Merger of UDI and CHBA-Alberta into BILD Alberta**

After an in-depth discussion of the pros and cons of each potential decision, it was suggested that a representative of BILD be invited to a future meeting to allow for additional discussion on the topic. [Karch]

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**3.13. Terms of Reference**

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An agenda item will be added for future meetings titled “Communication Opportunities”. [Karch]

**-- MOTIONS --**

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