

## 1. CALL TO ORDER

Call to Order – 1:03 PM

## 2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk̓wxwú7mesh Úxwumixw (Squamish), Sel̓ílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem) and q̓icəy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Board Composition

President ( <i>Chair</i> ) .....	Osob Mohamed
VP External Relations .....	Samad Raza
VP Finance .....	Corbett Gildersleve
VP Student Services .....	Matthew Provost
VP Student Life .....	Jennifer Chou
VP University Relations .....	Gabe Liosis
At-Large Representative .....	Balqees Jama
At-Large Representative .....	Phum Luckkid
Faculty Representative (Applied Sciences) .....	Harry Preet Singh
Faculty Representative (Arts & Social Sciences) .....	Sude Guvendik
Faculty Representative (Business) .....	Mehtaab Gill
Faculty Representative (Communications, Art, & Technology) .....	Haider Masood
Faculty Representative (Education) .....	Emerly Liu
Faculty Representative (Environment) .....	Anuki Karunajeewa
Faculty Representative (Health Sciences) .....	Nafoni Modi
Faculty Representative (Science) .....	WeiChun Kua

### 3.2 Society Staff

Campaign, Research, and Policy Coordinator .....	Sarah Edmunds
Transition Manager .....	Lawrence Jones
Administrative Assistant .....	Christina Kachkarova

### 3.3 Regrets

Faculty Representative (Business) .....	Mehtaab Gill
At-Large Representative .....	Balqees Jama
VP External Relations .....	Samad Raza

## 4. RATIFICATIONS OF REGRETS

### 4.1 MOTION BOD 2020-11-27:01

**Matthew/Nafoni**

*Be it resolved to ratify regrets from Mehtaab Gill (non-Society work conflict), Balqees Jama*

*(Personal), and Samad Raza.*

**CARRIED AS AMENDED UNANIMOUSLY**

- Add Regrets from Samad Raza due to midterm.

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION BOD 2020-11-27:02

**Corbett/WeiChun**

*Be it resolved to adopt the agenda as Presented.*

**CARRIED AS AMENDED UNANIMOUSLY**

- Add New Business Item 8.2 Endorsement of the Emancipation Day Campaign Petition
- Add Matters Arising from the Minutes Item 6.3 Accessibility Committee 2020-05-29
- Move Discussion Item 7.2 Level Playing Field to 7.1
- Add New Business Item 8.4 SUB Accessibility Audit
- Add Discussion Item 9.3 Music Groups Storage Space
- Add New Business Item 8.5 Amend the previously adopted motion MOTION BOD 2020-10-30:12
- Add In-Camera Motion Item 11
- Add In-Camera Item 11.4 Spring 2021 UPASS
- Add In-Camera Item 11.2 Student Care Travel Program
- Add In-Camera Item 11.3 Investment Policy
- Add Ex-Camera Motion Item 12
- Add New Business Item 8.7 Student Care Travel Program
- Add New Business Item 8.8 Investment Policy
- Add Update Item TMX Tank Farm Safety Meeting
- Add New Business Item 8.6 President as Ex-Officio Member of Society Committees
- Add Notice of Motion Item 10.1 Policy change to the SFSS Elections and Referenda Policies NEP-1(3)
- Add Notice of Motion Item 10.2 Policy change to the SFSS Elections and Referenda Policies CP-1

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 Board Minutes-MOTION BOD 2020-11-27:03

**Gabe/Sude**

*Be it resolved to receive and file the following minute(s):*

- BOD 2020-07-24

**CARRIED UNANIMOUSLY**

### 6.2 Committee Minutes-MOTION BOD 2020-11-27:04

**Jennifer/Gabe**

*Be it resolved to receive and file the following committee minute(s):*

- EVENTS 2020-06-12
- EVENTS 2020-07-31

- EVENTS 2020-10-07
- EVENTS 2020-10-21

**CARRIED UNANIMOUSLY**

### **6.3 Accessibility Committee -MOTION BOD 2020-11-27:05**

**Jennifer/Matthew**

*Be it resolved to receive and file the following committee minute(s):*

- ACC 2020-05-29

**CARRIED UNANIMOUSLY**

## **7. PRESENTATIONS**

### **7.1 Level Playing Field**

- Original Proposal Document: [LPF SFU Audit Proposal October 2020.pdf - Google Drive](#)
- Virtual Audit and Physical Audit will be done, but timeline for physical is unclear. Since the company is based in Calgary flight costs must be covered for the physical audit.
- VP Student Life brought the SUB Accessibility Audit Motion to the Board, previously discussed in Accessibility Committee.
- YangYang Fang and Darby Young joined from Level Playing Field, that does audits of existing facilities to ensure accessibility and provide reporting and details and create prioritization list. Able to provide leadership around inclusive social program policies and guidelines. Level Playing field provides lived experience, diverse industry experience, strategic relationships, support from design to budget, accreditation - exceeds Rick Hansen accreditation
- Rick Hansen Certification clarification, building certified at 60% or 80% accessible, estimate \$12 000 cost associated with certification as well as CSA fees \$3 400 minimum – pushback from Accessibility Committee due to wanting more accessibility. If this is the goal, scope change required.
- Proposed project scope: Engagement survey, Virtual and Physical audit, and provide comprehensive accessibility audit report with an optional Rick Hansen Certification.
- Physical audit can be put off, virtual audit can be done but certain things need to be seen in person.
- Survey can be postponed until student have had a chance to be in the building to get feedback. Survey can allow students to broadly comment on accessibility experiences on campus to provide information for prioritization.
- Level Playing Field requests an ability to collaborate with the SFSS or the Accessibility Committee and the Disability and Neurodiversity Alliance (DNA) to form a working group.
- VP University Relations, Faculty Representative (Science), and Faculty Representative (Environment) voiced support for the audit.
- President stated that there's no estimate as to when the SUB might be open.

### **7.2 STEPS Forward**

- STEPS Forward helps students with developmental disabilities take courses at SFU who wouldn't otherwise attend university. They are enrolled as special audit students.
- Carmen SFU inclusion facilitator – access to SFU courses and student life – not able to support students without the student body.
- STEPS Forward Inclusion Facilitator Carmen raised issues concerning different levels of student access on each campus and barriers their students face including lack of access to

mental health resources, co-op, volunteering, and the SFU experience.

- STEPS Forward hopes that the students they support would receive full time membership including fee payment to would allow students to have access to student politics and access to leadership, recognition of them being students, SFSS members. This would reduce systemic barriers and give them more opportunities to engage with student life.
- Special Audit students are considered regular audit students and STEPS Forward hopes that through work on campus with staff and faculty, they can increase their participation in SFU life as their experience is different.
- Currently 6 students are involved, hopeful to increase to 9 students currently. Students currently pay 50% tuition but don't pay any fees and therefore lack access to Student Services, Recreation and Facilities, etc.
- Before students are included in a class, a conversation with faculty members is necessary to provide accommodations for the student. At the beginning, host a conversation with the class that doesn't highlight the student. Instead this acts as a resource to facilitate. The participation and support of the student body is vital in including these students.
- President raised concerns about logistics and definitions surrounding language about the definition of a members. Potential to create a services agreement – associate membership. Concerns regarding all audit students, language wise include students who access support from STEPS Forward.
- Suggestions raised about the use of a similar model to FIC – associate membership.
- Board will further explore how audit students from STEPS Forward can be included.

*\*5-minute break taken at 2:16 PM\**

## 8. NEW BUSINESS

### **8.1 First Year Engagement Committee Appointment -MOTION BOD 2020-11-27:06**

**Gabe/Haider**

*Be it resolved to appoint Yashi Chauhan, Meaghan Lin & Sara Aristizabal as First-Year Engagement Committee (FYEC) At-Large members.*

**CARRIED UNANIMOUSLY**

### **8.2 Endorsement of the Emancipation Day Campaign Petition -MOTION BOD 2020-11-27:07**

**Matthew/Gabe**

*Whereas the Black, Indigenous & People of Colour (BIPOC) Committee on November 2nd, 2020 passed a motion to make recommendations to the SFSS board to endorse and share the petition to call upon the Government of Canada to officially recognize August 1st as Emancipation Day Holiday. Whereas Emancipation Day recognizes the day that slavery was officially ended in the British Empire in 1834 before Canada was a separate country from Britain;*

*Whereas the SFSS has the opportunity to affirm their commitment to supporting Black and Indigenous communities through actions aimed at addressing systemic discrimination and raise awareness and recognition of anti-Black and anti-Indigenous racism and working against the legacies of systems that have contributed to such disproportionate impacts on Black and Indigenous peoples in Canada; Whereas, Emancipation Day is about learning and discussing Canada's complete history that includes the history of slavery of Black and Indigenous peoples and systemic discrimination;*

*Be it resolved that Board of Directors endorse the Emancipation Day campaign petition at the House of Commons and sign and circulate the petition to make Emancipation a Federal Holiday, and to support the campaign and its efforts through social media and letter writing as necessary.*

**CARRIED UNANIMOUSLY**

- History of Emancipation Day (see link Below):  
<https://docs.google.com/document/d/15hsufTowMoPBwiVKswT3C3dgo0jOtRlhdmZsv92dSY/edit>
- Petition (see link): <https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-2924>
- Falls under the SFSS mandate to protect Black and Indigenous students.

### **8.3 Ban the Bottle -MOTION BOD 2020-11-27:08**

**Anuki/Nafoni**

*Whereas the Ban the Bottle club and the Re-use for Good Committee briefed the board on this initiative to eliminate the sale of plastic bottles on SFU campuses.*

*Be it resolved to approve this letter of support to eliminate the sale of pre-filled water bottles at the SFU campuses on December 31st, 2020.*

#### **CARRIED UNANIMOUSLY**

- Through consultation with DNA plan created to have certain number of bottles available, similar to plastic straw phase-out. Need to work on training to eliminate barriers.
- Due to COVID plastic bottles will be distributed to students quarantining on campus.
- Recommendation for poster as to why some people might need the plastic option with a link to external resources.
- Re-use for Good Committee. Future consultation is needed on where water bottles would be accessible, potentially available in SFSS, Student Services, CAL, etc.
- SFSS has previously supported Ban the Bottle.

### **8.4 SUB Accessibility Audit -MOTION BOD 2020-11-27:09**

**Jennifer/Emerly**

*Whereas the SFSS Accessibility Committee has recommended to the SFSS Board to approve \$27,532.85 from the SFSS Accessibility Fund for an accessibility audit of the Student Union Building by Level Playing Field Inc.*

*Be it resolved to appoint Level Playing Field Inc. as the auditor for the SUB Accessibility Audit.*

*Be it further resolved to approve \$27,532.85 from the SFSS Accessibility Fund for an accessibility audit of the Student Union Building by Level Playing Field Inc.*

#### **CARRIED UNANIMOUSLY**

- Original proposal document from Level Playing Field (see link below): <https://drive.google.com/file/d/12KYxmLLpwwdtkv2Sa0MwqurUMdFDJXU/view?usp=sharing>
- Questions and answers from Accessibility Committee (see link below): <https://docs.google.com/document/d/1SyfNgmnWkzuMwGmYDhJME-XV9lQM1SWfvpQbQwDGr7Q/edit>
- Request of support from SFSS for spreading survey. Include questions about accessing SFSS Services during COVID.
- VP Student Life expressed that Level Playing Field was very willing to collaborate and work with the SFSS. If recommendations come up, can work over a longer time, doesn't need to be done immediately. Able to provide longer term support.
- Faculty Representative (Education), VP Finance, Faculty Representative (Science), and VP Student Services voiced support for this motion to ensure long-term accessibility for all students.
- Request previously made for splitting audits into Virtual and Physical so that work would be able to begin sooner, not wait for COVID conditions to improve.

#### **8.5 Amendment MOTION BOD 2020-10-30:12**

**Gabe/Jennifer**

*Be it resolved that the Board of Directors amend the previously adopted motion MOTION BOD 2020-10-30:12 to read the following:*

*Whereas, the SFSS Membership recently approved By-Law Proposal 4 at the SFSS 2020 Annual General Meeting; Whereas, the SFSS Elections and Referenda Policies require that the Board state in the semester prior to an election whether or not an election will be held in the subsequent semester; Be it resolved that the Board of Directors call the Executive Committee General Elections for the Spring 2021 semester, with the following dates: Nomination Period, January 18th-31st; Campaigning Period, February 1st - February 14th; Voting Period, February 16th-18th. Be it further resolved that the SFSS Spring 2021 referendum be called for February 16th-18th and for voting to take place during these dates. Be it further resolved that the Board of Directors call the Council General Elections for the Spring 2021 semester, starting February 22nd and ending March 21st.*

**CARRIED UNANIMOUSLY**

- Voting period during reading break, should not be done during future election.
- Need to create a bylaw to ensure that it can be postponed; however, no impact on voter turnout as associated with the reading break in the upcoming election due to pandemic.

#### **8.6 President as Ex-Officio Member of Society Committees -MOTION BOD 2020-11-27:10**

**Corbett/Gabe**

*Whereas there is an update need to be made to be the bylaws, and it is customary that the President of the Society be a Voting ex-officio member of all committees of the Society; Whereas based on legal advice received by the Society there should be a resolution until the bylaws are updated to resolve this issue;*

*Be it resolved to appoint the President as an ex-officio voting member of all committees of the Society.*

**CARRIED UNANIMOUSLY**

- Temporary fix. Issue can be resolved in a future referendum or AGM.

#### **8.7 Student Care Travel Program -MOTION BOD 2020-11-27:11**

**Gabe/WeiChun**

*Whereas Studentcare has developed an enhanced travel program*

*Whereas this is a Studentcare proprietary program and not under our current Health and Dental Plan agreement*

*Whereas Studentcare has negotiated an agreement with our insurance program to cover the costs of this program for this policy year*

*Whereas future policy years would see an increase in the Health and Dental Plan Fee if the Board agrees to continue the benefit*

*Be it resolved that the Board approve using the Enhanced Studentcare Travel Program for the 2020-2021 policy year (September 1, 2020 - August 31, 2021)*

**CARRIED UNANIMOUSLY**

- Additional Benefits traveling during the pandemic associated with changes in COVID advisory levels, testing positive and quarantining upon arrival to Canada. Details will be sent out through Student Care. Retroactive. No fee increases for this policy year, will be increased next year.

#### **8.8 Investment Policy -MOTION BOD 2020-11-27:12**

**Corbett/Sude**

*Whereas FASC has drafted and approved an Investment Policy Implementation Plan on Nov. 25, 2020*



*that includes investment amounts, sources, and a schedule of transfers*

*Whereas FASC recommends option 3 from the plan where the Society only collects interest revenue over annual inflation rates.*

*Be it resolved that the Board approve the Investment Policy Implementation Plan and option 3.*

**CARRIED UNANIMOUSLY**

- Briefing note will be sent out.
- Available funds from various sources have surplus but are restricted in usage. Funds will be transformed to Fossil Fuel Free. Only amount over the annual amount of inflation will be taken out.
- Unrestricted surplus will be invested. Other money can be used for emergency funds.
- Fossil Fuel Free Policy implemented through VanCity Investment Manager.
- Accessibility Committee looking to fund a bursary.

## 9. DISCUSSION ITEMS

### 9.1 SFSS Emergency Funding for Fall 2020

- Budgets have been evaluated, future motion to address funds. Have had conversation with staff, provide support to students.
- Next steps: verify numbers and receive feedback from staff to adjust budget, coordinate with SFU to distribute money.
- VP Finance will have recommendations for discussion and approval by December.

### 9.2 Single-Use Plastics at SFU

- Issue resolved.

### 9.3 Music Groups Storage Space

- Briefing note (see link below) :  
<https://drive.google.com/file/d/1XNuD4wDDANWc1BuIJQhCmI3iqUdbdn1d/view?usp=sharing>
- SFU Choir expressed a need for a space to store sheet music. Previously had space in MBC. Currently options for space allocation include either in the SUB or advocating for space from SFU. A space in the SUB would likely be the most secure option.
- During a meeting with SFU Choir with the SFSS, due to uncertainty with COVID, no requests for space being considered. Allocating space in the lockers wouldn't fit their space needs as they have big filing cabinets for sheet music. SFU Choir needs 100 sq. ft but would be willing to collaborate with other music groups to share space ex. SFU Jazz, Peak Frequency.
- During a JOG meeting, there were mentions of SFU re-doing, re-vamping, and re-evaluating space distribution for student groups. There is a need to advocate for groups who need to store equipment.
- Previously, SFU allowed Images Theatre space to be used for music equipment. This was taken away due to hazards associated with the space.
- Need for centralized system for space requests emphasized.
- Need for clearer understanding of the space needs for the groups before connecting with the University.

*\*5-minute break taken at 3:25 PM\**

## 10. Notices of Motion

### 10.1 Policy change to the SFSS Elections and Referenda Policies NEP-1(3)

*Be it resolved to amend the SFSS Elections and Referenda Policies NEP-1(3) to read "The Notice of Election and Referendum Period will last at least 1 week".*

### 10.2 Policy change to the SFSS Elections and Referenda Policies CP-1

*Be it resolved to amend the SFSS Elections and Referenda Policies CP-1 to add a subsection (A) under section 2 and have it read:*

*"a. If there is any gap of time between the end of the campaign period and the start of the voting period, candidates shall be subject to the regulations applicable to the campaign period for that period as if it were a part of the campaign period."*

## 11. IN-CAMERA

### 11.1 MOTION BOD 2020-11-27:13

**Matthew/WeiChun**

*Be it resolved to go in-camera for the remainder of the meeting.*

**CARRIED UNANIMOUSLY**

11.2 Student Care Travel Program

11.3 Investment Policy

11.4 Spring 2021 UPASS

## 12. EX-CAMERA

### 12.1 MOTION BOD 2020-11-27:14

**Osob/Matthew**

*Be it resolved to go ex-camera.*

**CARRIED UNANIMOUSLY**

## 13. GUEST 30 MIN Q&A

- No guests present.

## 14. UPDATES

### 14.1 TMX Tank Farm Safety Meeting

- Meeting Notes (see link below): <https://drive.google.com/file/d/1d9wrmx3QxzzOaklZO24-Msa6ykAChbm9/view?usp=sharing>
- Tank Farm Fire Hazard from John Clague (see link below):  
<https://drive.google.com/file/d/1W97mkF1Ptsv1O7RhNKiYT4pE1wR61c3S/view?usp=sharing>
- SFSS and GSS expressed opposition to TMX and disappointment in lack of commitment of SFU to student safety. Dangers of the tank farm were discussed, particularly seismic risks and fire risks particularly to the health and safety of students.
- Follow-up meeting with Joy Johnson.



## 15. ATTACHMENTS

**15.1 LPF SFU Audit Proposal October 2020**

**15.2 Notes, Burnaby Tank Farm Fire Hazard John Clague**

## 16. ANNOUNCEMENTS

- Next Board meeting December 11th at 1PM.

## 17. ADJOURNMENT

**17.1 MOTION BOD 2020-11-27:15**

**Corbett/Sude**

*Be it resolved to adjourn the meeting at 4:54 PM.*

**CARRIED UNANIMOUSLY**



PROPOSAL FOR THE  
ACCESSIBILITY AUDIT  
OF

# STUDENT UNION BUILDING

SIMON FRASER  
UNIVERSITY

**level**  
**PLAYING FIELD**  
an accessibility agency

Level Playing Field Inc. (LPF)  
Darby Lee Young, Principal

T: 403.612.7970 | M: [access@levelplayingfield.ca](mailto:access@levelplayingfield.ca)  
A: 810, 105 12 Ave SE, Calgary, Alberta, T2G 1A1







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# OUR UNDERSTANDING

At Level Playing Field (LPF) we are involved in accessibility because we believe in its capacity to generate an inclusive world for everyone. Universal access is not just about getting users through the door or up a floor level; it goes beyond that. Our passion is deeply rooted in the inclusion of ALL people, and in removing any barriers that create an uneven playing field. Our work stems from the belief that all future and existing environments should be accessible to everyone regardless of age, ability, or circumstance.

The Student Union Building (SUB) was designed to enhance student life and community at Simon Fraser University. It will provide students with amenities that support non-academic opportunities for community building programming and a break from studies. It features multiple lounges, study areas, meeting rooms and recreational facilities as well as a napping room, community kitchen, gaming lounge, and more.

The SUB will be run by the Simon Fraser Student Society to serve a diverse group of students. We believe that with such diversity comes the responsibility to ensure the building contains no barriers or potential exclusions. The project presents a valuable opportunity to conduct an accessibility audit, which can highlight gaps in accessibility that must be addressed to make the Student Union Building a facility that is useful and marketable to the entire student body.

While universal access and barrier-free design is becoming more commonplace in our built environments, there are still numerous barriers that exist. Simon Fraser University has been in operation since 1965, and many of the buildings are aging. We believe the SUB can serve as a beacon for accessibility on campus and be an integral component of excelling diversity and inclusion of this vibrant community.

Our team is committed and available whenever necessary as collaborative partners with the Simon Fraser Student Society. We believe our passion, extensive experience, and genuine collaborative spirit makes us the right team to take on this extensive accessibility project of the Student Union Building!

## 7 PRINCIPLES OF UNIVERSAL DESIGN



Our approach goes beyond the building code to ensure spaces are usable and welcoming for everyone. To do so, we apply each of the 7 principles of Universal Design to all our projects.

### 1|Equitable Use

Be useful and marketable to people with diverse abilities.

### 2|Flexibility in Use

Accommodate a wide range of preferences and abilities.

### 3|Simple & Intuitive

Utilize a wayfinding strategy that incorporates consistent and easy to understand signage.

**4|Perceptible Information** Communicate all important information effectively and reliably to ALL users.

### 5|Tolerance for Error

Minimize the hazards and adverse consequences of accidents.

### 6|Low Physical Effort

Be consistent in the execution of efficient and comfortable use, mitigating areas where any barriers that create fatigue are a possibility.

### 7|Size and Space for Approach and Use

Provide the appropriate size and space for approach reach, manipulations and use regardless of the user's body size, posture, or mobility possibilities.



We frequently collaborate with other key organizations, such as the Canadian National Institute for the Blind, Deaf & Hear, Autism Society and various seniors organizations, just to name a few!



## LPF BACKGROUND

Founded in 2015, LPF specializes in establishing human-centered environments. Our team provides expertise in the areas of accessibility, Universal Design, inclusivity, resiliency and overall well-being. LPF has developed an extensive portfolio of accessibility audits for municipal and provincial buildings, university campuses and private offices. LPF has developed accessibility policy frameworks and Universal Design construction guidelines for Indigenous and provincial governments.

At LPF we are proud to have proficiency in a multitude of accessibility guidelines to ensure that the goal of creating a facility is both inclusive and marketable to people of all ages and abilities. Our team has developed expertise in numerous standards ranging from Alberta's Barrier-Free Design Guide, CSA B651-18, Vancouver Design Guidelines, GBA+, CNIB's Clearing Our Path documents, NBC (AE) 2019 as well as a variety of international best practices. Our team also has capacity in the Rick Hansen Foundation Accessibility Certification™ program with a designated RHFAC professional staff member.

We truly value a journey of life-long-learning and make it a priority to be well-versed in new and innovative Universal design solutions and guidelines from around the world. While the solutions and design interventions we provide are based on a multitude of standards and codes, they are largely informed by those who live with a disability.



We strongly believe in the importance of lived-experience and recognize its pivotal role in establishing lasting solutions that are legitimate and informed. We define lived-experience as the day-to-day interactions within the built environment that our staff have living with disability. These experiences allow our team to see gaps in accessibility that may not be apparent. initiatives

LPF Founder and Principal Darby Lee Young was born with mild cerebral palsy and has made a concerted effort to hire diverse staff, including employees with varying disabilities and backgrounds. We believe our team's lived-experiences are what make us unique as human beings; and, this diversity is what allows for us to establish authentic inclusion within our office and the projects we are part of.

## RICK HANSEN FOUNDATION ACCESSIBILITY CERTIFICATION

The Rick Hansen Foundation Accessibility Certification™ (RHFAC) is a rating system that uses trained professionals to evaluate the meaningful access of commercial, institutional, and multi-unit residential buildings and sites. Projects that undergo RHFAC will receive a rating score and corresponding certification level based on the following:

1. RHF Accessibility Certified Gold (80%+)
2. RHF Accessibility Certified (60%-79%)
3. Does not meet RHFAC requirements for certification (Below 60%)

Certified projects have the option to be listed on the RHFAC Registry, which is hosted by CSA Group. Projects can also feature an accessibility label or plaque to promote the location's level of accessibility. Construction drawings for eligible buildings and sites which have yet to complete construction can receive pre-construction approval.

As the designated RHFAC Accessibility Professional, Level Playing Field assumes any obligation to guide the design team on all matters related RHFAC Gold Certification.

# OUR STRATEGY

Our team will deliver an accessibility audit in order to highlight any gaps in accessibility that must be addressed to ensure the Student Union Building is accessible to all users, staff and future guests (please see our Scope of Work for a detailed breakdown of our proposed services for the project).

Our accessibility audit of the Student Union building will include:

- Virtual, high-level site and facility audit where accessibility is expected to be present.
- Full site and facility audit (once open) of all student access spaces where accessibility is expected to be present
- User Survey to determine accessibility needs of students
- Compilation of findings into a comprehensive Accessibility Audit Report which outlines the current level of accessibility present, and highlights where improvement can be achieved.
- Enhanced best practice recommendations and solutions to mitigate any barriers, and identify where accessibility can be improved.
- Provide guidance and support to Simon Fraser Student Society to successfully achieve universal accessibility goals.

We are proud to have obtained a depth of experience working in educational facilities. Our team has recently completed a full building accessibility audit of the University of Calgary's MacKimmie Complex, Mathison, and Scurfield Hall. These projects have afforded our team the opportunity to further develop an understanding of the accessibility needs of students and apply our accessibility expertise to these highly visible projects on university campuses.

# PROJECT TEAM

HOURLY RATE - \$185.00/HR

## PROJECT ROLE & RESPONSIBILITIES

As Project Manager, Darby will coordinate the LPF team from project commencement to completion. Darby will utilise her existing expertise in accessibility audits, providing the LPF team guidance and direction. Darby will ensure schedule, staff allocation/ resources and budget are met and maintained throughout each phase of the SUB Accessibility Audit and will act as a liaison among all accessibility stakeholders.

## TIME AVAILABLE FOR PROJECT - 40%

Project Name	Project Phase	Time Commitment
TAZA	Pre-Design	25%
BMO Centre	Design Development	20%
SAM Centre	Pre-Design	15%



DARBY LEE YOUNG

Principal Accessibility Strategist | Founder



KRISTIN WESTLAKE

Lead Accessibility Strategist

HOURLY RATE - \$165.00/HR

## PROJECT ROLE & RESPONSIBILITIES

As Lead Accessibility Strategist Kristin will oversee the accessibility strategy from project commencement to project completion, creating a project timeline and executing each phase accordingly. Kristin will also be responsible for allocating work to junior LPF staff, ensuring project timelines are met with quality and are within budget.

## TIME AVAILABLE FOR PROJECT - 50%

Project Name	Project Phase	Time Commitment
TAZA	N/A	15%
BMO Centre	Design Development	15%
Sam Centre	Construction Documents	10%
University District	N/A	10%



# PROJECT TEAM



**YANGYANG FANG, PHD**  
Accessibility Strategist

HOURLY RATE - \$165.00/HR

PROJECT ROLE & RESPONSIBILITIES

As Accessibility Strategist, Yangyang will oversee project trails, conduct stakeholder research, and interface with business operations and project managers to develop reporting solutions, perform site audits, and create client reports.

TIME AVAILABLE FOR PROJECT - 50%

Project Name	Project Phase	Time Commitment
TAZA	N/A	15%
BMO Centre	Design Development	15%
Sam Centre	Construction Documents	10%
University District	N/A	10%



**GERRIT SCHEFFEL**  
Accessibility Strategist

HOURLY RATE - \$130.00/HR

PROJECT ROLE & RESPONSIBILITIES

As Accessibility Strategist, Gerrit will play a critical role in ensuring client needs are met throughout the lifecycle of the project; specific tasks include site analysis and research, completion of site audit deliverables, compiling relevant data and findings, and ensure high quality reporting.

TIME AVAILABLE FOR PROJECT - 30%

Project Name	Project Phase	Time Commitment
TAZA	N/A	15%
BMO Centre	Design Development	15%
Sam Centre	Construction Documents	10%
University District	N/A	10%

# PROJECT SCOPE

Scope of Services	Fee
<p>1. VIRTUAL AUDIT</p> <ul style="list-style-type: none"> <li>Virtual high level audit of interior student access spaces including:</li> <li>Washrooms</li> <li>All common areas, including but not limited to, lounges, meeting rooms, club centres, gamers lounge, rehearsal room etc.</li> <li>Community kitchen and dining area</li> <li>Develop and provide Executive Summary of findings</li> </ul>	\$6,526.25
<p>2. NEURODIVERSITY AND INCLUSION STUDENT SURVEY</p> <ul style="list-style-type: none"> <li>Conduct campus-wide student survey to understand:               <ol style="list-style-type: none"> <li>SFU students' definition of "neurodivergent", "inclusion" and "accessibility"</li> <li>SFU student accessibility needs in the areas of: Access, Mobility, Wayfinding, Distractions, Sensory Stimulation, Other (as needed)</li> </ol> </li> <li>Analyze and compile survey findings into a report to inform:               <ol style="list-style-type: none"> <li>The Comprehensive Accessibility Audit Report</li> <li>Current accessibility levels &amp; opportunities for improvement</li> </ol> </li> </ul>	\$4,224.00
<p>3. PHYSICAL AUDIT</p> <p>On-Site Accessibility Audit of Building &amp; Site Amenities, including:</p> <ul style="list-style-type: none"> <li>Exterior pedestrian access routes (including public transportation access routes)</li> <li>Exterior amenities (outdoor seating areas, patios, etc.)</li> <li>Public entrances</li> <li>Main lobby and public spaces</li> <li>Restrooms</li> <li>Interior circulation including:               <ul style="list-style-type: none"> <li>Hallways, corridors &amp; interior access routes</li> <li>Vertical circulation (including all public stairwells &amp; elevators)</li> </ul> </li> <li>Assembly/performing spaces (i.e. social stage, club centre, meeting &amp; conference rooms, multi-purpose room, rehearsal etc.)</li> <li>Community kitchen, Dining</li> <li>Lounges, Team Rooms</li> <li>Administration suites</li> <li>Bridge Link to AQ</li> <li>Retail or tenant space (to be negotiated)</li> </ul>	\$8,999.50



# PROJECT SCOPE CONTINUED

Scope of Services	Fee
<div>4. PHYSICAL AUDIT - REPORTING</div> <div><ul style="list-style-type: none"><li>Review on-site findings (including photographs, measurements, etc.)</li><li>Compile Audit findings into Comprehensive Accessibility Audit Report Highlighting current level of accessibility and opportunities for Improvement</li><li>Provide an Accessibility Audit Report Draft</li><li>Complete Accessibility Report including LPF Accessibility recommendations</li><li>Compile RHFAC Ratings Workbook</li></ul></div>	<div>\$6,472.00</div>
GRAND TOTAL:	\$26,221.75

\* Based upon our understanding of the project and our suggested outline of scope of services (above) our professional services fees would be \$26221.75 +GST. Interim monthly invoicing will be based on progress to date. Negotiation of scope with SFU Student Services will formalize fee.

# DISBURSEMENTS

Disbursements will be charged in accordance with below as required:

Description	Charge
Accommodation	Max \$200 per night/per person
Mileage (Outside City of Calgary)	\$0.60/km
Per Diem	\$80 per day/per person
Flights	Cost
Rental Car	Cost
Specific Literature (Codes, Standards & Research Materials)	Cost
Courier	Cost
Printing	Cost

## Conditions of This Proposal

1. In the event of significant changes to the plans, resulting in additional reviews from the LPF team, this estimate will be adjusted accordingly.
2. This proposal is only valid for 60 days and a 30% deposit will be required to initiate the contract.
3. LPF requires a signed authorization to initiate the work. Please see attached.



# APPENDIX A

## SUPPORTING DOCUMENTS

- RESUMES
- PROJECT EXAMPLES
- GBA+ CERTIFICATE
- INSURANCE



# DARBY LEE YOUNG

Founder, Principal Accessibility  
Strategist

## Professional Achievements

### Awards & Distinctions

- Fellowship "Darby" Shoe, John Fluevog, February 2020
- Canada's Top 40 Under 40, June 2018
- Kent Hehr Leadership Award, October 2017
- YW Sesquicentennial Project Honouree, October 2017
- Calgary Stampede Western Legacy Innovation Award, November 2016
- Calgary Herald Top 20 Compelling Calgarians, January 2016

### Appointments

- Premier's Council on the Status of Persons with Disabilities, 2015-Present
- City of Calgary Advisory Committee on Accessibility, 2011-2015

## Professional Bio

Darby has over a decade of experience working as an accessibility strategist. She established Level Playing Field in 2015, and is an expert in Universal Design and international accessibility guidelines and standards. Darby has successfully contributed to the removal of barriers at municipal, provincial and national levels, ultimately establishing inclusive environments. Darby's expertise in Universal Design has developed throughout a wide range of public roles including her achievements as a competitive para-alpine skier. She is committed to contributing her unique lived-experience and various political appointments to passionately advocate for lasting inclusive environments that benefit everyone regardless of age or ability.

## Featured Project Experience

### Arts & Entertainment

- **2019 - CSF SAM Centre, Calgary, AB**  
*Accessibility Consultant for 32,000 sq. ft. Calgary Stampede heritage museum*
- **2019 - BMO Expansion for Calgary Stampede, Calgary, AB**  
*Prime Accessibility Consultant for 660,000 sq. ft. conference centre expansion*
- **2019 - Contemporary Calgary, Calgary, AB**  
*Accessibility Consultant for 93,000 sq. ft. art gallery expansion & redevelopment*

### Commercial / Retail

- **2018 - Tsuut'ina Nation TAZA Development, Tsuut'ina Nation, AB**  
*Accessibility Consultant for ongoing \$5 billion, 55,000,000 sq. ft. project*
- **2019 - Cadillac Fairview Masonville Kiosk, London, ON**  
*Prime Accessibility Consultant for new standard customer service kiosk design*

### Recreation

- **2018 - Vecova Centre for Disability Services and Research, Calgary, AB**  
*Prime Accessibility Consultant & RHFAC facilitator for 160,000 sq. ft. facility*
- **2019 - GH Dawe Community Centre Expansion, Red Deer, AB**  
*Prime Accessibility Consultant for \$36,000,000 arena expansion plan*

### Education

- **2019 - University of Calgary Mackimmie Complex Redevelopment, Calgary, AB**  
*Prime Accessibility Consultant for 370,000 sq. ft. redevelopment*
- **2019 - University of Calgary Mathison Hall, Calgary, AB**  
*Prime Accessibility Consultant for 107,600 sq. ft. Mathison Hall addition*
- **2019 - University of Calgary Scurfield Hall, Calgary, AB**  
*Prime Accessibility Consultant for review of existing 132,500 sq. ft. facility*
- **2020 - Mount Royal University Space Standards, Calgary, AB**  
*Prime Accessibility Consultant for the development of future space guidelines*

### Provincial

- **2018 - Alberta Parks Accessibility Guidelines**  
*Accessibility Subconsultant in the development of province-wide parks guidelines*
- **2018 - BC Parks Accessibility Auditing**  
*Accessibility Consultant in a collaborative approach to auditing over 300 parks*

### Municipal

- **2018 - Bridlewood Affordable Housing, Calgary, AB**  
*Accessibility Consultant for 90,000 sq. ft. municipal affordable housing development*
- **2019 - Red Deer Justice Centre, Red Deer, AB**  
*Accessibility Consultant for 302,000 + sq. ft. municipal courthouse*
- **2020 - Willingdon Heights Community Centre, Burnaby, BC**  
*Accessibility Consultant for 43,000 sq. ft. multi-use municipal complex*



# KRISTIN WESTLAKE

Lead Accessibility Strategist



## Professional Achievements

### Certifications

- Bachelor of Applied Interior Design
- National Council of Interior Design Qualification #31543
- Working towards Rick Hansen Foundation Accessibility Certification (RHFAC) Professional

## Professional Bio

Kristin has 7 years experience in the commercial interior design industry. Through her background as an interior designer, she had the opportunity to work through the challenges presented for a multitude of projects to find thoughtful and inclusive design solutions. She worked on projects from concept, schematic design, design development and contract documents all the way through to contract administration. She joined Level Playing Field in 2020 because of her passion for accessibility and is currently working towards her Rick Hansen Foundation Accessibility Certification. She is committed to continued development in her expertise in the evolving field of Universal Design and is an advocate for accessibility.

## Featured Project Experience

*Asterix denotes work conducted outside of Level Playing Field*

### Health Care

- 2018 - \* **Kelowna Community Health Centre, Kelowna, British Columbia**  
*Interior designer for 140,000 sq ft building with 60,000 sq ft of clinical space*
- 2013 - \* **Caleo Health, Calgary, Alberta**  
*Interior Designer for 20,000 sq ft health centre*
- 2017 - \* **Seton Seniors Community, Calgary, Alberta**  
*Interior Design support for 300 unit supportive living facility for seniors*
- 2016 - \* **Medicine Hat Detoxification & Residential Treatment Centre**  
**Medicine Hat, Alberta**  
*Interior Designer for 18- bed facility*

### Non-Profit Corporate

- 2017 - \* **Long Run Exploration, Calgary, Alberta**  
*Lead Interior Designer for 3 corporate office floors*

### Supportive Living

- 2018 - \* **Inclusio, Calgary, Alberta**  
*Lead Interior Designer for 45 suite, supportive living home for adults with limited mobility*

### Education

- 2018 - \* **Joane Cardinal-Schubert High School, Calgary, Alberta**  
*Lead Interior Designer for 174,600 sq ft school*
- Year - \* **Nelson Madela High School, Calgary, Alberta**  
*Interior Designer for grades 10 to 12 high school*

### Institution

- 2016 - \* **Veterans Fire Station, Airdrie, Alberta**  
*Lead Interior Designer for Airdrie Fire Department and EMS services*

### Hospitality

- 2019 - \* **Anejo Restaurant, Toronto, Ontario**  
*Interior Designer for restaurant re-branding and development*



# YANGYANG FANG

Accessibility Strategist



## Professional Achievements

### Awards & Distinctions

- Alberta Graduate Excellence Scholarship (2020)
- Delta Kappa Gamma World Fellowship (2018/19)
- Eyes High International Doctoral Scholarship (2017/18)
- Alberta Graduate Citizenship Award (2017)
- Michael Lazar Community Service Award (2016/17)
- Fulbright Scholar (2011/13)

### Education

- PhD in Community Health Sciences, specializing in Community Rehabilitation & Disability Studies

### Appointments

- Reviewer for the International Journal of Disability, Community & Rehabilitation (IJDRCR)

## Professional Bio

Yangyang has 10+ years of qualitative and quantitative research experience in the areas of social and cultural psychology, art therapy, community health sciences, and disability studies. She has worked on multiple interdisciplinary research projects including with Inclusion Alberta and PolicyWise for Children and Families to challenge structural barriers to inclusion and equal access. She has regularly presented at national and international disability conferences and is committed to promoting inclusion and accessible built environments.

## Featured Professional Experience

### Student Engagement and Advocacy

- **2017/20 - College of Discovery, Creativity, and Innovation**  
*Senior Advisory Group Member*
- **2017/18 - Community Health Sciences Students Executive**  
*Co-Chair*
- **2016/17 - University of Calgary**  
*Vice President External of the Graduate Students' Association (GSA)*
- **2016/17 - Alberta Graduate Provincial Advocacy Council**  
*Chair*

### Program Development

- **2016 - Dubasov Dance & Wellness, Calgary, AB**  
*Developed inclusive creative arts program for children with special needs*
- **2013 - Roads to Success, New York, NY**  
*Developed inclusive arts program for the Manhattan School for Children*
- **2017/20 - TED x Calgary, Calgary, AB**  
*Director Partnerships and Community Relations*
- **2020 - LOUD Art Society, Calgary, AB**  
*Director Communication and Community Outreach*

### Select Conference Presentations

- Fang XY. (2019). "Social Development of Children with Learning Disabilities". Impairment in the Social World Graduate Students Conference, Columbia University, New York, New York, United States of America.
- Zhao, X, Fang, XY, Liu RH. (2018). "Personality Change" among Young Newcomers in Canadian Schools: Cross-Cultural Change of Sense of Self. Banff International Conferences on Behavioral Science: Ideal Mental Health Services for Children and Youth, the Next 50 Years. Banff, AB.
- Salvo G, Fang XY, Kemp K, Filfilan N, Lockyer, J. (2017). "A Qualitative Study of Winter Cycling in Calgary: Opportunities and Barriers". Building Healthy Communities and Populations. International Society of Behavioral Nutrition and Physical Activity, Victoria, British Columbia, Canada.

### Select Publications

- Milaney K, Lockerbie SL, Fang XY, Ramage, K. (2019). The Role of Structural Violence in Family Homelessness. *Canadian Journal of Public Health*, 110(5), 554-562.
- Siad F, Fang XY, Santana MJ, Butalia S, Hebert M, Rabi, D. (2018). Understanding the Experiences of East African Immigrant Women with Gestational Diabetes Mellitus. *Canadian Journal of Diabetes*, 42(6), 632-638.
- Fang XY, & Hughson EA. (2016). Family experiences and needed supports for family members with FASD. Report for the Alberta FASD Family Advisory Council.



# PROJECT EXAMPLES

## Related Project Experience

Our team brings over 17 years of combined experience directly related to the requirements of this RFP, including the provision of the following core services:

- Expertise in providing accessibility consultation for university campuses (including existing and new builds);
- Evaluation of new-builds from commencement to completion (including reports at the conclusion of Schematic Design and Design Development);
- Experience conducting numerous facility accessibility audits for post-secondary institutions; and
- Focused research towards accessibility solutions, practices and procedures that support learning, creating and collaboration in productive and positive environments.

Our previous work as an accessibility consultant for University of Calgary campus and other post-secondary campus buildings of similar size and siting includes:

### University of Calgary - Mackimmie Complex



Photo Courtesy of: Dialog

Location: Calgary, Alberta  
 Client: University of Calgary  
 Architect: Dialog

Role: Prime Accessibility Consultant  
 Size: 381,311 sq. ft  
 Project Cost: ~\$270,000,000.00

Duration: 2018-2022  
 LEED® Status/Target: Platinum

For the upcoming Mackimmie Complex on the University of Calgary main campus, our team was engaged as the Accessibility Consultant to the Prime Architectural Consultant—Dialog. Our role included analyzing all architectural, landscaping and construction documents and drawings, providing recommendations to ensure the overall accessibility of the project.

Upon completion, the MacKimmie Complex redevelopment will provide the campus with a multitude of accessible programmatic opportunities to learn, create and collaborate in a productive and positive setting. This project is ongoing, and broke ground in September 2018, and is scheduled to be completed in 2022. The redevelopment is targeting LEED® Platinum certification upon completion.

## University of Calgary - Mathison Hall



Photo Courtesy of: Gibbs Gage Architects

The University of Calgary, Mathison Hall expansion of the Haskayne School of Business will add 10,000 m<sup>2</sup> of state of the art learning spaces, study spaces and a new entrepreneurial hub for the entire campus. Our team is currently serving as the Prime Accessibility Consultant for the new building, working directly with Gibbs Gage Architects. Our role includes analyzing all architectural, landscaping construction documents and drawings at all project phases to ensure the University's dedication to inclusion and accessibility is met.

The Mathison Hall expansion provides various common areas, classrooms, lecture halls, student study spaces, and circulation corridors that enhance overall connectivity on the University of Calgary campus. As a result, it is critical to ensure that the project is accessible for all users and in all areas to promote a prosperous learning environment for students. The Mathison Hall development is ongoing, scheduled to be completed in 2022 and is targeting LEED® Platinum certification.

Location: Calgary, Alberta  
Client: University of Calgary  
Architect: Gibbs Gage Architects

Role: Prime Accessibility Consultant  
Size: 10,000 m<sup>2</sup>  
Project Cost: ~\$60,000,000.00

Duration: 2019-2022  
LEED® Status/Target: Platinum

## University of Calgary - Scurfield Hall Accessibility Audit

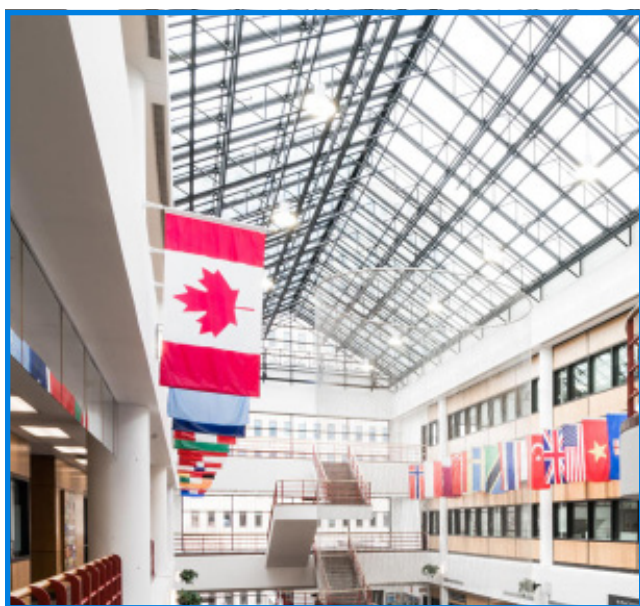


Photo Courtesy of: LPF

As per the University of Calgary's commitment to establishing inclusive and accessible spaces, our team was contacted to conduct an accessibility audit of Scurfield Hall. The building, which originally opened in 1986, contains various barriers to accessibility, as Universal Design was not typically followed during the mid-80's. Our team's main goal going into the project was to identify all existing and future barriers, and ultimately ensure the facility was accessible and welcoming to all persons regardless of age, ability or circumstance.

Our accessibility audit included viewing all exterior pathways, landscaping elements, interior circulation, sanitary facilities, signage and wayfinding, and emergency systems of the building. Our observations were compiled into a final, overall analysis, and included all best practice recommendations to mitigate any barriers. The report provided to the University of Calgary serves as a living document and point of reference for future expansions and renovations to the building.

Location: Calgary, Alberta  
Client: University of Calgary  
Project Manager: Duke Evans Inc.

Role: Prime Accessibility Consultant  
Size: 1,200 m<sup>2</sup>  
Project Cost: N/A

Completion: May 2019  
LEED® Status/Target: N/A

## Mount Royal University Accessibility Space Standards



Photo Courtesy of: Mount Royal University

Location: Calgary, Alberta  
Client: Mount Royal University  
Architect: N/A

Role: Prime Accessibility Consultant  
Size: N/A  
Project Cost: N/A

Duration: 2019-Present (Ongoing)  
LEED® Status/Target: N/A

In 2019, Mount Royal University (MRU) engaged our team to provide accessibility guidance on policy governing the renovation and construction standards used in future classrooms, lecture halls, recitation rooms and other rooms for scheduled instruction. This opportunity provided our team with the ability to analyze MRU’s existing policy and framework for the development of future builds. Our analysis included amendments to the existing guidelines to optimize future and existing spaces for increased accessibility. This included providing commentary and recommendations for layouts, seating areas, desks, fixtures, finishes, equipment, millwork, lighting and other spatial requirements for accessibility to help MRU implement successful universally designed spaces.

Our team dedicated our efforts to heighten accessibility measures for MRU employees through innovative solutions, including induction loops, closed captioning and adaptable furniture such as adjustable height podiums.



# Certificate of Completion

## Darby Young Level Playing Field Inc

has successfully completed Women and Gender Equality Canada's  
Introduction to Gender-based Analysis+

A handwritten signature in black ink, appearing to read 'Guylaine F. Roy', is written over a horizontal line.

Guylaine F. Roy  
Deputy Minister of Women and Gender Equality

October 22, 2020

Date



Government  
of Canada

Gouvernement  
du Canada

# CERTIFICATE OF INSURANCE

BROKER <b>Toole Peet &amp; Co. Limited</b> <b>P.O. Box 4650 Station C</b> <b>1135 - 17<sup>th</sup> Avenue SW</b> <b>Calgary, AB T2T 5R5</b>		This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.				
BROKER'S CLIENT ID:		<b>COMPANIES AFFORDING COVERAGE</b>				
INSURED'S FULL NAME AND MAILING ADDRESS <b>Level Playing Field Inc.</b> <b>#810, 105 - 12 Ave, SE</b> <b>Calgary, AB T2G 1A1</b>		COMPANY A	<b>Certain Underwriters at Lloyds</b>			
		COMPANY B				
		COMPANY C				
		COMPANY D				
<b>COVERAGES</b>						
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.						
<b>LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS</b>						
TYPE OF INSURANCE	CO LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS OF LIABILITY	
<b>COMMERCIAL GENERAL LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS MADE OR <input type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYERS' LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENANT'S LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED <input type="checkbox"/> POLLUTION LIABILITY EXTENSION	<b>A</b>	PSF01227869	1/1/2020	1/1/2021	EACH OCCURRENCE	<b>\$ 5,000,000</b>
					GENERAL AGGREGATE	<b>\$ N/A</b>
					PRODUCTS - Comp/Ops Agg.	<b>\$ 5,000,000</b>
					PERSONAL INJURY	<b>\$ 5,000,000</b>
					TENANT'S LEGAL LIABILITY	<b>\$ 250,000</b>
					MED EXP (any one person)	<b>\$ 10,000</b>
					NON-OWNED AUTO	<b>\$ 5,000,000</b>
					OPTIONAL POLLUTION	
					LIABILITY EXTENSION	\$
					(Per Occurrence/Aggregate)	
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES  **ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE					BODILY INJURY PROPERTY DAMAGE COMBINED	\$
					BODILY INJURY (Per Person)	\$
					BODILY INJURY (Per Accident)	\$
					PROPERTY DAMAGE	\$
<b>Boiler &amp; Machinery</b> <input type="checkbox"/> Boiler & Machinery <input type="checkbox"/> OTHER THAN UMBRELLA FORM (Specify)						\$
					Limit of Liability	\$
<b>OTHER LIABILITY (SPECIFY)</b> <input checked="" type="checkbox"/> Errors & Omissions <input type="checkbox"/> <input type="checkbox"/>	<b>A</b>	PSF01227869	1/1/2020	1/1/2021	Limit of Liability	<b>\$ 5,000,000</b>
						\$
						\$
<b>ADDITIONAL INSURED</b>				<b>DESCRIPTION OF OPERATIONS, LOCATIONS/ AUTOMOBILES/ SPECIAL ITEMS</b>		
				<b>Accessibility Consultant</b>		
<b>CERTIFICATE HOLDER</b>		<b>2</b>	<b>CANCELLATION</b>			
To Whom It May Concern  0 0                      0			Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 0 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives			
SIGNATURE OF AUTHORIZED REPRESENTATIVE 			FAX NUMBER <b>(403) 228-0231</b>		EMAIL ADDRESS <a href="mailto:amichek@toolepeet.com">amichek@toolepeet.com</a>	
PRINT NAME INCLUDING POSITION HELD <b>Andrea Michek, CAIB, Account Executive</b>			COMPANY <b>Toole Peet &amp; Co. Limited</b>		DATE <b>December 31, 2019</b>	







Level Playing Field Inc. (LPF)  
Darby Lee Young, Principal

T: 403.612.7970 | M: [access@levelplayingfield.ca](mailto:access@levelplayingfield.ca)  
A: 810, 105 12 Ave SE, Calgary, Alberta, T2G 1A1

## **Notes, Burnaby Tank Farm Fire Hazard**

### **John Clague**

The Burnaby Tank Farm was built in 1953. It has 13 tanks: six closed-roof tanks, three of which were built in 1953 and three in 1988; six open-roof tanks, all built in 1953. One tank has been removed. The plan is to triple the capacity of the tank farm in the expansion by adding additional close-roof tanks, but to keep nine of the original 67-year-old tanks in service.

**Closed-roof tanks:** They are restrained laterally by the tank roof diaphragm, which limits horizontal deflection, but increases compression on the tank wall, possibly leading to buckling just above the base (“elephant-foot” failure). In an earthquake, there are lower sloshing forces on the tank.

**External floating roof tanks:** These tanks deform horizontally under lateral earthquake forces as they are not restrained by a roof diaphragm. During an earthquake, the greater deformation of the tank walls creates sloshing forces that amplify the lateral displacements as the tank contents rise up the tank walls. Amplifications are more severe if the frequency of the earthquake waves matches the tank’s natural frequency and also for higher volumes in the tanks.

Sloshing can buckle a floating roof, causing it to sink, in which case the entire tank surface is exposed. Contact between the deforming roof and sides of the tank can ignite the content of the tank.

The foundations of the original tanks were not designed to resist uplift or sliding forces generated by an earthquake.

**The structural design code for the 1953 tanks:** Engineers at the time likely used the 1951 American Petroleum Institute standard for the design of both the closed and open roof tanks. That standard had only one design load case to size the wall plate thickness and no criteria for lateral loading by earthquakes or wind

#### **Examples of earthquakes that caused failure of external floating roof tanks and catastrophic fires in tank farms:**

1. Anchorage earthquake (M9.2). External floating roof tanks at the Union Oil Tank Farm in Valdez failed by excessive sloshing, starting a massive 14-day fire.
2. Niigata earthquake, Japan (M7.5). Four external floating roof tanks at the Showa Oil Refinery failed due to excessive sloshing, igniting a fire due to impacts of the floating roof metal perimeter seals with the tank walls. The tank farm fire lasted 14 days and spread into an adjacent residential area, destroying 268 homes.
3. In 1999, the Kocaeli Turkey earthquake (M7.4) caused six external floating roof failures due to excessive sloshing. Forty six other tanks were damaged or destroyed during the fire. This event was a ‘wake-up call’ to structural engineers and the oil industry, and led

to calls to check the integrity of tanks built prior to 1970 in the event that they would be subject to sloshing forces in an earthquake. To my knowledge, this was never done at the Burnaby Terminal – Both the 2013 Trans Mountain Expansion Project application to the NEB and the 2017 Report on the Updated Seismic Risk Assessment for the Burnaby Terminal do not mention the seismic risks of the 1953 tanks.

### **Fire protection audit**

In 2016, the National Energy Board commissioned a fire protection audit for the Burnaby Terminal. The audit was conducted by PLC Fire Safety Solutions, which reported to NEB in December 2016.

PLC found that KMC was in non-conformance with industry-best standards, specifically:

- The site fire program does not provide a clear statement of performance goals for fire control.
- The hazardous assessment of fire and the consequences of fires should be provided for operations at the facility.
- There is no mutual aid agreement that provides a prompt response to fire emergencies (i.e. Burnaby Fire Department).
- An assessment to determine the requirements for fire-fighting and special equipment had not been completed.

In January 2017, KMC issued a lengthy response that, in short, concluded that NEB should disregard PLC's 2016 Fire Protection Audit, arguing:

- PLC audited and evaluated the fire suppression system and related infrastructure against requirements other than "Legal Requirements" as defined by NEB.
- PLC incorrectly identified and interpreted these "Legal Requirements".
- Trans Mountain refutes the findings of PLC
- PLC failed to provide Trans Mountain procedural fairness to which it is entitled in accordance with the NEB's Management System and Protection Audit protocol.

KMC's Senior Manager was arguing that the PLC Audit can only verify whether the existing fire suppression system complies with the standard in effect when the tanks were constructed in 1953. PLC was arguing that the entire tank farm fire suppression system be upgraded to the industry best practices level. In May 2019, NEB accepted KMC's position.