

Universal Design for Physical Spaces Procedure

This procedure is governed by its parent policy.
Questions regarding this procedure are to be
directed to the identified Procedure Administrator.

Functional category	Operations
Parent policy	Universal Design Policy
Approval date	September 10, 2025
Effective date	September 10, 2025
Procedure owner	Vice President, Administration and Chief Financial Officer
Procedure administrator	Director, Campus Services

Overview

This procedure supports the implementation of the Universal Design (UD) Policy where possible by providing guidance for the planning and design of facilities and physical space at NorQuest College (College).

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President to establish policies and procedures for the college's management and operation.

Procedure

All planning for facilities and physical spaces will follow the most current version of the **Government of Alberta Accessibility Design Guide** as a minimum standard level for accessibility. This resource was developed to assist designers, builders, and other National Building Code - Alberta Edition users to meet or reasonably exceed the current accessibility design standards and practices.

When new construction or renovations are proposed, consultation and early discussion will ensure that all new spaces to be occupiable by faculty, staff, students or the public will be as accessible as is practical. Exceptions may exist where related to building service spaces, such as electrical, mechanical and communications rooms. The planning and design of facilities and physical space will be in consideration of and in accordance with, where legislated, the following:

- Accessibility Design Guide (formerly known as the Alberta Barrier-Free Design Guide)
- National Building Code – Alberta Edition (version in force)
- National Fire Code – Alberta Edition (version in force)
- College space and building standards
- Functional programming and end-user requirements
- Physical space availability and limitations

Where conflicts between these publications exist, the college shall abide by all applicable legislated codes and standards.

Definitions

Accessibility Standards Canada

The Government of Alberta Accessibility Design Guide has been developed under the auspice of Accessibility Standards Canada, which is a Government of Canada departmental corporation mandated through the *Accessible Canada Act*. Accessibility Standards Canada's Standards contribute to the purpose of the *Accessible Canada Act*, which is to benefit all persons, especially persons

with disabilities, through the realization of a Canada without barriers through the identification, removal, and prevention of accessibility barriers

All of Accessibility Standards Canada's standards development work, including the work of their technical committees, is carried out in recognition of, and in accordance with, the following principles in the *Accessible Canada Act*:

1. all persons must be treated with dignity regardless of their disabilities;
2. all persons must have the same opportunity to make for themselves the lives that they are able and wish to have regardless of their disabilities;
3. all persons must have barrier-free access to full and equal participation in society, regardless of their disabilities;
4. all persons must have meaningful options and be free to make their own choices, with support if they desire, regardless of their disabilities;
5. laws, policies, programs, services, and structures must take into account the disabilities of persons, the different ways that persons interact with their environments and the multiple and intersecting forms of marginalization and discrimination faced by persons;
6. persons with disabilities must be involved in the development and design of laws, policies, programs, services, and structures; and
7. the development and revision of accessibility standards and the making of regulations must be done with the objective of achieving the highest level of accessibility for persons with disabilities.

These principles align with the principles of the United Nations' *Convention on the Rights of Persons with Disabilities*, ratified by the Government of Canada in 2010 to recognize the importance of promoting, protecting, and upholding the human rights of persons with disabilities to participate fully in their communities.

Related information

NorQuest College

- College Space Standards (contact Facilities for a copy)
- [Furniture Management Procedure](#)
- [Space Allocation and Utilization Procedure](#)
- [Universal Design Policy](#)

External

- [Alberta Accessibility Design Guide](#)
- National Building Code – Alberta Edition (version in force)
- National Fire Code – Alberta Edition (version in force)
- [Canadian Standards Association \(CSA\) B651:23 Accessible Design for the Built Environment](#)
- [City of Edmonton – Access Design Guide \(COE-IM-GUIDE-0015 V04\)](#)

Next review date

September 2029

Revision history

Date	Version Number	Action
May 2013	v01	New
August 2013	v02	Update for document links and branding
June 2015	v03	Reviewed as per Policy and Procedure Framework: no change
August 2019	v04 (published as v03-C)	Compliance Office template & reorganization update
November 2020	v05 (published as v04)	General update
May 2021	v06 (published as v04)	Reviewed
September 2025	v07	Reviewed, updated broken links, codes and standards, and language to reflect current practice