



**MINUTES OF THE
THIRD ELEVATORS SUB-COUNCIL MEETING OF 2019**

DATE: October 9, 2019

TIME: 9:30 a.m. to 12:10 p.m.

LOCATION: Safety Codes Council Office, Edmonton

PRESENT: **Sub-Council Members**
JC Bawa, Chair (via Conference Call)
Sarah Burghardt
Jeff Case
Scott Gavin (via Conference Call)
Don Ireland, Vice Chair (via Conference Call)
Richard Meunier
Daniel Theriault (via Conference Call)
Stephen Weston

Safety Codes Council
Allison Karch, Susan Rossmann, Sanah Sidhu

Alberta Municipal Affairs
Dean Bruce, Bohdan Yard

AEDARSA
Al Griffin

GUESTS: Andrew Cross (via Conference Call); Chris Chamber, BFSC (via Conference Call)

REGRETS: Salim Merchant, Ernie Paustian, Lonny Vanderheide

RECORDER: Sandi Orr

1. Meeting Opening

The Chair called the meeting to order at 9:30 a.m. A round table introduction was held. Participants were reminded the primary duty of all Council Members is to act in the interest of safety in the built environment for the benefit of all Albertans.

Safety and evacuation procedures were provided.

1.1. Agenda Adoption

The agenda was included in the portal and reviewed. The following item was added to the agenda:

- 4.7 - Non-mandatory Appendix in Elevator Code – Barrier Free Requirements

Richard Meunier / Sarah Burghardt moved that the agenda be adopted as amended, with a flexible order of business; CARRIED

1.2. Adoption of June 19, 2019 Minutes

The minutes were included in the portal and reviewed.

Don Ireland / Stephen Weston moved to adopt the minutes of June 19, 2019 as circulated; CARRIED

2. Matters for Decision

2.1. Chair Election

Don Ireland chaired this agenda item.

The floor was opened for nominations. JC Bawa was nominated. After three calls and no further nominations, ***JC Bawa was appointed as the Chair of the Elevators Sub-Council by acclamation, for a two-year term.***

2.2. Nomination of Andrew Cross to represent the Elevator Maintenance industry segment

Andrew Cross left the meeting. Discussion was held in camera.

Don Ireland / Stephen Weston moved to recommend to the Board, the appointment of Andrew Cross to the Elevators Sub-Council to represent the Elevator Maintenance industry segment for a term ending January 31, 2023, effective February 1, 2020; CARRIED

2.3. Results of Letter Ballot 01-19 EVSC – approval of Terms of Reference for the Using Stopped Escalators Working Group

The result of the letter ballot was included in the portal and reviewed.

Stephen Weston / Don Ireland moved to accept the Letter Ballot 01-19 EVSC (approval of Terms of Reference for the Using Stopped Escalators Working Group), as information; CARRIED

3. Review Matters Arising / Action List

| | Item | Action | Date | Responsible | Status/Update |
|----|--|--|----------|-------------|---|
| 1. | Awareness of Safety Issues relative to Malfunctioning of Low-Pressure Switches | A STANDATA or Safety Bulletin is being worked on to reference the January 2018 AEDARSA Advisor, which highlighted the testing requirements for low pressure switches. Update: Industry is aware of the potential safety issues, these mechanical devices are looked at, and no major incidents or shutdowns have been reported. It was determined that a STANDATA was unnecessary. | Feb 7/18 | Bruce | It was reported by the Administrator, all contractors have been notified of this issue. With no further action, this item will be removed from the action list. |

4. Matters for Discussion

4.1. Development of Skills Matrix

It was reported that skills matrices are being developed for each sub-council to assist nominating organizations to find nominees with the right skills and experience.

Each sub-council member was asked to define a few skills and/or qualifications for their own position that would be essential for their work on the sub-council and to forward this to the Council by December 15, 2019. [All]

4.2. Working Group Reports

4.2.1. Using Stopped Escalators as Stairs

Information is being gathered on some of the controls measures, risks, incident statistics and what escalators are lacking to meet building code requirements. The goal is to have a recommendation for the sub-councils in March or April 2020.

With regards to incidents on escalators that are non-operational, it was noted that incidents are not typically reported because they aren't supposed to be used and not considered an escalator at the time. It was requested that AEDARSA provide statistics about incidents on escalators. The co-chair of the working group will correspond with AEDARSA to provide parameters around the data that is being requested. [Therhault]

4.3. Administrator/AMA Report

The Administrator reported the following

- The 2019 edition of ASME A17.1/CSA B44 has gone through public review but is not yet published
- A working group has been formed to align the Trade Regulation with the Elevating Devices Regulation

Members were reminded that in 2018 the Elevators Sub-Council recommended changes to the Elevating Devices Regulation to adopt ASME A17.1-2016/CSA B44-16 Safety Code for Elevators and Escalators and CSA B355-2015 Platform lifts and stair lifts for barrier-free access, along with wording to allow for automatic code adoption. This item was removed from the Cabinet's agenda and therefore the regulation changes were not implemented. However, there are 2019 versions of CSA B355 (already published) and ASME A17.1/CSA B44 (expected to be published soon). It is possible that the government will look to the sub-council early in 2020 for a recommendation about adoption of the 2019 codes.

It was questioned if there were substantive safety gaps that need to be considered right away. It was reported that traction devices were added into CSA B355-19, but since AEDARSA has been inspecting traction devices for some time, it is unlikely to have a major safety impact.

With regard to STANDATAs, some will need to be updated to the new code and will be brought to the sub-council for feedback. If addressed by the new code, some STANDATAs may be retired.

4.4. AEDARSA Report

AEDARSA's written report was included in the portal and Al Griffin provided the following update:

- Hydraulic Cylinder Replacements—all the cylinders should be replaced or removed from service by July 2020
- New features will be added to AEDARSA "oNe" to assist in analysis statistical data
- The "New Compliance Monitoring Program Declarations" program has been a success with 14,600 elevating devices reported out of 15,000
 - This program will continue with standardized reporting and confirmation will be required that the logbook is signed
- AEDARSA is developing a new website for easier access to all elevator information
- AEDARSA will be hosting a two-day Alberta Elevator Industry Seminar in Red Deer in January 2020 which is open to all industry stakeholders at no cost for the seminar; participants must pay their own travel and accommodations

It was questioned and clarified that relative to logbook signatures, this is only applicable to cat-1 tests and brakes. Some of the challenges regarding this requirement were explained. It was clarified that only a declaration of compliance is needed to confirm that the work done is signed off in the logbook.

4.5. 2020 Meeting Dates – provide input on suggested dates

The following meeting dates were proposed and will be confirmed at the end of October:

- February 19, 2020 – 9:30 a.m.
- September 30, 2020 – 9:30 a.m.

4.6. Council Updates

The Council written report was included in the portal:

- A new Expense Policy is in force, an overview of the changes was provided and a new expense form is now available
- The Council is offering Member training:
 - Effective Meetings Workshop – November 12
 - Appeals Training – November 13
 - To sign up, please email Gerry.Letendre@safetycodes.ab.ca
- All Members are required to complete online FOIP training by December 31, 2019
- Work continues on the governance review, including proposed changes to streamline working group formation and processes
- Working group chairs will now be asked to provide a short written report in advance of each sub-council meeting and sample templates will be available
- The Council has created a 'subcouncils@safetycodes.ab.ca' email for all meeting invites; sub-council members are asked to continue to use direct emails for any other inquiries
- An overview was provided of the minor layout changes to the portal
- A quarterly report of all sub-councils' key activities has been created and will be distributed to the Board and each sub-council at the end of each quarter; members are encouraged to share these reports with their nominating organizations
- A member survey was sent to all sub-council members; this is still open and members were asked to provide their honest feedback
- Members were asked to review the new Social Media policy

4.7 Non-mandatory Appendix in Elevator Code – Barrier Free

Chris Schamber was welcomed to the meeting and on behalf of the Barrier Free Sub-Council requested that the non-mandatory appendix for barrier free provisions in elevators be changed from non-mandatory to mandatory.

It was clarified that for all new construction, the requirements of that appendix is enforced under the Alberta Building Code. For elevator modernization, if code requirements are not being inspected by AEDARSA, it was suggested there may be a need to require verification or a permit and inspection by a Building SCO.

As this is a cross-jurisdictional issue, it was suggested that a working group be formed to define the issue and investigate options to address any gaps. This led to a discussion regarding egress and it was emphasized that egress is addressed through the building discipline.

Richard Meunier / Stephen Weston moved to form a joint working group with members from the Barrier Free, Building and Elevators sub-councils to investigate barrier free requirements in elevators; CARRIED

JC Bawa and Richard Meunier volunteered as members and Dean Bruce (AMA) and Al Griffin (AEDARSA) volunteered as resources on behalf of the Elevator discipline.

[Bawa, Meunier, Bruce, Griffin]

A terms of reference will be drafted and will be brought to the applicable sub-councils.

[Council Administration]

5. Meeting Finalization

5.1. Round Table

It was questioned who creates the three-column document and recognized that it was not one individual's responsibility to get created. Sub-council members and the Administrator worked together during the last code review cycle to create the document.

It was questioned when work should begin on reviewing the new code and suggested that this be added to the next meeting agenda.

[Council Administration]

If a copy of the code is needed by a sub-council member, please advise the Council. [All]

Concerns were expressed regarding pushback from general contractors about qualified elevator people not being required when other trades are doing their work in the hoistway. There are issues regarding jurisdiction and this item is being discussed with the Joint Committee reviewing the Elevating Devices Regulation and the Trade Regulation. It was suggested that a brief written report to clarify the issues being experienced regarding access to elevators hoistways by other trades be brought back for discussion at the next meeting. [Ireland]

"Access to elevators hoistways by other trades" will be added to the next agenda.

[Council Administration]

5.2. Next Meeting

The next meeting was tentatively scheduled for February 19, 2020 at 9:30 a.m. at the Council office.

5.3. Meeting Adjournment

Stephen Weston / Sarah Burghardt moved that the meeting be adjourned; CARRIED

The meeting was adjourned at 12:10 p.m.

--- NEW ACTION ITEMS ---

4.1. Development of Skills Matrix

Each sub-council member was asked to define a few skills and/or qualifications for their own position that would be essential for their work on the sub-council and to forward this to the Council by December 15, 2019. [All]

4.2.1. Using Stopped Escalators as Stairs

It was requested that AEDARSA provide statistics about incidents on escalators. The co-chair of the working group will correspond with AEDARSA to provide parameters around the data that is being requested. [Therault]

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--- MOTIONS ---

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