



Safety Codes Council

MINUTES OF THE FIRST ELEVATORS SUB-COUNCIL MEETING OF 2020

DATE: February 19, 2020
TIME: 9:30 a.m. to 2:40 pm
LOCATION: Safety Codes Council Office, Edmonton

PRESENT: *Sub-Council Members*
JC Bawa, Chair
Sarah Burghardt
Jeff Case
Andrew Cross
Don Ireland, Vice Chair
Salim Merchant (via conference call)
Richard Meunier
Ernie Paustain
Daniel Theriault
Lonny Vanderheide
Stephen Weston

Safety Codes Council
Kathryn Derkach, Jennifer Johnson, Susan Rossmann (for item 4.8)

Alberta Municipal Affairs
Dean Bruce

GUESTS: Al Griffin, AEDARSA

RECORDER: Jennifer Johnson

2020 MEETINGS: September 30

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.

1.1 Agenda Adoption

The agenda was included in the portal and reviewed.

Don Ireland / Ernie Paustian moved that the agenda be adopted, as circulated with a flexible order of business; CARRIED

1.2 Adoption of the October 9 Minutes

The minutes were included in the portal and reviewed.

Andrew Cross / Stephen Weston moved to adopt the minutes of the October 9, 2019 meeting, as circulated; CARRIED

2. Matters for Decision

2.1. Closed Session

Ernie Paustian / Richard Meunier moved to a closed session; CARRIED

Item 2.1.1 was discussed in closed session.

Don Ireland / Andrew Cross moved to come out of closed session; CARRIED

2.1.1 Nomination of Michael MacLean / Jeff Mitchell to represent the Education and Training industry segment.

Don Ireland / Dan Theriault moved to recommend to the Board appointment of Jeff Mitchell to the Elevators Sub-Council to represent the Education and Training industry segment for a term ending January 31, 2023, effective immediately; CARRIED

2.2 Skills Matrix Review

Work continues on the skills matrix. These are being developed for each sub-council to assist nominating organizations to find nominees with the right skills and experience. Each council member was asked to define a few skills and/or qualifications that would be essential for their position on the sub-council and forward to the Council by September 1st, 2020 for review at the next meeting. [All]

2.3 Code Adoption

It was noted that the 2019 versions of ASME A17.1/CSA B44 and CSA B355 codes have been published. As the amendments that were recommended by this sub-council on the 2016 code have not yet been adopted, Municipal Affairs would support forgoing the adoption of 2016 code and moving forward with investigating the adoption of the 2019 code. There was some discussion regarding timely code adoption which has been proposed but not yet accepted.

Ernie Paustian / Sarah Burghardt moved to forego the adoption of CSA B44-2016 and CSA B355-2016 and move to investigate adoption of CSA B44-2019 and CSA B355-2019; CARRIED

3. Review Matters Arising/Action List

None identified

4. Matters for Discussion

4.1. Access to elevators hoistways by other trades

It was reported that there is an issue at construction sites with other trades working in hoistways without qualified workers on site. There is a misconception among some trades that if they lock out the elevator it is deemed to be safe. It was noted that this issue does not fall under the scope of the sub-council. Concerns should be brought to Apprenticeship and Industry Training (AIT), they have a process to deal with these types of issues, including an online form.

4.2. Code Review

2019 versions of CSA B355 and ASME A17.1/CSA B44 have been published and are ready for the sub-council to review. The Administrator requested the sub-council use the timely code adoption timeline and have the review ready to bring back for the sub-council for a recommendation in 6 months.

Ernie Paustian / Dan Theriault moved to form two working groups to investigate the adoption of the 2019 versions of CSA B355 and ASME A17.1/CSA B44; CARRIED

Richard Meunier, Ernie Paustian, JC Bawa, and Lonny Vanderheide volunteered as members to review CSA B355.

Dan Theriault, Andrew Cross, JC Bawa, Don Ireland, and Lonny Vanderheide volunteered as members to review ASME A17.1/CSA B44.

The Administrator and Al Griffin (AEDARSA) volunteered to work with both groups as resources.

Council will complete the Terms of Reference and send it out by email, followed by a conference call to review them in order to allow the working groups to get started quickly. The Administrator will prepare the 3 column document.

[Council Administration, Administrator]

4.3. Draft STANDATA regarding building permits

The sub-council reviewed a draft STANDATA identifying when permits are required under the building discipline. It was noted that this STANDATA gives guidance to let people know in which cases they should further investigate if a building permit is necessary for the work they're doing. Examples were discussed of when a building permit would be needed in addition to an elevator permit.

It was recognized that there are things that aren't covered by AEDARSA (ie. barrier free) so this will help ensure nothing is missed. The group found the wording for elevators a bit vague, "elevating device system" would be preferred. The Administrator will work with the Building Administrator to improve the wording and ensure it is clear enough to help an SCO decide if a building permit is required.

[Administrator]

4.4. Elevator and Escalator Safety Week

There was a discussion around the lack of information for users of elevating devices on how to use them safely, best practices, etc. There is an elevator and escalator safety awareness week in the fall, perhaps there is a way to use this to enhance communication. AEDARSA reported that they will have a booth on escalator safety in the Safety Expo in Calgary next month. It was noted there doesn't seem to be much information available on elevator safety. There was a suggestion that it may be helpful to run reports on incidents to show there is a need for public education, the Administrator offered to look into this. Members will take this back to their nominating organizations to see if there is support for a public information campaign.

[All]

4.5. Working Group Reports

4.5.1. Using Stopped Escalators as Stairs

The group has found it challenging to find information regarding incidents on stopped escalators that are being used as stairs. It was reported that the group has reached an impasse, addressing risks has been easy but it is unlikely anyone will want to accept the risk. The working group is expected to complete their report soon and bring it back to the sub-council. As the issue was raised by BOMA, it was suggested there should be a letter drafted to them as well and delivered by either the Administrator or the Safety Codes Council.

4.5.2. Barrier Free Requirements in Elevators

It was noted that a working group is not necessary due to the publication of the new STANDATA. It was brought up that the original request was to see if Appendix E should be included in the elevator code and it was clarified that there is jurisdictional overlap so the new STANDATA will help address that. Building code always takes precedence so if a building permit is necessary, Appendix E will be addressed through that.

4.6. Administrator/AMA Report

The Administrator reported:

- Reviews are currently being done on all three Delegated Administrative Organizations (DAO), likely to be some changes but not clear at this time what those will be.
- All the ministries are going through red tape reduction which entails counting all additional requirements in Alberta regulations. This sub-council is in a fairly good place since a lot of this work was done when reviewing 2016. Important to note that reducing red tape will not mean less enforcement.
- A variance allowing 12 story encapsulated mass timber construction is coming out today. Alberta leading the way on this initiative, likely to have a big impact.

4.7. AEDARSA Report

A written report and presentation were included in the portal and updates were provided on:

- Draft versions of information bulletins from AEDARSA were reviewed and an update was given on proposed methods to ensure compliance with regulations. These will be available online once they've been reviewed by AMA.
- The administration of data collected by the Authorized Accredited Agencies and the scheduling of when in-service inspections are required is a responsibility that has been delegated to AEDARSA from the government of Alberta.

4.8. Council Updates

Susan Rossmann, Manager of Stakeholder Relations, gave a presentation on the sub-council governance review findings. Highlights of the presentation included:

- Overall, the feedback was positive with some suggestions for improving processes, some of which have already been implemented.
- Two major issues were identified:
 - It was found that the TCC was meeting too infrequently and the technical expertise at the table wasn't always sufficient to effectively address issues.
 - There are two working groups that are functioning as sub-councils but don't have the governance structure or oversight that sub-councils do: the PSDS working group (Plumbing Sub-Council) and AEUC working group (Electrical Sub-Council).
- The Board has made the recommendation to dissolve the TCC and create two new sub-councils. These recommendations would be implemented through a bylaw change, which is being presented at the AGM in May. To ensure communication among sub-councils is maintained, the Council will continue work on improved reporting systems and processes between sub-councils:
 - Liaisons
 - Joint working groups
 - Working group report templates
 - Quarterly reports
 - Two-week agenda package posting

A written report was included in the portal and updates were provided on:

- The process for 'closed sessions' and clarification that any motions made during those sessions must be made out of closed session and recorded in the minutes.
- Allison will be on maternity leave starting in March. Please remember to include Kathryn on all emails going forward.
- There are number of member training sessions coming up, please contact Gerry to register:
 - New Member Orientation – March 5
 - Effective Meetings Workshop – March 23
 - Appeals Training – March 24
- Registration for Conference 2020 will open for sub-council members only in February. Please be sure to register before the end of February to guarantee a room at the Rimrock. Any registrations received after that may be at a different hotel.

5. Meeting Finalization

5.1. Round Table

- No items identified.

5.2. Next Meeting

The next meeting was reconfirmed for September 30, 2020 at the Council office at 9:30 a.m.

5.3. Meeting Adjournment

The meeting was adjourned at 2:41 pm.

– NEW ACTION ITEMS –

2.2 Skills Matrix Review

Group will take some more time to work on theirs individually and bring them back to review. Each council member is asked to define a few skills and/or qualifications that would be essential for their position on the sub-council and forward to the Council by September 1st, 2020 for review at the next meeting. [All]

4.2. Code Review

Richard Meunier, Ernie Paustian, JC Bawa, and Lonny Vanderheide volunteered as members to review CSA B355. Dean Bruce (AMA) and Al Griffin (AEDARSA) volunteered as resources.

[Meunier, Paustian, Bawa, Vanderheide, Bruce, Griffin]

Dan Theriault, Andrew Cross, JC Bawa, Don Ireland, and Lonny Vanderheide volunteered as members to review ASME A17.1/CSA B44. Dean Bruce (AMA) and Al Griffin (AEDARSA) volunteered as resources.

[Theriault, Cross, Bawa, Ireland, Vanderheide, Bruce, Griffin]

Council will complete the Terms of Reference and send it out by email, followed by a conference call to review them in order to allow the working groups to get started quickly. Dean offered to prepare the three column document for both working groups.

[Council Administration, Administrator]

4.3. Draft STANDATA regarding building permits

It was noted that Dean Bruce would report back to AMA that the group would like to improve the wording and ensure it is clear enough to help an SCO decide if a building permit is required.

[Administrator]

4.4. Escalator and Elevator Safety Week

Members will go back to their nominating organizations to see if there is support for a public information campaign. Dean Bruce will gather some statistics on incidents to help show the need for education.

[All]

– MOTIONS –

1.1 Don Ireland / Ernie Paustian moved that the agenda be adopted, as circulated with a flexible order of business; CARRIED

1.2 Adoption of the October 9 Minutes

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2.3 Code Adoption

Ernie Paustian / Sarah Burghardt moved to forego adoption of 2016 and move to investigate adoption of 2019 elevator code (B44) and B355; CARRIED

4.2. Code Review

Ernie Paustian / Dan Theriault moved to form two working groups to investigate the adoption of the 2019 versions of CSA B355 and ASME A17.1/CSA B44; CARRIED

Appendix B: Working Group Member Lists

WORKING GROUP	WORKING GROUP MEMBERS (<u>Chair</u>)
Using Stopped Escalators as Stairs Joint Working Group (EVSC)	Dan Theriault, <u>Corey Klimchuk</u> , Rick Gratton, JC Bawa, Stephen Weston, Lonny Vanderheide, Don Ireland, Salim Merchant
CSA B355 Code Review	Richard Meunier, Ernie Paustian, JC Bawa, and Lonny Vanderheide
ASME A17.1/CSA B44	Dan Theriault, Andrew Cross, JC Bawa, Don Ireland, and Lonny Vanderheide