



**MINUTES OF THE
SECOND ELEVATORS SUB-COUNCIL MEETING OF 2017**

DATE: October 18, 2017

TIME: 9:00 a.m. to 1:30 p.m.

LOCATION: Radisson Hotel, Edmonton

PRESENT: **Sub-Council Members**
JC Bawa, Chair
Quentin Brayley-Berger
Gavin Langley
Ernie Paustian (9:10 a.m. to 11:00 a.m.)

Safety Codes Council
Susan Rossmann, Danielle Paradis (until 10:30 a.m.)

Alberta Municipal Affairs
Dean Bruce, Katrina Sholdice

AEDARSA
Al Griffin

GUESTS
Don Ireland

REGRETS: Scott Gavin
Suresh Sundaram, Vice Chair

RECORDER: Sandi Orr

2018 MEETINGS: Feb 7, Oct 3

1. Meeting Opening

The Chair called the meeting to order at 9:04 a.m. and a round table introduction was held.

1.1. Agenda Adoption

Quentin Brayley-Berger / Gavin Langley moved that the agenda be adopted as circulated, with a flexible order of business; CARRIED

Throughout the meeting, it was also agreed to add the following items to the agenda:

- 3.11 – Low Pressure Switches – Safety Issue
- 3.12 – 2016 Code Review

1.2. Previous Minutes

1.2.1. Adoption of October 25, 2016 Minutes

Gavin Langley / Quentin Brayley-Berger moved to adopt the minutes of October 25, 2016 as circulated; CARRIED

1.2.2. Adoption of April 19, 2017 Minutes

Quentin Brayley-Berger / Gavin Langley moved to adopt the minutes of April 19, 2017 as circulated; CARRIED

2. Matters for Discussion

2.1. Appointments

2.1.1. Nomination of Salim Merchant – Architecture for a term ending January 31, 2021

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

Ernie Paustian / Gavin Langley moved to recommend to the Board the appointment of Salim Merchant to the Elevators Sub-Council, representing the Architecture industry segment, for a term ending January 31, 2021, effective immediately; CARRIED

2.1.2. Nomination of Don Ireland – Labour for a term ending January 31, 2021

Don Ireland removed himself as a guest during the discussion of this agenda item. The letter of nomination was included in the portal and reviewed.

Gavin Langley / Ernie Paustian moved to recommend to the Board the appointment of Don Ireland to the Elevators Sub-Council, representing the Labour industry segment, for a term ending January 31, 2021, effective immediately; CARRIED

2.2. Matrix Review

The Elevators Sub-Council matrix was included in the portal and reviewed. It was reported that the Council has been in contact with both BOMA-Edmonton and BOMA-Calgary and they are each working on submitting nominations.

With regard to the Small Manufacturers and Lifts for Persons with Physical Disabilities industry segment, it was clarified that the Council was conducting its due diligence to ensure no other manufacturers in Alberta exist. With RAM Elevators and Lifts before the only Provincial-Based Manufacturer, the Council is waiting for the 2-year period to lapse as the individual had already reached his maximum of three 3-year terms.

3. Matters for Discussion

3.1. Step Indexing Requirement in 2013 Code (E.2.03.16)

At the last meeting, the Elevating Devices Administrator asked members to go back to their organizations to gather feedback and nothing has been received. However, now AMA and AEDARSA are getting complaints from industry.

An in-depth discussion was held regarding step indexing requirements and it is believed there are only three pathways for compliance: the escalator meets the requirements, the escalator meets the requirements with brushes installed, or the escalator needs to be repaired to meet the requirements.

It was further clarified that there are over 700 escalators in Alberta and each escalator has to be tested annually as the new testing requirements are retroactive for all devices.

This led to a discussion regarding what should occur when an escalator is tested and doesn't meet the step indexing requirements in the code. It was recognized that this is a retroactive requirement introduced by the Maintenance Control Program (MCP) that impacted older escalators. Therefore, for escalators that were designed and built to an earlier code prior to the step indexing requirements, a reasonable amount of time should be given to meet the more stringent requirements.

Secondly, the escalators that were built to the 2007 code and newer editions should also be allowed time to gain compliance.

AEDARSA will continue to work with AMA on the issue to bring suggestions forward to the sub-council of any potential changes that could be recommended to the Minister. It was also noted that there would have to be support from industry that the solution is necessary and will work before making recommendations to the Minister.

It was also suggested that more discussion will be needed on what constitutes an immediate shut down on a range of elevating device deficiencies. It was agreed that there are a lot of issues with the code and there is a need to identify the shutdown requirements for different devices to have

a consistent approach, e.g. immediate, time to fix, etc. In the meantime, it was recognized that this would continue on a case-by-case basis.

Gavin Langley / Quentin Brayley-Berger moved to create a working group with the scope being to gain consistency by developing a list of infractions requiring immediate shutdown vs. those where a specific time period might be given to correct the infraction; CARRIED

Quentin Brayley-Berger was appointed as the Working Group Chair.

The Working Group Chair will solicit potential working group members and work with the Council to create terms of reference. [Brayley-Berger / Rossmann]

3.2. Barricade Requirement for Non-Running Escalators (E.3.03.16)

Members were provided with an overview of some of the challenges experienced by the new requirement to barricade an escalator when it is not running. SCOs are aware of this requirement. Building owners have questioned AMA and it has confirmed the new barricading requirement in code. Owners are reminded that an escalator is not an egress or a stairwell but some buildings are being found with other means of egress.

A brief discussion was held regarding the decision that the Technical Standards and Safety Authority in Ontario has made to change to their provincial legislation to ease the requirement of barricading a stopped escalators. Any changes in Alberta would require a change to legislation.

In recent meetings with BOMA and Authorized Accredited Agencies, AEDARSA has stated the code is quite clear and prescriptive that escalators must be barricaded when not operating.

It was suggested this issue be raised with the Building Sub-Council Chair at next week's TCC meeting. If the only means of egress is an escalator, a variance would have to be in place. It was also noted that a variance can only be used if the deviation provides an equal or greater level of safety.

This led to a discussion regarding escalator start-up procedures and that they must be performed by authorized personnel. Part of the MCP (8.6.11.6.) states that only authorized personnel can perform start-up procedures, individuals must be trained in order to be considered authorized personnel, and these procedures must be performed every 24 hours.

Owners need to understand that there are public and worker safety risks for untrained individuals doing this work. Authorized Accredited Elevator Agencies will be looking for a list of trained individuals as authorized personnel as part of their compliance monitoring Activities.

This led to a discussion regarding escalators that are in service 24/7 and whether there is a need to conduct all procedures every 24 hours. It was reiterated that the code is quite specific in this regard and the only means of verifying that the stop button is working is to stop the escalator.

It was noted that there was typographical error (errata) in ASME A17.1-2013/CSA B44-13 clause 8.6.11.6 requiring escalator authorized personnel training in elevator evacuation procedures and it was clarified that this was an error.

It was noted that the Elevating Devices Administrator will be creating a STANDATA or Notice to advise industry of the correction and to clarify requirements. [Bruce]

3.3. Technical Coordinating Committee Report

An update was provided from the March 7, 2017 TCC Meeting on an issue relating to the Elevators discipline:

- Elevators Sub-Council Chair reported on issues with firefighters evacuating from elevators. It has been clarified that this is an operational issue within each municipality and not something under the jurisdiction of the Fire Sub-Council.

It was clarified that the Elevator Code requires that the person evacuating people from an elevator must be trained in elevator evacuation. A list is available on the AEDARSA website under Resources of 5 Elevator Emergency Rescue Training Consultants.

The next Technical Coordinating Committee meeting is scheduled for October 24, 2017.

The Chair reported that he will be bringing the topic of main and alternate landings up at the next TCC meeting as AEDARSA views this as a Building issue. However, there appears to be a gap regarding who is approving safe egress from new main and alternate recall floors.

3.4. Administrator's Report

The Elevating Devices Administrator reported on the following:

- Workload has increase because of the new code and MCP
- AEDARSA is doing a great job in educating building owners, agencies and their employees
- Working on new STANDATA to clarify Major and Minor Alterations [Bruce]
- Looking for input from the Council on a safety issue that has been identified by AEDARSA and this was added as a separate agenda item
- A brief update was provided on the education of SCOs, agencies and industry
- Recently attended a National Code Review meeting with all Chiefs, CSA and ASME to review proposed changes for the 2019 code, this is about the half way point of the code cycle and it will be published fall of 2019.
- Issues with Alberta Industry and Training (AIT) Certification for Elevator Mechanics

The Elevating Devices Administrator reported that the New Rope Inspection STANDATA has been developed and is being reviewed at the policy level. The Administrator will follow up on status of the STANDATA. [Bruce]

Relative to AIT Certification for Elevator Mechanics, it was reported that AIT has deemed that there is a need for certification to be addressed because the province is not providing training and this is required for all compulsory trades. AIT offered two different pathways – de-certify the trade (requiring no training or certification) or re-designate the trade from a compulsory trade to an occupational trade. It was agreed to by the board members to investigate the feasibility of re-designating to an occupational trade.

3.5. Council Updates

The Manager of Stakeholder Relations reported on the following:

- An additional person is now in the Sub-Council support role – Gerry Letendre is now working with Allison Karch to support the sub-councils
- New process for developing agendas in advance with the Chair and Administrator
- The Council will be moving in April 2018, just a few blocks down the street from their current office
- New Member Orientation (November 28, 2017), mandatory for new members
- Effective Meetings Workshops (November 29, 2017)
- Both workshops will be held at the Radisson Edmonton South. Emails have been circulated to all sub-council members. Anyone interested in registering, contact Gerry Letendre (letendre@safetycodes.ab.ca).
- An Appeals Training Workshop is being planned and further details will be provided. This will be required for anyone that is adjudicating appeals.

It was clarified that although the Board does not meet until December, the new members recommended at today's meeting are encouraged to participate in the upcoming New Member Orientation. [Ireland / Merchant]

3.6. 2018 Meeting Schedule

The following meeting schedule was established for 2018:

- Wednesday, February 7 – Red Deer
- Wednesday, October 3 – Red Deer

3.7. Maintenance Control Program Update

It was reported that the new Maintenance Control Program became in force on September 1, 2017 and is well underway. Almost all elevator companies have provided their MCP to AEDARSA for acceptance.

The only pushback being received from the elevator service providers is in the rural communities where they only get out there every 3 months or so. More time would be required to get all the MCPs in place. It was noted that some service providers would have preferred one general MCP.

It was clarified that AEDARSA SCOs are now reviewing to ensure the MCP is in place. The SCOs are not looking at the maintenance manuals, they are just ensuring that the MCP and log book are in place and up-to-date.

It was questioned and clarified that Category 1 testing needs to be completed by September 1, 2018. There was concern expressed, particularly for those that operate on a calendar basis, as some are likely to be incomplete to be scheduled for October, November and December. Members were reminded that industry was already given an extra year before the MCP became in force in Alberta.

This led to a discussion regarding a Declaration required that maybe required from the elevator company and the owner. It was clarified that the owner is totally responsible and the elevator company works on behalf of the owner to ensure 100% of the work is done pertaining directly to the elevator.

It was questioned what the wording of the declaration would be. It was noted that input from the elevator companies would be helpful in final proposed wording.

3.8. Hydraulic Cylinder Replacement

It was reported that the Hydraulic Cylinder Replacement program is coming along. Although a lot have been replaced, there are still some that need replacing. Further update will be provided at the next meeting as this will be closer to the deadline date. [Bruce / Griffin]

AEDARSA will be consulting with AMA on what to do with any devices in non-compliance after the March 1, 2018 deadline.

3.9. Incidents involving Workers or Passengers

There have been 71 elevator and escalator incidents reported, with 2 considered serious and a few resulting in damaged equipment.

It was further reported that there have been 5 serious accidents or fatalities involving workers in the elevator industry in Canada in 2017. Although under the jurisdiction of Occupational Health

and Safety, there has been a heightened awareness of the need for reliability, safety and maintenance.

The AEDARSA Advisor was started back up again and is available on their website at:

http://www.aedarsa.com/wp-content/uploads/2017/10/AEDARSA_Advisor_Elevating_Devices_October_2017.pdf

It was further reported that a course regarding elevator modifications is likely to be developed to create a better understanding of those code requirements. The course will be held in Red Deer in January 2018.

3.10. ACT Project Update

The Accreditation, Certification and Training Project is to assist in delivering training and managing all systems under those three umbrellas. An overview was provided of the need for transforming the service delivery model of the Council. Background was provided on the review of all processes and the move away from paper-based operations. Examples were provided on the current paper-based processes and the number of steps needed. This new system will integrate and streamline the Council's processes.

A total of 22 courses are currently available online. An overview was provided of the current goals for eLearning, eLearning best practices and work being done on all courses to be based on Shareable Content Object Reference Model (SCORM).

A brief overview was provided of the extensive reporting capabilities, including potential dashboards that can be developed to automatically provide real time data and allow for informed decision-making.

It was questioned regarding how individuals can learn what qualifications and training are needed to become an SCO. It was clarified that the Council's website contains that information and this will continue to be maintained for the public.

3.11 Low Pressure Switches – Safety Issue

During in-service inspections during the month of September, it was found that low pressure switches have been malfunctioning. AEDARSA has updating internal inspection procedures and issued an internal safety notice to ensure this is looked at during in-service inspections.

It was questioned if this is something that should be done industry-wide and it was suggested that an Information Bulletin STANDATA be issued to heighten awareness of the safety issue.

Gavin Langley / Quentin Brayley-Berger moved to support the development and issuance of an Information Bulletin STANDATA to heighten awareness of the safety issues relative the malfunctioning of low pressure switches in elevators and lifts for persons with disabilities;
CARRIED [Bruce]

3.12 2016 Code Review

It was suggested that a working group be formed to review the changes in the 2016 Elevating Devices Code. There are a lot of Alberta-specific requirements and an overview was provided of the need to address these province-specific differences between now and the 2020 code to harmonize with the National Code.

A brief overview was provided on the timely code adoption process, being that the code would become in force on the first day of the month following the publication of the code. This did not occur for the 2016 code as the wording to allow automatic code adoption has not yet been written into the Elevating Devices Regulation. Alberta-specific requirements are still contained within the Regulation and these will have to be reviewed and addressed. If there is justification to keep an Alberta-specific requirement, it would be written into a supplement rather than included in the regulation.

Gavin Langley / Quentin Brayley-Berger moved to create a Code Review Working Group with the scope being to review the changes to the ASME A17.-2016 / CSA B44-16; CARRIED

Gavin Langley was appointed as the Working Group Chair

The Working Group Chair will solicit potential working group members and work with the Council to create terms of reference. [Langley / Rossmann]

2016 code books will be ordered for all working group members. [Council Administration]

4. Review Matters Arising/Action List

There were no action items for review.

5. Meeting Finalization

5.1. Meeting and Agenda Feedback

There was no feedback provided.

5.2. Next Meeting

The next meeting was reconfirmed for Wednesday, February 7, 2018 in Red Deer at 9:00 a.m. in Edmonton.

5.2.1. 2018 AGM

The 2018 AGM and conference will be held from May 30 – June 1 at the Rimrock Hotel in Banff.

5.3. Meeting Adjournment

Quentin Brayley-Berger / Gavin Langley moved that the meeting be adjourned; CARRIED

The meeting was adjourned at 1:30 p.m.

--- NEW ACTION ITEMS ---

3.1. Step Indexing Requirement in 2013 Code (E.2.03.16)

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3.11 Low Pressure Switches – Safety Issue

Development and issuance of an Information Bulletin STANDATA to heighten awareness of the safety issues relative the malfunctioning of low pressure switches in elevators and lifts for persons with disabilities. [Bruce]

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--- MOTIONS ---

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