



**MINUTES OF THE
FIRST ELEVATORS SUB-COUNCIL MEETING OF 2023**

DATE: April 13, 2023

TIME: 9:01 a.m. to 12:42 p.m.

LOCATION: Videoconference

PRESENT: *Sub-Council Members*

JC Bawa, Chair
Sarah Burghardt
Jeff Case
Andrew Cross
Don Ireland, Vice Chair
Richard Meunier
Jeff Mitchell
Ernie Paustian
Stephen Weston
Rob Pelletier
Jarret Young
Barbara Shipman

Safety Codes Council

Jennifer Johnson, Allison Karch, Mychele Joyes

Alberta Municipal Affairs

Dean Bruce

GUESTS: Dean McKernon and Al Griffin, AEDARSA; John Lee, Vinspec; Dan Theriault

RECORDER: Jennifer Johnson

2023 MEETINGS: October 31

1. Meeting Opening

The Chair called the meeting to order at 9:01 a.m. A round table introduction was held and videoconference functionality was reviewed, and members were reminded that their primary duty is to act in the interest of safety in the built environment for the benefit of all Albertans.

1.1 Agenda Adoption

Andrew Cross/Stephen Weston moved that the agenda be adopted, as circulated; CARRIED

1.2 Adoption of the October 13, 2022 Minutes

Ernie Paustian/Jarret Young moved to adopt the minutes of the October 13 meeting, as circulated; CARRIED

2. Matters for Decision

2.1. Closed Session

Andrew Cross/Ernie Paustian moved to enter into closed session; CARRIED

Don Ireland/Sarah Burghardt moved to exit closed session; CARRIED

2.1.1. Appointment of Andrew Cross to represent Large Manufacturers

Don Ireland/Jarret Young moved to recommend to the Board appointment of Andrew Cross to the Elevators Sub-Council to represent Large Manufacturers for a term ending January 31, 2026, effective February 1, 2024; CARRIED.

2.1.2. Appointment of Rob Pelletier to represent Elevator Maintenance

Sarah Burghardt/Jarret Young moved to recommend to the Board appointment of Rob Pelletier to the Elevators Sub-Council to represent Elevator Maintenance for a term ending January 31, 2027, effective February 1, 2024; CARRIED.

2.1.3. Matrix Review

Don Ireland/Jeff Case moved to accept the Elevator Sub-Council matrix as is, with no changes; CARRIED.

2.2. Drainage from Elevator Pits STANDATA (joint with Plumbing)

The Elevating Devices Administrator explained this STANDATA is being revised to bring it up to date. Members suggested it may be helpful to include clarification on whether sump pumps require a dedicated circuit. The Administrator will discuss with the Electrical Administrator to confirm whether clarification should be added. [Bruce]

Stephen Weston/Barbara Shipman moved to support the Drainage from Elevator Pits STANDATA, with clarification about electrical code provisions; CARRIED.

2.3. Firefighters' Emergency Operation (FEO) for Alterations (joint w/Building)

This joint STANDATA was published in March after consultation with multiple stakeholders, including the fire discipline. Discussion included the following:

- This STANDATA will align Alberta more closely with other provinces and help ensure an appropriate level of safety.
- It aims to improve safety by requiring building owners install at least a partial FEO, such as an elevator recall system, when making major elevator alterations.
- This provides an option for owners to improve safety without installing full FEO, which may not be practical in all situations.
- Upgrades to the fire alarm system are not required, only to the elevator operating system.
- Municipal Affairs is working with AEDARSA on a plan for implementation.

Jeff Case/Don Ireland moved to support the Firefighters' Emergency Operation (FEO) for Alterations STANDATA; CARRIED.

2.4. Firefighters' Emergency Operations (FEO) Testing for Owners (joint with Fire)

This STANDATA clarifies that FEO testing for building owners on a quarterly basis is sufficient, as per the Building Code.

Jarret Young/Stephen Weston moved to support the Firefighters' Emergency Operations (FEO) Testing for Owners STANDATA; CARRIED.

3. Review Matters Arising/Action List

None identified.

4. Matters for Discussion

4.1. Safety Codes Council New Staff Introductions

The Acting Vice President; Regulatory Affairs, Governance, and Policy delivered a presentation to sub-council members on changes at the Council. She shared strategic pillars for the Council as well as upcoming business initiatives aligned with the pillars. Council staff is working to standardize procedures and processes across sub-councils. Upcoming events for sub-council members will include the AGM and Member Appreciation Event in May as well as an educational conference planned for fall; more information will follow.

4.2. Working Group Reports

4.2.1. Elevator and Escalator Safety

The following was discussed:

- The working group has not met yet but is planning to meet in May.
- Will redefine messaging and reach out to the sub-council via e-mail for feedback in an effort to be prepared for Elevator and Escalator Safety Week in November.

4.2.2. Code Review (code not yet published)

The following was discussed:

- Code is expected to be published in the second quarter of 2023 and the group will meet after publication.

4.3. Administrator/AMA Report

The Administrator reported:

- CSA B44 will be published in the second quarter of 2023.
- CSA B355 will likely be published in 2024.
- CSA Z185 going for public review soon, likely to be published end of 2023 or early 2024.
- A few old STANDATA are in the process of being updated.

4.4. AEDARSA Report

The following was discussed:

- AEDARSA's "Compliance Monitoring Program Declarations" for 2022 operating year report indicates that the Category-1 tests and brake dismantling and signing of logbooks was successful. This program will continue and the results will be audited.
- The "In-service" inspection program continues and all elevating devices in Alberta will be inspected in addition to AEDARSA's "Compliance Monitoring Program Declarations".
- Detailed program data for the 2022 operating year was reported.
- Category-5 Tests were to be completed by December 31, 2022. To assist in completing the program, AEDARSA, in agreement with Municipal Affairs, has assigned a coordinator to track and manage the program through a Category-5 Testing Declaration. The coordinator will work with Elevating Devices Service Providers (EDSP) and the owners to ensure that all Category 5 Tests are complete. Where compliance cannot be reached an Order will be issued noting that the elevating device may be removed from service.
- In the future, starting January 2023 the AEDARSA Declaration programs will be combined to include both Category-1 tests and brake dismantling and signing of logbooks and Category-5 Tests on one declaration. The Category -5 tests will be only for the test due for the 2023. This will streamline the process thereby removing a need for two declarations.
- AEDARSA will host a two-day Alberta Elevator Industry Seminar (AEIS) in Calgary September 2023 and is open to all industry stakeholders but is primarily held to support elevator mechanics. There is no cost for the seminar, but the participants must pay for their own travel and accommodation.
- As part of AEIS 2023, AEDARSA will continue to hold a successful introductory regulation and code courses for elevator mechanics. In the interim, if mechanics would like additional classes all they have to do is to contact AEDARSA.
- AEDARSA provided an explanation in the AEDARSA Advisor to explain how the ASME A17.1-2019/CSA B44-19 and future codes are being adopted using both Regulation and STANDATA to allow timely code adoption.
- AEDARSA updated EDSPs' MCPs to reflect the new codes that will be adopted now and in the future. One of the requirements is that all EDSP will make ASME A17.1/CSA B44, ASME A17.2 and A17.6 code, standard and guides readily available to all mechanics (ideally electronically).
- AEDARSA has updated their [website](#) to improve user experience. Information Bulletins are being continuously updated. In the future, there will be an automatic

notification service when a new Information Bulletin is posted on the AEDARSA website.

4.5. Council Updates

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

- Member training (Effective Meetings Workshop and Appeals Training) will be offered in 2023—dates will be circulated by email once confirmed. This training is required for new members and open to any members who have not yet taken it or would like a refresher.
- The Council’s AGM and Member Appreciation event is being held in person in Edmonton on May 26, 2023 at the Delta South Edmonton. All members are encouraged to attend as it’s our way to say thank you for all the hard work you do as members throughout the year.
 - A calendar invite has been sent to all sub-council members.
 - Members are eligible for reimbursement of travel expenses in accordance with the Council Member Expense Procedure and Council’s [Travel Expense Policy](#).
 - The AGM package will be distributed in May.
 - Award nominations are now open and members are encouraged to nominate fellow sub-council members [here](#).
 - Please register for the AGM/Member Appreciation by April 21 [with this link](#).
- Amina Deiab has moved on from the Council after being the President and CEO since August 2020.
 - Katie Rowe, Vice President, Regulatory Affairs, Policy and Governance, has been named Acting President and Chief Executive Officer until a new President and CEO is recruited, and Mychele Joyes is Acting Vice President, Regulatory Affairs, Policy and Governance for that period.
 - Over the last two and a half years, Amina led the Council through COVID, ensuring staff safety while leading a significant transformation to become a purpose-driven, stakeholder-focused, and values-led regulatory organization, and the Council Board of Directors and staff wish her well in her next chapter.

5. Meeting Finalization

5.1. Round Table

- Dean McKernon of AEDARSA thanked Municipal Affairs for their support of AEIS.
- AEDARSA provided an education session for BOMA Edmonton in February that was very well received.
- AEDARSA will make a public report available on their website shortly.

5.2. Next Meeting

The next meeting was reconfirmed for October 31, 2023 at 8:30 a.m.

5.3. Meeting Adjournment

Stephen Weston/Andrew Cross moved to adjourn the meeting; CARRIED

The meeting was adjourned at 12:42 p.m.

– NEW ACTION ITEMS –

2.2. Drainage from Elevator Pits STANDATA (joint with Plumbing)

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– MOTIONS –

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– WORKING GROUP MEMBER LISTS –

WORKING GROUP	WORKING GROUP MEMBERS (Chair)
Elevator and Escalator Safety Working Group	<u>Sarah Burghardt</u> , JC Bawa, Stephen Weston, Don Ireland, Jarret Young
Code Review Working Group	<u>Barbara Shipman</u> , Jarret Young, Richard Meunier, Ernie Paustian, Rob Pelletier, Sarah Burghardt, Andrew Cross, Jeff Mitchell, Don Ireland, JC Bawa