



**MINUTES OF THE
FIRST ELEVATORS SUB-COUNCIL MEETING OF 2018**

DATE: February 7, 2018

TIME: 9:00 a.m. to 11:45 a.m.

LOCATION: Radisson Hotel, Red Deer

PRESENT: **Sub-Council Members**
JC Bawa, Chair
Scott Gavin
Don Ireland
Gavin Langley
Salim Merchant
Ernie Paustian

Safety Codes Council
Allison Karch, Danielle Paradis, Yvonne Wille

Alberta Municipal Affairs
Dean Bruce, Katrina Sholdice

AEDARSA
Dean McKernon, Al Griffin

GUESTS

REGRETS: Quentin Brayley-Berger
Suresh Sundaram, Vice Chair

RECORDER: Sandi Orr

2018 MEETINGS: October 3

1. Meeting Opening

The Chair called the meeting to order at 9:05 a.m. and 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

Ernie Paustian / Gavin Langley moved that the agenda be adopted as circulated; CARRIED

1.2. Previous Minutes

1.2.1. Adoption of October 18, 2017 Minutes

The minutes were reviewed, and the following corrections were made:

- For clarification, 3.4 was corrected to read: ...agreed to by the **AIT** board members to...
- 3.12 was corrected to read: ...become in force on the first day of the month **12 months** following the publication...

Gavin Langley / Don Ireland moved to adopt the minutes of October 18, 2017 as corrected; CARRIED

2. Matters for Discussion

2.1. Appointments

2.1.1. Nomination of Richard Meunier – Small Manufacturers and Lifts for Persons with Physical Disabilities, term ending January 31, 2021

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

Ernie Paustian / Scott Gavin moved to recommend to the Board the appointment of Richard Meunier to the Elevators Sub-Council, representing the Small Manufacturers and Lifts for Persons with Physical Disabilities industry segment, for a term ending January 31, 2021, effective immediately; CARRIED

2.1.2. Nomination of Lonny Vanderheide – Building Owners, term ending January 31, 2021

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

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

2.1.3. Reappointment of Ernie Paustian – Real Estate, term ending January 31, 2021

Correspondence was included in the portal and reviewed.

Gavin Langley / Scott Gavin moved to recommend to the Board the reappointment of Ernie Paustian to the Elevators Sub-Council, representing the Real Estate industry segment, for a term ending January 31, 2021, effective immediately; CARRIED

2.1.4. Reappointment of Quentin Brayley-Berger – National or International Manufacturer, term ending January 31, 2021

Correspondence was included in the portal and reviewed.

Ernie Paustian / Salim Merchant moved to recommend to the Board the reappointment of Quentin Brayley-Berger to the Elevators Sub-Council, representing the National or International Manufacturer industry segment, for a term ending January 31, 2021, effective immediately; CARRIED

2.1.5. Reappointment of JC Bawa – Professional Engineers, term ending January 31, 2021

Don Ireland chaired this agenda item. Correspondence was included in the portal and reviewed.

Scott Gavin / Gavin Langley moved to recommend to the Board the reappointment of JC Bawa to the Elevators Sub-Council, representing the Professional Engineers industry segment, for a term ending January 31, 2021, effective immediately; CARRIED

2.2. Policy 4.50 Certification Levels - Elevators

The redrafted Policy 4.50 Certification Levels – Elevators was included in the portal and reviewed. The Administrator of Certification provided a high-level overview of the chart of proposed changes suggested for clarification.

It was noted that, unlike other disciplines, there are several levels and it was questioned if this is necessary or if there is the potential for combining some of these levels. The following SCO groups were agreed to:

- Group A (Escalators and Moving Walks)
- Group B (Elevators and Dumbwaiters)
- Group C (Vertical Lifts for Persons with Physical Disabilities) and Group D (Stair Lifts for Persons with Physical Disabilities) combined together
- Group E (Power Type Manlift Hoists) and Group F (Power Beltilifts) combined together
- Group G (Personnel Hoists)

It was agreed that the policy would be redrafted to include the proposed clarification changes as well as combining the groups as noted above. [Paradis]

The redrafted policy will be sent to the sub-council members by Letter Ballot for approval. [Bawa / Council Administration]

2.3. Elevating Device Code Review Working Group Terms of Reference

The Elevating Device Code Review Working Group's Terms of Reference was included in the portal and reviewed.

The following members were added to the Working Group's Terms of Reference:

- Gavin Langley (Working Group Chair)
- Scott Gavin
- Quentin Brayley-Berger
- Don Ireland
- JC Bawa
- Al Griffin

The Terms of Reference was corrected to read: Code ASME A17.1-2016/CSA B44-16 and ASME A17.6-2010

Don Ireland / Gavin Langley moved to approve the Elevating Device Code Review Working Group's Terms of Reference, as amended to include all members and as corrected with applicable codes; CARRIED

It was noted that those who already have a code can submit receipts for reimbursement.

[Langley / Ireland]

A hardcopy of the codes will be purchased for Scott Gavin, JC Bawa and Al Griffin.

[Council Administration]

Quentin Brayley-Berger to advise the Council whether he wishes a hard copy, electronic copy or whether he already has a copy of the 2016 code.

[Brayley-Berger]

2.3.1. Working Group Report

The Elevating Device Code Review Working Group Chair reported that a "What's New" document was provided from Al Griffin and this will be discussed at the working group meeting following this meeting. There will be more to report at the next meeting.

2.4. Elevating Device Shutdown Working Group Terms of Reference

The Elevating Device Shutdown Working Group's Terms of Reference was included in the portal and reviewed. The following members were added to the Working Group's Terms of Reference:

- Quentin Brayley-Berger (Working Group Chair)
- Gavin Langley
- JC Bawa
- Al Griffin

It was reported that some agencies have also expressed interest in helping on this working group.

Ernie Paustian / Salim Merchant moved to approve the Elevating Device Shutdown Working Group’s Terms of Reference, as revised to include working group members; CARRIED

2.4.1. Working Group Report

In the absence of the Elevating Device Shutdown Working Group Chair, a report was deferred to the next meeting. Al Griffin will provide information to the Working Group Chair. [Griffin]

3. Review Matters Arising / Action List

Date	Action	Responsible	Status/Update
Oct 18, 2017	Solicit potential working group members and work with the Council to create terms of reference for the Infractions Requiring Immediate Shutdown Working Group.	Brayley-Berger / Rossmann	Completed, remove from action list
Oct 18, 2017	Regarding errata in ASME A17.1-2013/CSA B44-13 clause 8.6.11.6, Elevating Devices Administrator will be creating a STANDATA or Notice to advise industry of the correction and to clarify requirements. UPDATE: Mandated to expedite code adoption so it was suggested this action be removed as the correction is already in the 2016 code.	Bruce	Unnecessary, remove from action list
Oct 18, 2017	Work continues on a new STANDATA to clarify Major and Minor Alterations UPDATE: AEDARSA Major and Minor Alterations Guidelines was already approved by the sub-council and on the AEDARSA website. This will be highlighted in the next AEDARSA Advisor. The Administrator will highlight the availability of guideline by STANDATA or Safety Bulletin.	McKernon Bruce	In progress
Oct 18, 2017	Follow up on status of New Rope Inspection STANDATA	Bruce	Completed, remove from action list
Oct 18, 2017	Consider developing and issuing 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. UPDATE: AEDARSA’s January Advisor highlighted the testing requirements for low pressure switches. A STANDATA or Safety Bulletin to reference the AEDARSA Advisor is being worked on	Bruce	In progress
Oct 18, 2017	Solicit potential working group members and work with the Council to create terms of reference for the 2016 Code Review Working Group.	Langley / Rossmann	Completed, remove from action list

Oct 18, 2017	Order 2016 code books for all working group members.	Council Administration	In progress
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It was questioned regarding how industry finds out about new information in Advisories without checking the AEDARSA website on a regular basis. It was suggested that AEDARSA look into a subscription process similar to what AMA uses for STANDATAs.

4. Matters for Discussion

4.1. Automatic Code Adoption and Changes to Regulation

A presentation was shown on screen regarding Understanding Government Policy. Highlights of the presentation included:

- What Policy is
- Government is best defined as the Executive Branch (Cabinet)
- Government Policy Authority comes from the Constitution and Acts
- Acts allow the government to take action through many tools including Regulations and Operating Policies
- An overview was provided on:
 - How Government Policy is developed
 - How policy makers determine which policy to use
 - How laws are created
 - How Government decisions are made, including the Flow Chart used for making decisions
 - How laws are drafted
 - What the Department does
 - How the Council fits in for Safety Codes Policy
 - How the Council and the Government can work together
- It was emphasized that the Minister is ultimate accountable for making the decision

It was emphasized that a great deal of justification will be required in the future for Alberta-specific requirements. A document was included in the portal on how Alberta-specific changes could be addressed:

- Include Alberta-specific variations as clauses in the *Elevating Devices Codes Regulation*, this will not occur because it does not allow for automatic adoption
- Repeal (and/or replace) variations
- Addition to another regulation (e.g. ED/PR/AR Permit Regulation, Exemption Regulation)
- STANDATA
- Code supplement

It was emphasized that wherever Alberta Specific requirements go, those documents need to be easily accessible to industry and industry needs to understand how to get them.

The three-column document relative to a proposed draft regulation was included in the portal. It is hoped that recommendations can be provided by no later than March 2018 regarding what variations are critical and how to address each variation.

4.2. Hydraulic Cylinder Replacement Program Update

It was reported that the deadline date for the replacement of single-bottom cylinders is rapidly approaching (March 1, 2018). It was reported there is an expectation that orders relative to non-compliance will be issued, and appeals will be received. The Administrator clarified that he may need to come back to the sub-council for recommendations.

It was questioned what information will be provided to verify that the device has a single-bottom cylinder and that it needs replacing. It was clarified that it is the owner's responsibility to determine if their elevator has a single-bottom cylinder or not. This is applicable to any elevator built earlier than 1979.

The challenge is that there is uncertainty about how many replacements have been done and not reported and those that haven't been done that AEDARSA has not been advised of. It was clarified that a database is available of every elevating device in the province.

4.3. Technical Coordinating Committee Report

The Chair reported that he advised the TCC of the new requirement of having to block off non-operating escalators and most members were not aware of the requirement.

It was questioned whether there was anything to bring to the attention of the TCC for their March meeting and it was suggested to report that the Council could anticipate an increase in the volume of appeals forthcoming because of the single-bottom cylinder replacement program.

4.4. Administrator Report

The Administrator reported the following:

- Elevating Industry training was offered by AEDARSA last month
- Adoption of the 2016 Elevator Code has been deemed the number one priority for elevators, as well as building, fire and energy codes
- Single bottom cylinder report already provided
- New STANDATA published in January 2018 to clarify the application of the Alberta Building Code 2014 (ABC 2014) for elevators to be operational in buildings in relation to barrier-free path of travel
<http://municipalaffairs.alberta.ca/documents/14-BCI-018-ElevatorOperationsandAccessibility.pdf>
- Maintenance and elevator shutdowns are hot topics throughout Canada

4.5. Council Updates

Effective Meetings Training and Appeals Training workshops are scheduled for April 11-12 and October 17-18, 2018.

The Council is moving offices in April 2018 and meeting space will be available for all sub-council meetings to be held there. It is likely that sub-council meetings will begin being held at the new office in the fall. Video conferencing is being looked at. Members were asked for comments or suggestions that might help to ease the transition. Items that are being looked into are parking, accommodations, and remote access participation. It was suggested that the cost of parking is a detriment, even for visitors. It was clarified that parking costs are reimbursed for all sub-council members and invited guests.

It was reported that video conferencing is used by APEGA, this works very well and something that the Council should consider.

Application forms for the Dr. Sauer, Certification and Accreditation awards are now available in the portal. The nomination deadline is March 30, 2018 and awards are presented at Conference.

Members were reminded that if they are asked by other groups to speak on behalf of the work of sub-council, please inform the Council. Assistance with presentations is available.

5. Meeting Finalization

5.1. Meeting and Agenda Feedback

Members were encouraged to provide the Chair with any agenda topics at any time.

5.2. Next Meeting

The next meeting was reconfirmed for October 3, 2018 at 9:00 a.m. Although the location is to be finalized, it was suggested that members plan for the meeting to be in Edmonton at the Council's new office.

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

Ernie Paustian / Scott Gavin moved that the meeting be adjourned; CARRIED

The meeting was adjourned at 11:45 a.m.

6. Working Group Meetings

Meetings of the working groups were held after the conclusion of the meeting.

--- NEW ACTION ITEMS ---

2.2. Policy 4.50 Certification Levels - Elevators

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--- MOTIONS ---

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