



**MINUTES OF THE
FIRST ELEVATORS SUB-COUNCIL MEETING OF 2021**

DATE: February 24, 2021

TIME: 9:00 a.m. to 12:05 p.m.

LOCATION: Video Conference

PRESENT: *Sub-Council Members*

JC Bawa, Chair
Sarah Burghardt
Jeff Case
Andrew Cross
Don Ireland, Vice Chair
Richard Meunier
Jeff Mitchell
Ernie Paustain
Stephen Weston

Safety Codes Council

Kathryn Derkach, Jennifer Johnson

Alberta Municipal Affairs

Jon Elliot, Bohdan Yard

REGRETS: n/a

GUESTS: Dean McKernon/Al Griffin, AEDARSA, John Devine, Rob Pelletier

RECORDER: Jennifer Johnson

2021 MEETINGS: October 6

1. Meeting Opening

The Chair called the meeting to order at 9:05 a.m. A round table introduction was held and videoconference tips were provided.

1.1 Agenda Adoption

Stephen Weston/Richard Meunier moved that the agenda be adopted, as circulated; CARRIED

1.2 Adoption of the December 16, 2020 Minutes

Sarah Burghardt/Stephen Weston moved to adopt the minutes of the December 16, 2020 meeting, as circulated; CARRIED

2. Matters for Decision

2.1. Closed Session

Stephen Weston/Andrew Cross moved to go into closed session; CARRIED.

Andrew Cross/Stephen Weston moved to come out of closed session; CARRIED.

2.1.1 Appointment of John Devine or Rob Pelletier to represent Large Manufacturer

Stephen Weston/Jeff Mitchell moved to recommend to the Board appointment of Rob Pelletier to the Elevators Sub-Council to represent Large Manufacturer for a term ending January 21, 2024, effective immediately.

2.1.2. Reappointment of JC Bawa to represent Professional Engineers

Item was chaired by Don Ireland

Ernie Paustian/Stephen Weston moved to recommend to the Board reappointment of JC Bawa to the Elevators Sub-Council to represent Professional Engineers for a term ending January 31, 2024, effective immediately.

2.2. Skills Matrix

The document was shared on screen and briefly reviewed. Members are asked to e-mail Kathryn or Jennifer with skills that are specific to their seat, this will be helpful to nominating organizations and members when selecting new nominees.

[All]

3. Review Matters Arising/Action List

	Item	Action	Date Initiated	Responsible	Status/Update
1.	Draft STANDTA regarding	The Administrator will work with the Building Administrator to improve the wording and ensure it is clear enough	Feb 19 2020	Bruce	AEDARSA has reached out to the Building Administrator for

	building permits	to help an SCO decide if a building permit is required.			an update as the permit regulation it references is not the one that applies to elevating devices. It could lead users to believe they don't need an elevating devices permit.
2.	Elevator and Escalator Safety Week	There is an elevator and escalator safety awareness week in the fall, perhaps there is a way to use this to enhance communication. Members will take this back to their nominating organizations to see if there is support for a public information campaign.	Feb 19 2020	Sub-Council Members	Item 4.1 on agenda
3.	Continuing Education Requirements for Elevator Industry	Recommendation was discussed to investigate implementing annual code training requirements to ensure elevator constructors are properly educated on new requirements listed in new code publications and should be discussed further with AIT and Municipal Affairs.	Dec 16 2020	Mitchell	Item 4.2 on agenda

4. Matters for Discussion

4.1. Elevator and Escalator Safety Working Group

The following was discussed:

- One outcome of the Using Stopped Escalators as Stairs Working Group was the realization that there is a need for public information on the safe use of elevators and escalators

Sarah Burghardt/Stephen Weston moved to form a working group to research and identify an education campaign for the public on elevator and escalator safety; CARRIED.

Stephen Weston/Don Ireland moved to recommend that the working group have a recommendation by the end of June; CARRIED.

Don Ireland/Sarah Burghardt moved to include the following people as members of the working group: JC Bawa, Sarah Burghardt, Stephen Weston and Don Ireland.

4.2. Continuing Education Requirements for Elevator Industry

The following was discussed:

- Concerns were raised that the new B44 code may be lowering safety standards by allowing the elevator mechanic to take on a role which used to be done by the inspector without the ongoing QE1 training the inspector had.
- Questions were raised about whether this falls under the scope of the sub-council, as well as who would administer and regulate the training, and whether it would be mandatory or voluntary
- Continuing education is currently the responsibility of the employer

Jeff Mitchell/Don Ireland moved to form a working group to determine the requirement, or if one exists, for an elevator constructor continuing education program; CARRIED.

Jeff Mitchell/Richard Meunier moved that the working group have a recommendation by the October meeting of the EVSC; CARRIED.

Stephen Weston/Ernie Paustian moved that the working group include as members: Don Ireland, Jeff Mitchell, Richard Meunier, Sarah Burghardt, JC Bawa, Ernie Paustian, and Andrew Cross; CARRIED.

4.3 Working Group Reports

4.3.1. CSA B355

Stephen Weston/Jeff Mitchell moved to conclude the work of the CSA B355 Working Group; CARRIED.

4.3.2. ASME A17.1/CSA B44 Code Review

Stephen Weston/Ernie Paustian moved to conclude the work of the ASME A17.1/CSA B44 Code Review Working Group; CARRIED.

4.4. Administrator/AMA Report

The Technical Advisor reported:

- Planning to have a draft regulation for the sub-council to review by the October meeting, likely will have the package included in the fall legislature

4.5. AEDARSA Report

A written report was included in the portal and the following was reported on:

- The “Compliance Monitoring Program Declarations” for 2020 operating year report, verifies that Category-1 tests and brake dismantling and signing of logbooks completed by elevating devices service providers, which was due January 1, 2021, met and improved from the previous 2019 year. The declaration was also expanded to include all of section 8.6 MCP and 8.11.
- The initial findings indicate approximately 14,500 elevating devices were reported out of 14,800 units in the AEDARSA database. In general, the program was a success.
- Spot audits are done periodically and show 95% accuracy

- Alberta was the first in North America to implement the declaration process, other jurisdictions starting to follow suit
- Last year AEDARSA did on site audits and checked log books against the declaration, some weaknesses were identified and put into the following report: <https://www.aedarsa.com/wp-content/uploads/2020/12/AEDARSA-Special-Programs-Report-2019-2020.pdf>
- Based on the initial analysis of the data from the 2020 program AEDARSA along with future individual meetings with the Elevating Devices Service Providers (EDSP) the program will continue to include;
 - Confirmation that all ASME A17.1-2013/CSA B44-13 sections 8.6 and 8.11 (as it pertains directly to the MCP)
 - Confirmation that the logbook is signed for cat-1 test and non-MRL brakes are dismantled.
 - Standardized reporting format M/S Excel.
- It is important to remember that the “In-service” inspection program continues and all elevating devices in Alberta will be inspected in addition to AEDARSA’s “Compliance Monitoring Program Declarations”.
- Information Bulletins are now updated along with new information bulletins in a standardized format. AEDARSA will be developing a “New” website to capture all the elevator information and have all the information at one site. AEDARSA will notify Service Providers when a new Information Bulletin is posted on the AEDARSA website.
- Category-5 Tests are to be completed by December 2022 and AEDARSA has reviewed and accepts the use of “Alternate Means of Testing” without the use of weights, provided that the personnel using the Henning Alternate Testing Tool have received the proper training c/w a Certificate, issued by the Henning Tool Supplier.
- Due to Covid-19 AEDARSA was unable to present two-day seminar in 2020.
- AEDARSA will again be hosting a two-day Alberta Elevator Industry Seminar tentatively in Calgary September 2021 (dependent on COVID-19 requirements) that is open to all industry stakeholders. There is no cost for the seminar but the participants must pay for their own travel and accommodation.
- AEDARSA is intending to hold a special Provincial Elevating Service Providers ZOOM meeting in early March 2021 (dependent on COVID-19 requirements) to discuss a variety of topics that impact the EDSP, AEDARSA and Municipal Affairs.
- AEDARSA presentation to BOMA was included in the portal, members are invited to review and pass it on to nominating organizations and any interested parties

4.6. Council Updates

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

- Council remains closed to the public, with all staff working from home
- Online meetings for the foreseeable future, please reach out if you have any issues with Telus Business Connect and we can assist
- Please forward any info you would like shared on our social media
- The Safety Codes Council will offer the following training online this spring:
 - New Member Orientation coming up on March 23rd
 - Effective Meetings April 13 and 14th
 - Appeals Training April 27 and 28th

5. Meeting Finalization

5.1. Round Table

- The Chair invited both nominees to speak a bit about their experience and why they would like to be a part of the sub-council

5.2. Next Meeting

The next meeting was reconfirmed for October 6, 2021 at 9:30 a.m.

5.3. Meeting Adjournment

Stephen Weston/Jeff Mitchell moved to adjourn the meeting at 12:10 p.m.

– NEW ACTION ITEMS –

2.2. Skills Matrix

The document was shared on screen and briefly reviewed. Members are asked to supply skills that are specific to their seat, this will be helpful to nominating organizations and members when selecting new nominees.

[All]

– MOTIONS –

2. Matters for Decision

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– WORKING GROUP MEMBER LISTS –

WORKING GROUP	WORKING GROUP MEMBERS (Chair)
Elevator and Escalator Safety Working Group	Sarah Burghardt, JC Bawa, Stephen Weston, Don Ireland
Continuing Education Requirements for Elevator Industry	Don Ireland, Jeff Mitchell, Richard Meunier, Sarah Burghardt, JC Bawa, Ernie Paustian, Andrew Cross, Bohdan Yard