



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

DATE: October 3, 2018

TIME: 9:00 a.m. to 2:05 p.m.

LOCATION: Safety Codes Council Office, Edmonton

PRESENT: **Sub-Council Members**
JC Bawa, Chair
Quentin Brayley-Berger (via Conference Call)
Don Ireland (via Conference Call)
Gavin Langley
Suresh Sundaram, Vice Chair
Ernie Paustian
Steve Weston (until 1:45 p.m.)

Safety Codes Council
Allison Karch, Susan Rossmann, Yvonne Wille

Alberta Municipal Affairs
Katrina Sholdice, Charlene Campo

AEDARSA
Al Griffin

REGRETS: Salim Merchant, Richard Meunier, Lonny Vanderheide, Scott Gavin,
Dean Bruce (AMA)

RECORDER: Sandi Orr

Prior to the start of the meeting, a tour of the Council's new office was provided. Safety and evacuation procedures were explained.

1. Meeting Opening

The Chair called the meeting to order at 9:16 a.m. 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. A round table introduction was held.

1.1. Agenda Adoption

The agenda was reviewed and 4.10 was corrected to read Escalators.

Ernie Paustian / Steve Weston moved that the agenda be adopted as corrected, with a flexible order of business; CARRIED

1.2. Previous Minutes

1.2.1. Adoption of February 7, 2018 Minutes

Ernie Paustian / Steve Weston moved to adopt the minutes of February 7, 2018 as circulated; CARRIED

2. Matters for Decision

2.1. Letter Ballot Results

2.1.1. 01-18 EVSC: Appointment of Steve Weston

The Letter Ballot Results were included in the portal and reviewed.

Gavin Langley / Ernie Paustian moved to accept the results of Letter Ballot 01-18 EVSC (Appointment of Steve Weston) as information; CARRIED

2.1.2. 02-18 EVSC: Approval of Policy 4.50 Certification Levels - Elevators

The Letter Ballot Results were included in the portal and reviewed.

Ernie Paustian / Stephen Weston moved to accept the results of Letter Ballot 02-18 EVSC (Approval of Policy 4.50 Certification Levels - Elevators) as information; CARRIED

The revised policy can be found at:

http://www.safetycodes.ab.ca/Council/Documents/4_50%20Certification%20Levels%20Elevators.pdf

2.1.3. 03-18 EVSC: Approval of Elevating Devices Code Working Group Terms of Reference v1.2

The Letter Ballot Results were included in the portal and it was noted that there was an insufficient number of responses to carry the Letter Ballot.

Gavin Langley / Suresh Sundaram moved to accept the results of Letter Ballot 03-18 EVSC as information; CARRIED

2.1.4. 04-18 EVSC: Amendments to Elevating Devices Code Regulation and Permit Regulation

The Letter Ballot Results were included in the portal and reviewed.

Steve Weston / Gavin Langley moved to accept the results of Letter Ballot 04-18 EVSC (Amendments to Elevating Devices Code Regulation and Permit Regulation) as information; CARRIED

A brief discussion was held regarding the sub-council not meeting again after the working group's recommendations were brought forward. There were no questions relative to the Regulations.

2.2. Elevating Device Code Review Working Group Terms of Reference Version 1.2

The revised Terms of Reference was included in the portal and reviewed. It was noted that the new version includes the review of the CSA B355-15 code within the scope.

Gavin Langley / Ernie Paustian moved to approve the Elevating Device Code Review Working Group's Terms of Reference, Version 1.2, as circulated; CARRIED

3. Review Matters Arising / Action List

	Item	Action	Date	Responsible	Status/Update
1.	Clarify Major and Minor Alterations	The Administrator will issue a STANDATA or Safety Bulletin to highlight the availability of the Major and Minor Alterations Guideline on the AEDARSA website. UPDATE: Guidelines are available on the AEDARSA website. The intent of the action item is to issue a STANDATA or Safety Bulletin to simply heighten awareness to the information on the AEDARSA website.	Feb 7/18	Bruce	Outstanding

2.	Awareness of Safety Issues relative to Malfunctioning of Low-Pressure Switches	A STANDATA or Safety Bulletin is being worked on to reference the January 2018 AEDARSA Advisor, which highlighted the testing requirements for low pressure switches. UPDATE: Guidelines are available on the AEDARSA website. The intent of the action item is to issue a STANDATA or Safety Bulletin to simply heighten awareness to the information on the AEDARSA website.	Feb 7/18	Bruce	Outstanding
3.	Code books	Order 2016 code books for all working group members.	Oct 18/17	Council Administration	Completed, remove from agenda.

4. Matters for Discussion

4.1. Governance Review

The Manager of Stakeholder Relations provided a high-level overview of all the work that has been done on the governance review, starting with the Board.

Briefing notes were included in the portal. An overview was provided of the existing bylaws and a series of questions were asked to gather input.

A round table discussion was held, and input was provided on a variety of areas including:

- What the TCC and the Sub-Council's roles should be
- How code adoption should flow
- How often the TCC should meet
- TCC membership
- How the Council should address Energy Codes

An overview was provided on how the Letter Ballot process is being revised because it doesn't allow for discussion. These will be done in the future only at a last resort.

An overview was provided of the following Next Steps:

- This same presentation has been provided to each sub-council to gain input
- A summary report will be provided on what was heard from the Technical Coordinating Committee as well as all sub-councils
- A draft Terms of Reference will be developed for the TCC and each of the sub-councils for review at a future meeting
- Changes will be anticipated to the bylaws
- Survey in the fall to gather feedback

4.2. Volunteer Needed for SCO Continuing Education Working Group

An overview was provided regarding the mandate of the Working Group and that a member from each sub-council is needed to represent all disciplines.

Don Ireland was appointed to the SCO Continuing Education Working Group to represent the Elevators discipline.

4.3. Meeting Start Time

The proposed meeting dates were included in the portal. Tentative dates were set as follows:

- Wednesday, February 20
- Wednesday, June 19 – Conference Call if necessary
- Wednesday, October 9

Members were asked to provide the Council with any conflicts that could impact several sub-council members as quickly as possible. [All]

The 2019 meetings dates will be finalized later in October 2018. [Council Administration]

4.3.1. Meeting Start Time

The poll results were included in the portal. Consensus was reached that the February 2019 meeting start time be 9:30 a.m.

4.4. Elevating Device Code Review Working Group Report

It was reported that the Working Group provided their recommendations, this was accepted by the TCC and the Board and is now moving forward through the regulatory process.

A discussion was held regarding a path forward for the next code cycle. It is believed that the new Elevator Code is anticipated to be published in late 2019. It was explained that this code would then become in force in Alberta one year later. This provides time for the sub-council to review the code during that period should there be any major issues or concerns that need to be addressed.

It was further reported that the public review is tentatively set to be held in October / November 2018 and will be available on the ASME website at <https://cstools.asme.org/csconnect/CommitteePages.cfm?Committee=I01030000&Action=329>).

4.5. Elevating Device Shutdown Working Group Report

The draft Removing Unsafe Elevating Devices from Service Guideline was included in the portal and reviewed on screen.

A thorough review was held of the list of deficiencies, and it was noted that this does not preclude other deficiencies that an SCO believes would warrant a shutdown. Regarding Escalators, it was suggested that #5 is not a deficiency, but rather an action that must be taken. It was also noted that this list can be revised as needed. It was suggested that this should be reviewed annually.

Relative to the use of the document, it was noted that the Elevators Administrator had requested guidance. It would be appropriate to provide these recommendations / guidelines to AMA and AEDARSA.

The following revisions were made:

- Elevators #11 was revised to read Non-functioning Life Safety Switches
- Escalator #1 was revised to read Missing Combplate Teeth
- Escalators #2 was revised to read Non-functioning Life Safety Switches
- LPPD #10 was revised to read Non-functioning Life Safety Switches

A discussion was held regarding Escalator #1 and it was agreed that in accordance with ASME-17 - 8.6.9.2.1., any missing teeth must be repaired before being put back into service. It was deemed that the wording in the guideline was sufficient.

Ernie Paustian / Stephen Weston moved to accept the revised Removing Unsafe Elevating Devices from Service Guideline to be provided to AMA for consideration of distribution to SCOs and industry; CARRIED

The document will be revised and forwarded to the Elevators Administrator.

[Council Administration]

4.6. AEDARSA Report

Al Griffin provided the following report:

- Hydraulic Cylinder Replacement proceeding well about 170 cylinders left to be replaced out of approximately 420 units starting May 2018
- Accident statistics were provided from January 2018
- All Elevator Service Providers have an acceptable MCP except for one that is pending.
- AEDARSA is embarking on a new compliance monitoring program to verify if the in-service, Category-1 Tests and brake dismantling and test are complete by having elevator service providers complete a declaration indicating the status. The tentative date for filing the declaration is February 2019.
- AEDARSA is sending out an information bulletin indicating “Alternate Means” of testing is acceptable in Alberta for the testing of safeties, brakes and buffers once a benchmark is established by actual weight testing is completed as set out by MCP clause 8.6.11.10. This will be available on the AEDARSA website.
- For additional information the EVSC members can access the AEDARSA Annual Report on the AEDARSA website.

- Alberta Elevator Industry Seminar (AEIS) is set for January 23 and 24, 2019 in Red Deer. The courses are free; however, travel, hotel and other expenses are not covered. All EVSC members are welcome.

4.7. AMA Updates

The following report was provided:

- AEDARSA will start issuing orders for those not in compliance with the Single Bottom Cylinder replacement requirements
- Next Elevators Code is anticipated to be published in late 2019
- The new regulation is moving through the regulatory process, targeted to go to Cabinet in the late fall

A brief discussion was held regarding SCO training and it was noted that other disciplines (Building and Fire) will not be doing SCO Code Update Training for this code cycle because a new code will be adopted relatively soon after this code cycle.

It was noted that a What's New in the Code document is available on the TSSA website at: <https://www.tssa.org/en/elevating-devices/resources/Documents/Whats-New-in-ASME-A17.1-CSA-B44-2013-2016-Summary-of-all-Changes-20171102---MASTER-003.pdf>

4.8. TCC Report

The following report was provided:

- Building, Fire, Energy and Elevators Regulations were brought forward and approved to recommend to the Minister for adoption, including timely code adoption
- The Chair is unavailable for the next TCC meeting on October 23, 2018 and members were asked to advise if available and interested in participating [All]
- TCC minutes are available at: <http://memberportal.safetycodes.ab.ca/Technical%20Coordinating%20Committee/SitePages/Home.aspx>

It was questioned if there was anything to bring forward to the TCC. It was suggested the shutdown guideline could be brought forward.

4.9. Council Updates

The following report was provided:

- Effective Meetings Training – October 29, 2018
- Appeals Training – October 30, 2018
- New Member Orientation – November 20, 2018
- The Council Conference will be May 29-31, 2019 and any recommendations for speakers would be appreciated; Gas will be the feature discipline
- An Open House will be held on December 5, 2018

4.10. Using Stopped Escalators as Stairs

Stephen Weston brought forward correspondence from his industry segment. BOMA sent a letter to Jon Elliott asking for a variation to the code to allow the use of escalators as stairs. The correspondence will be included in the portal. [Council Administration]

In accordance with ASME A17.1 2013 – Clause 8.6.11.6.(b), an escalator that is not operating must be barricaded. There was no change of this article in the 2016 code. Elevators are deemed to be a convenience, not a means of egress. 14,000 to 15,000 people in Canada are injured on escalators each year.

It was noted that the Administrator is the only person that can issue a Province-wide Variance and any variance is supposed to show either an equal or greater level of safety. It was suggested that this be deferred to AMA for direction as that is to whom the letter was addressed.

5. Meeting Finalization

5.1. Meeting and Agenda Feedback

It was suggested there is a need for further discussion to determine a path forward for multi-discipline issues, a BSC liaison, etc. [Council Administration/EVSC]

Election of a Vice Chair will be added to the next agenda. [Council Administration]

Suresh Sundaram and Gavin Langley reported that this will be their last meeting. Both were thanked for all of their hard work on the sub-council and their support of the safety system.

5.2. Next Meeting

The next meeting was tentatively booked for Wednesday, February 20, 2019 at 9:30 a.m. and will be confirmed later this month.

5.3. Meeting Adjournment

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

The meeting was adjourned at 2:05 p.m.

--- NEW ACTION ITEMS ---

4.3. Meeting Start Time

Members were asked to provide the Council with any conflicts that could impact several sub-council members as quickly as possible. [All]

The 2019 meetings dates will be finalized later in October 2018. [Council Administration]

4.5. Elevating Device Shutdown Working Group Report

The document will be revised and forwarded to the Elevators Administrator. [Council Administration]

4.8. TCC Report

The Chair is unavailable for the next TCC meeting on October 23, 2018 and members were asked to advise if available and interested in participating [All]

4.10. Using Stopped Escalators as Stairs

The correspondence will be included in the portal. [Council Administration]

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--- MOTIONS ---

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