



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

**DATE:** October 31, 2023

**TIME:** 9:31 a.m. to 2:00 p.m.

**LOCATION:** Safety Codes Council Office

**PRESENT:** *Sub-Council Members*

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

*Safety Codes Council*

Jennifer Johnson, Allison Karch, Kris Schmaltz (Item 4.1), Jamie Quillinan (Item 4.1)

*Alberta Municipal Affairs*

Dean Bruce

**REGRETS:** Ernie Paustian

**GUESTS:** Al Irving, Al Griffin, AEDARSA

**RECORDER:** Jennifer Johnson

**2024 MEETINGS:** April 23

## **1. Meeting Opening**

The Chair called the meeting to order at 9:02 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**

The agenda was reviewed and the following addition was made:

- Add Item 2.1.6. - Reappointment of Stephen Weston

**Don Ireland/Andrew Cross moved that the agenda be adopted, as amended; CARRIED**

### **1.2 Adoption of the April 13, 2023 Minutes**

The minutes were reviewed and the following corrections were made:

- In the AEDARSA report, the first bullet should read 2022, not 2021

**Sarah Burghardt/Barbara Shipman moved to adopt the minutes of the April 13 meeting, as amended; CARRIED**

## **2. Matters for Decision**

### **2.1. Closed Session**

**Jeff Case/Jarret Young moved to enter into closed session; CARRIED**

**Andrew Cross/Rob Pelletier moved to exit closed session; CARRIED**

#### **2.1.1. Matrix Review**

**Jeff Mitchell/Richard Meunier moved to recommend no changes to the Elevators Sub-Council matrix; CARRIED**

#### **2.1.2. Reappointment of Don Ireland to represent Labour**

**Richard Meunier/Jeff Mitchell moved to recommend to the Board reappointment of Don Ireland to the Elevators Sub-Council to represent Labour for a term ending January 31, 2027, effective February 1, 2024; CARRIED**

#### **2.1.3. Reappointment of Richard Meunier to represent Small Manufacturers and Lifts for Barrier Free Access**

**Andrew Cross/Don Ireland moved to recommend to the Board reappointment of Richard Meunier to the Elevators Sub-Council to represent Small Manufacturers and Lifts for Barrier Free Access for a term ending January 31, 2027, effective February 1, 2024; CARRIED**

#### **2.1.4. Nomination of John Lee to represent Professional Engineers**

**Jeff Mitchell/Jarret Young moved to recommend to the Board nomination of John Lee to the Elevators Sub-Council to represent Professional Engineers for a term ending January 31, 2027, effective February 1, 2024; CARRIED**

#### **2.1.5. Nomination of Bryan Lutes to represent Real Estate Industry**

**Richard Meunier/Sarah moved to recommend to the Board nomination of Bryan Lutes to the Elevators Sub-Council to represent Real Estate Industry for a term ending January 31, 2027, effective February 1, 2024; CARRIED**

#### **2.1.6. Reappointment of Stephen Weston to represent Building Owners**

**Rob Pelletier/Jeff Mitchell moved to recommend to the Board reappointment of Stephen Weston to the Elevators Sub-Council to represent Building Owners for a term ending January 31, 2027, effective February 1, 2024; CARRIED**

#### **2.1.7. Chair Election**

Don Ireland was nominated as Chair and accepted the nomination. Three calls for nominations were made and no further nominations were received. **Don Ireland was appointed Chair by acclamation.**

Jeff Mitchell was nominated as Vice Chair and accepted the nomination. Three calls for nominations were made and no further nominations were received. **Jeff Mitchell was appointed Vice Chair by acclamation.**

### **3. Review Matters Arising/Action List**

None identified.

### **4. Matters for Discussion**

#### **4.1. SCO Certification Update**

The following was discussed:

- As a result of feedback provided by the EVSC, the Safety Codes Council has been looking into including QEI-1 Certification as a requirement for Elevator SCOs.
- Other provinces (Manitoba, Saskatchewan, and BC) require it already.
- AEDARSA will be requiring it for all SCOs that they employ, and most agencies already require it, so there is support for making it mandatory.
- Impact to SCOs would be minimal as most already have the certification.
- A working group has been formed to advise the Council.

#### **4.2. Code Review Overview**

The Administrator of Elevating Devices provided an update, and the following was discussed:

- A notice about Alberta elevating devices code editions was released by Municipal Affairs.
- Under timely code adoption, the province is anticipating adoption of ASME A17.1:2022/CSA B44:22 Safety Code for Elevators and Escalators and the CSA Z185:23 Safety code for personnel hoists.
- ASME A17.1:2022/CSA B44:22 Safety Code for Elevators and Escalators was completed in December of 2022 and made available to the public September 20, 2023.

- Notes of interest include a major retroactive requirement regarding door lock monitoring that will impact all existing elevators in Alberta that don't already have door lock monitoring.
- CSA Z185:23 Safety code for personnel hoists was published in June of 2023.
- It would be best to have a recommendation on CSA Z185:23 for the Minister within 6 months, if possible. There are approximately 300 changes to review so the working group will need to begin reviewing soon.

#### **4.3. Working Group Reports**

##### **4.3.1. Code Review**

- Members should have received an email to an online subscription service which will allow you to access the codes. Please reach out to Council staff if you don't have access.
- AEDARSA will share their three-column document, once complete, with the working group.
- Council staff will send out a doodle poll to all EVSC members and schedule a code review meeting for the third week of November. [Council Staff]

**Jarret Young/Barbara Shipman moved to add review of CSA Z185:23 to the scope of the working group; CARRIED.**

##### **4.3.2. Elevator and Escalator Safety**

- After discussions with Council leadership, it was determined that according to the Council bylaws, it is not within the duties and powers of the sub-council to develop public information campaigns.
- Members noted that AEDARSA is good at educating building owners through various tools. The BOMA representative will investigate how to keep building owners informed and aware.

**Sarah Burghardt/Andrew Cross moved to dissolve the Elevator and Escalator Safety working group; CARRIED.**

#### **4.4. Administrator/AMA Report**

The Administrator reported:

- Municipal Affairs continues to review relevant policies and procedures with the Safety Codes Council.
- Certification for SCOs is under review and changes will likely be coming.
- The department is in the process of hiring a technical advisor that will work with the electrical discipline as well as the elevating devices, passenger ropeways, and amusement rides disciplines.
- The annual Alberta Elevator Industry Seminar (AEIS) event was last week and was very well attended. A popular topic was risk-based inspections.
- The Firefighters' Emergency Operation (FEO) STANDATA is published and being used. Feedback from AEDARSA has been that there is good compliance.
- AEDARSA had looked into entering into an MOU with APEGA but found that DAOs cannot enter into agreements with organizations that have their own governing legislation. Municipal Affairs is investigating another path forward.

#### 4.4. AEDARSA Report

The AEDARSA representative provided a written report. Highlights include:

- AEDARSA’s “Compliance Monitoring Program Declarations” report for the 2022 operating year indicates that the Category-1 tests and brake dismantling and signing of logbooks was successfully completed.
- Statistical information for the 2022 operating year.
- The AEDARSA declaration program noted above continues and is to be completed by December 31, 2023, for the 2023 operating year. It was noted 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”.
- 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 results of the Category -5 Tests so far indicate that the magnitude of the testing had been underestimated by elevating devices service providers, and that the issues that arose from testing had created delays in being able to complete all the work. Detailed results of the program were shared.
- Starting January 2025, the AEDARSA Declaration programs may 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 2025. This will streamline the process and remove the need for two declarations.
- AEDARSA anticipates once again holding introductory regulation and code courses for elevator mechanics as part of Albert Elevator Industry Seminar 2024. In the interim, mechanics can contact AEDARSA to arrange additional classes.
- Information was given on the non-mandatory National Elevating Devices Inspector Training Program Guide established by the National Association of Elevator Safety Authorities.

#### 4.5. Council Updates

- The Council will be holding a holiday open house on Thursday, December 7th, 3:00 p.m. to 6:00 p.m. at the Council office. An email invitation will be sent, and members are asked to RSVP.

### 5. Meeting Finalization

#### 5.1. Round Table

- There have been some staffing changes at AEDARSA. Al Irving was welcomed as the AEDARSA representative that will be attending sub-council meetings. Al Griffin was thanked for sharing his expertise with the sub-council for many years.
- Gratitude was expressed to JC Bawa for his leadership as Chair.

#### 5.2. Next Meeting

The next meeting was reconfirmed for April 23, 2024 at 9:00 a.m.

#### 5.3. Meeting Adjournment

**Jeff Mitchell/Richard Meunier moved to adjourn the meeting; CARRIED**

The meeting was adjourned at 2:00 p.m.

– NEW ACTION ITEMS –

**4.3. Working Group Reports**

**4.3.1. Code Review**

- Members should have received an email to an online subscription service which will allow you to access the codes, if not please reach out to Council staff.
- AEDARSA will share their three-column document, once complete, with the working group.
- Will send out a doodle poll to all EVSC members and schedule a code review meeting for the third week of November.

[Council Staff]

**– MOTIONS –**

**1. Meeting Opening**

**1.2 Agenda Adoption**

The agenda was reviewed and the following addition was made:

- Add Item 2.1.6. - Reappointment of Stephen Weston

**Don Ireland/Andrew Cross moved that the agenda be adopted, as amended; CARRIED**

**1.2 Adoption of the April 13, 2023 Minutes**

The minutes were reviewed and the following corrections were made:

- In the AEDARSA report, the first bullet should read 2022, not 2021

**Sarah Burghardt/Barbara Shipman moved to adopt the minutes of the April 13 meeting, as amended; CARRIED**

**2. Matters for Decision**

**2.1. Closed Session**

**Jeff Case/Jarret Young moved to enter into closed session; CARRIED**

**Andrew Cross/Rob Pelletier moved to exit closed session; CARRIED**

**2.1.1. Matrix Review**

**Jeff Mitchell/Richard Meunier moved to recommend no changes to the Elevator Sub-Council matrix; CARRIED**

**2.1.2. Reappointment of Don Ireland to represent Labour**

**Richard Meunier/Jeff Mitchell moved to recommend to the Board reappointment of Don Ireland to the Elevators Sub-Council to represent Labour for a term ending January 31, 2027, effective February 1, 2024; CARRIED**

**2.1.3. Reappointment of Richard Meunier to represent Small Manufacturers and Lifts for Barrier Free Access**

**Andrew Cross/Don Ireland moved to recommend to the Board reappointment of Richard Meunier to the Elevators Sub-Council to represent Small Manufacturers and Lifts for Barrier Free Access for a term ending January 31, 2027, effective February 1, 2024; CARRIED**

**2.1.4. Nomination of John Lee to represent Professional Engineers**

**Jeff Mitchell/Jarret Young moved to recommend to the Board nomination of John Lee to the Elevators Sub-Council to represent Professional Engineers for a term ending January 31, 2027, effective February 1, 2024; CARRIED**

**2.1.5. Nomination of Bryan Lutes to represent Real Estate Industry**

**Richard Meunier/Sarah moved to recommend to the Board nomination of Bryan Lutes to the Elevators Sub-Council to represent Real Estate Industry for a term ending January 31, 2027, effective February 1, 2024; CARRIED**

#### **2.1.6. Reappointment of Stephen Weston to represent Building Owners**

**Rob Pelletier/Jeff Mitchell moved to recommend to the Board reappointment of Stephen Weston to the Elevators Sub-Council to represent Building Owners for a term ending January 31, 2027, effective February 1, 2024; CARRIED**

#### **2.1.7. Chair Election**

Don Ireland was nominated as Chair and accepted the nomination. Three calls for nominations were made and no further nominations were received. **Don Ireland was appointed Chair by acclamation.**

Jeff Mitchell was nominated as Vice Chair and accepted the nomination. Three calls for nominations were made and no further nominations were received. **Jeff Mitchell was appointed Vice Chair by acclamation.**

### **4.3. Working Group Reports**

#### **4.3.1. Code Review**

**Jarret Young/Barbara Shipman moved to add review of CSA Z185:23 to the scope of the working group; CARRIED.**

#### **4.3.2. Elevator and Escalator Safety**

**Sarah Burghardt/Andrew Cross moved to dissolve the Elevator and Escalator Safety working group; CARRIED.**

## **5. Meeting Finalization**

### **5.3. Meeting Adjournment**

**Jeff Mitchell/Richard Meunier moved to adjourn the meeting; CARRIED**



**– WORKING GROUP MEMBER LISTS –**

<b>WORKING GROUP</b>	<b>WORKING GROUP MEMBERS (Chair)</b>
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