



Safety Codes Council

MINUTES OF THE THIRD ELEVATORS SUB-COUNCIL MEETING OF 2021

DATE: October 6, 2021

TIME: 9:34 a.m. to 12:22 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 Paustain
Rob Pelletier
Stephen Weston

Safety Codes Council

Allison Karch, Kathryn Derkach

Alberta Municipal Affairs

Dean Bruce

GUESTS: Al Griffin, AEDARSA; Barbara Shipman, AAA; Jarret Young, BOMA

RECORDER: Kathryn Derkach

2022 MEETINGS: TBD

1. Meeting Opening

The Chair called the meeting to order at 9:34 a.m. A round table introduction was held and the primary duty of members was reviewed.

1.1 Agenda Adoption

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

1.2 Adoption of the September 1, 2021 Minutes

Andrew Cross/Stephen Weston moved to adopt the minutes of the September 1, 2021 meeting, as circulated; **CARRIED**

2. Matters for Decision

2.1. Closed Session

Stephen Weston/Richard Meunier moved to go into closed session; **CARRIED**

Stephen Weston/Jeff Mitchell moved to go out of closed session; **CARRIED**

2.1.1. Appointment of Jarret Young to represent Building Owners

Sarah Burghardt/Stephen Weston moved to recommend to the Board appointment of Jarret Young to the Elevators Sub-Council to represent Building Owners for a term ending January 31, 2025, effective February 1, 2022; **CARRIED.**

2.1.2 Appointment of Barbara Shipman to represent Architecture

Richard Meunier/Andrew Cross moved to recommend to the Board appointment of Barbara Shipman to the Elevators Sub-Council to represent Architecture for a term ending January 31, 2025, effective February 1, 2022; **CARRIED.**

2.1.3 Reappointment of Jeff Case to represent Construction Contractors

Richard Meunier/Don Ireland moved to recommend to the Board reappointment of Jeff Case to the Elevators Sub-Council to represent Construction Contractors for a term ending January 31, 2025, effective February 1, 2022; **CARRIED.**

2.1.4 Chair Election

Item was chaired by Vice Chair Don Ireland

It was explained that the chair election must be held every two years but there are no limits upon how many terms a member can serve as chair.

The Vice Chair called for nominations from the floor and JC Bawa was nominated. After three calls with no further nominations, ***JC Bawa was appointed Chair by acclamation.***

2.1.5. Vice Chair Election

The Chair called for nominations from the floor and Don Ireland was nominated. After three calls with no further nominations, ***Don Ireland was appointed Vice Chair by acclamation.***

2.1.6. Matrix Review

The matrix was included in the portal and reviewed.

Don Ireland/Richard Meunier moved that the matrix has been reviewed and remains appropriate; CARRIED

2.1.7. Skills Matrix Review

The skills matrix was included in the portal and reviewed. It was noted that those members who have not already sent in their skills will do so prior to the next meeting. [All Members]

Sarah Burghardt/Stephen Weston moved that the skills matrix has been reviewed and remains appropriate as amended; CARRIED

3. Review Matters Arising/Action List

| | Item | Action | Date Initiated | Responsible | Status/Update |
|----|--|--|----------------|-------------|--|
| 1. | Draft STANDTA regarding building permits | The Administrator will work with the Building Administrator to improve the wording and ensure it is clear enough to help an SCO decide if a building permit is required. | Feb 19 2020 | Bruce | Published: Permits under the Building Discipline Remove from list. |

4. Matters for Discussion

4.1. Safety Codes System in the Elevating Devices Discipline

The Elevating Devices Administrator reported that there have been a number of questions around requirements for continuing education for elevator mechanics. It was clarified that Municipal Affairs is responsible for safety in the built environment under the Safety Codes Act, while Alberta Apprenticeship and Industry Training is responsible for formal training of journeyman elevator mechanics. More information will be brought forward at the next meeting. [Bruce/Council Administration]

4.2. Working Group Reports

4.2.1. Elevator and Escalator Safety

An Awareness Proposal document was shown on screen and reviewed. The proposal included an overview of communications, intended to be a joint effort with AEDARSA and Municipal Affairs, to provide building owners with safety information and links for additional information. The communication materials related to escalators would include details around why escalators are not safe to use when not moving, statistics and graphics. Materials related to elevators would include similar information and what to do in case of emergency.

The follow was discussed:

- It was noted that the TSSA has videos around elevator safety, however they may not have the same type of messaging the working group is going for.

- AEDARSA already collaborates with the Elevator and Escalator Safety Foundation to put together a number of resources that can be linked to as to not duplicate work.
- It was suggested that a QR code could be include that links to the information already available.
- Staff at the Council have the ability to help from an effective communications side.
- Municipal Affairs should review the draft before it is finalized to ensure everything is factual and aligns with the codes.
- There may also be an opportunity to work with the Barrier Free Sub-Council to address confusion around the operation of barrier free lifts that may exist.

The working group will continue work on the draft technical content which will then be brought back to the sub-council for final review. [Burghardt/Working Group]

4.2.2 Con Ed Requirements for Elevator Industry

The task of this working group is to clearly define a safety issue and make recommendations to Municipal Affairs. The origin of this group was concern about whether a safety gap exists because the code provision for a Qualified Elevator Inspector (QEI) to witness testing is not adopted in Alberta. There is a need to ensure the working group is grounded in the code and clearly defining what gaps, if any, exist because of the code provisions that are in force.

4.2.2.1 Review group scope and name

It was suggested that a name change may help bring focus to identifying the issue and avoid possible misconceptions about the group's scope.

Andrew Cross/Sarah Burghardt moved to change the 'Con Ed Requirements for Elevator Industry' working group name to 'Impacts of not adopting CSA B44 section 8.11.1.1-8.11.1.2'; CARRIED.

It was noted that once any issues have been identified and supported with evidence, the working group/sub-council can build a case for continuing education as a means to address the issues.

4.3. Administrator/AMA Report

The Administrator reported:

- Rick McIver is the Minister, Brandy Cox is now the Deputy Minister.
- They are looking to fill the Assistant Deputy Minister position as Dale Beesley has moved to another department.
- Shawn Ewasiuk is the new Executive Director of Community and Technical Support Branch
- The Elevating Devices Regulation is progressing and is currently under review by Legal. There are no set dates but it is anticipated to be issued by the end of 2021, with an in force date of December 2022 for the 2019 code.
- The Administrator attended the AEDARSA AGM and AEIS seminar, which was very well received.

4.3. AEDARSA Report

The AEDARSA representative posted a full report on the member portal and reported the following:

- “Compliance Monitoring Program Declarations” for 2020 operating year.
 - Verifies that Category 1 tests and break dismantling and signing of logbooks are completed by elevating devices service providers.
 - The declaration was expanded to include all of section 8.6 MCP and 8.11.
 - Approximately 15,200 elevating devices were reported out of 15,500 unites in the AEDARSA database, as of January 1, 2021.
 - AEDARSA continues to follow up with owners who didn’t indicate they had an MCP and now reports there are about 80 units that do not have MCP or 0.5% of the total elevators as of October 5, 2021.
- Based on the initial analysis of the data from the 2020 program, AEDARSA will continue the program for 2021 and include:
 - Confirmation of all ASME A17.1-201/CSA B44-11 sections 8.6 and 8.11
 - Confirmation that the logbook is signed for cat-1 test and non MRL brakes are dismantled.
 - Standardized reporting format M/S Excel.
- Information Bulletins are being continuously updated on the [AEDARSA website](#).
- Category-5 Tests are to be completed by December 2022 with AEDARSA accepting the “Alternate Means of Testing” without the use of weights, provided that the personnel using the Henning Alternate Testing Tool have received the proper training.
- AEDARSA hosted a two-day Alberta Elevator Industry Seminar (AEIS) in Calgary with 130 registered mechanics and stakeholders.
- AEDARSA held introductory regulation and code course for Calgary IUEC elevator mechanics in June 2021 with additional courses being offered in the future.
- The AEDARSA Annual Report is [available here](#).

4.4. Council Updates

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

- Meeting location – virtual vs in-person
 - Staff have been asked by Council leadership to review our meeting location with a focus on cost savings.
 - Sub-Council chairs were consulted about their experience chairing virtual vs in-person meetings.
 - The Council Executive Leadership have approved a hybrid of virtual and in-person meetings which will start in 2022.
- Annual General Meeting – October 29, 2021
 - Virtual afternoon event including a volunteer appreciation program.
 - Staff will reach out via email about sponsorship opportunities.
- Council office reopening on December 6, 2021
 - Staff may continue to work from home on some days.
- Professional Development
 - New Member Orientation: Tuesday, November 9, 9:00 am – 12:30 pm

- Effective Meetings Workshop: Wednesday October 20 and Thursday October 22, 8:30 am – 12:30 pm (must attend both days)
- Appeals Training Workshop: Wednesday October 27 and Thursday October 28, 8:30 am – 12:30 pm (must attend both days)
- To register for any of these trainings, please contact Gerry at gerry.letendre@safetycodes.ab.ca

4.5.1. 2022-2023 Meeting Dates

- Please see draft schedule document in the Member Portal and let Council staff know of any that may conflict with industry events
- Will be finalized in December

5. Meeting Finalization

5.1. Round Table

Nothing was brought forward.

5.2. Next Meeting

The next meeting was tentatively set for April 2022 at 9:30 a.m.

5.3. Meeting Adjournment

Stephen Weston/Jeff Mitchell moved to adjourn the meeting; CARRIED.

The meeting was adjourned at 12:22 p.m.

– NEW ACTION ITEMS –

2.1.7. Skills Matrix Review

The skills matrix was included in the portal and reviewed. It was noted that those members who have not already sent in their skills would do so prior to the next meeting. [All Members]

4.1. Safety Codes System in the Elevating Devices Discipline

More information will be brought forward at the next meeting.

[Bruce/Council Administration]

4.2.1. Elevator and Escalator Safety

The working group will continue work on the draft technical content which will then be brought back to the sub-council for final review. [Burghardt/Working Group]

– MOTIONS –

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5.3. Meeting Adjournment

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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 |
| Impacts of not adopting CSA B44 section 8.11.1.1-8.11.1.2 | <u>Andrew Cross</u> , Don Ireland, Jeff Mitchell, Richard Meunier, Sarah Burghardt, JC Bawa, Ernie Paustian |