



Technical Standards and Safety Authority

Minutes of the Elevating Devices Advisory Council Meeting held on April 20, 2016

Minutes of the Elevating Devices Advisory Council (EDAC) meeting of the Technical Standards and Safety Authority (TSSA) held in Boardrooms 1433/1434, 14th Floor, Centre Tower, 3300 Bloor Street West, Toronto, Ontario at 8:30 a.m. on the 20th day of April 2016.

Present: Kelly Leitch, KONE Inc. (Chair), Ian Hambly for Cliff Ayling, Brookfield Properties c/s ACSI., Hugh Richards for Tony Grilli, Otis Inc., Stan Jones, Northam Realty, Jane McCarthy, Consumers Advisory Council, Haroon Nuri, TTC, Rick Sokoloff, Quality Allied Elevator Inc., Derek Petri, York Region District School Board; Dan Vinette, International Union of Elevator Constructors (IUEC), and Jeff Coles, Thyssen Krupp Elevator

Attendees: Michael Beard, President and CEO (items 10 to 19), Bella Dolgin, Manager, (item 14), Maram Khalif, Council Coordinator, (all items except 20); Roger Neate, Director (all items except 20); Wilson Lee, Director Stakeholder Relations (items 6, 7, 8, 10), David Lisle, Director Public Education (item 10), David Scriven, VP, Research and Corporate Secretary (all items except 20); Supraja Sridharan, Advisor (item 8), Peter Wong, VP, Operations (items 1 to 11).

Guests: Richard Hustwick, Senior Policy Advisor, Ministry of Government and Consumer Services (MGCS) (all items except item 20) and Jeff Egan, Field Advisory Committee.

Regrets: Phil Warne, Canadian Elevator Contractors Associations (CECA), Patrick Marton, Schindler Elevator Corporation, and Chris Rastin, Elevator TEC.

1. Constitution of Meeting

K. Leitch, Chair, welcomed Council members and called the meeting to order. H. Nuri of TTC was introduced as a representative for contractor/institutions sector.

As part of the safety moment, Council viewed a safety video highlighting the dangers of using digital devices while walking.

2. Approval of Agenda

Council members approved the agenda for the April 20, 2016 meeting.

3. Approval of the Minutes

Council members approved the minutes of the October 22, 2015 meeting as drafted, as being a true and correct record of the meeting.

4. Review Action Items from Last Meeting

R. Neate noted that all highlighted action items were completed. The outstanding item was updated as follows:

- The Federation of Rental-Housing Providers of Ontario (FRPO) and the Association of Condominium Managers of Ontario (ACMO) membership vacancies were still outstanding and follow up efforts to get recommended members to attend will continue.



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5. Council Chair's Report

The Chair informed Council he submitted his annual report to the CEO.

6. TSSA President and CEO's Report

As part of the advanced materials for this meeting, members received a report from the President and CEO regarding TSSA's key activities over the last quarter, which was treated as read.

M. Beard highlighted the progress of TSSA's 20/20 technical infrastructure changes. He noted the project was tabled for completion in 2018.

TSSA will issue credits on account to owner/operators for license fees paid in FY 2016. TSSA will also temporarily stop charging double and triple follow-up inspection fees in FY 2017. These measures are being taken to address TSSA's FY 2016 net margin, which exceeded the Memorandum of Understanding fee schedule guideline, and an anticipated excess FY 2017 net margin, driven primarily by the double and triple follow-up inspection fees paid by owner/operators.

7. Ministry of Government and Consumer Services (MGCS) Update

As part of the advanced materials for this meeting, members received a report from MGCS, which was treated as read.

Discussion ensued around the overlapping regulation with the Ontario College of Trades (OCOT) and TSSA on the ED apprenticeship program. D. Vinette raised concerns about persons from other provinces being able to obtain Ontario certificates without having to meet the same requirements as Ontario residents. D. Vinette and W. Lee will discuss this matter offline.

8. Priority Safety Issue

Compliance Rates and Contractors' Data and Elevating Devices Compliance Report: R. Neate reported to Council that ED compliance was low at 21% for pass on first inspection and that there is an urgent need for improvement.

He also noted that Declaration of Compliance is still not being used by many contractors and owners and that this is resulting in too many follow ups. R. Neate further explained that the punitive double and triple fees for follow-up inspections have not had the desired effect of increasing compliance. As a result, he announced to Council that the double and triple follow-up fee charges will be temporarily deferred in FY17. All follow-up inspections will be charged at the same rate as the first visit.

The property owners expressed their concerns regarding their inability to influence contractors to resolve orders in a timely manner. Further discussion ensued around ways to improve compliance rates for the industry. The relationship between owners and contractors was thoroughly discussed.

It was recommended that TSSA, contractors and owners work together to seek a solution. Over the coming year TSSA will be undertaking additional research to understand the relationship between fees and compliance.



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9. Priority Safety Issue

Communication with owners and managers: The Council discussed the Code Adoption Document (CAD) process and adopting codes and expressed concerns with the lengthy process for adopting standardized codes into the current CADs. The current proposal is to adopt the 2013 code. Industry members raised concerns about the impact of delays in adopting codes, especially in new construction sectors.

10. Priority Safety Issue: Public Education/Awareness

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, D. Lisle presented information about TSSA's research and education initiatives related to elevating devices safety.

For the digital campaign, the objectives of the research was to increase safety awareness and encourage users to visit TSSA's website for further learning. This objective was achieved and the next steps will include direct mail to established users and measuring recall from the campaign similar to the one conducted for Carbon Monoxide in the Fuels Safety Program.

K. Leitch noted that there were reported incidents related to escalators and this was not included in the research. Council was informed that the research focused on elevators due to its higher level of risk in comparison to escalators. TSSA is expanding its incident collection approach by working on implementing new causal collection and analysis tools based on Kathryn Woodcock's research.

H. Nuri of TTC shared how TTC collects and uses incident data relating to escalator in subway stations. TTC is also concerned with controlling passenger flows and efficiency and has made each station manager responsible for directing passenger flow.

11. Open Data Initiative

R. Neate informed Council as per last meeting, that the Government of Ontario encourages its ministries and agencies to have open data initiatives. TSSA supports open data initiatives in principle and will be including this within their TSSA 20/20 infrastructure changes.

12. Field Advisory Committee (FAC) Update

J. Egan informed Council that the FAC met April 7, 2016 and the minutes were still in progress and will be shared with Council once completed. He provided updates on several issues that were discussed at that meeting as follows:

- Membership to the FAC
- Code Adoption Documents and its process, including the internal process at TSSA
- Risk based inspection model and its process
- Compliance issues, such as, the process of Declaration of Compliance (verification and confirmation of DOCs)

Contractor performance reports and the consequences of posting this information online were discussed.

Council discussed the existing challenges with the current Maintenance Control Program paper based logs. The concept of moving from paper to electronic logs was thoroughly discussed.



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The issue of hoistway lighting and adopting new elevating codes in a timely manner was also discussed.

ACTION: Council urged TSSA to move forward on moving from paper to digital for maintenance logs.

13. Industry Discussion

There was no discussion under this item.

14. Question on Information Items and Other Business

TSSA's website update: B. Dolgin informed Council of the progress of TSSA 20/20 and how it will impact TSSA's public website. She highlighted that in the future, there will be a portal for each customer to log in to access and save information applicable to them. She also noted industry's recommendations will be sought when designing the website.

She further highlighted some of the features may include inspection orders and pay online options under the consumer profile area.

15. In Camera

Council met *in camera* without TSSA's management and guests.

16. Termination

The meeting was terminated at 1:10 p.m. The next meeting is scheduled for October 26, 2016 at 8:30 a.m. and will be held on NEW LOCATION: 345 Carlingview Drive, Toronto.