



Technical Standards and Safety Authority

Minutes of the Elevating Devices Advisory Council Meeting on April 24, 2013

Minutes of the Elevating Devices Advisory Council (EDAC) meeting of the Technical Standards and Safety Authority (TSSA) held in Boardrooms 1433/34, 14th Floor, Centre Tower, 3300 Bloor Street West, Toronto, Ontario at 8:30 a.m. on the 24th day of April, 2013

Present: Richard Kaczmarczyk (Chair), Otis Canada, Inc., Cliff Ayling, Brookfield Properties c/o ACSI, John Egan (Jeff Coles), Schindler Elevator Corporation, Patricia Jensen, Consumers Advisory Council, Kelly Leitch, KONE Inc., Gary Medeiros (Joe Kerr), ThyssenKrupp Elevator (Canada) Ltd., Paul Melady, Berkley Property Management Inc., Rick Sokoloff, Quality Allied Elevator Inc., and Phil Warne, CECA.

In attendance: Michael Beard, President and CEO (all except 1 to 5 and 7 to 13), Roland Hadaller, Director, Elevating/Amusement Devices (all items except 19), Judy Harrison, Project Coordinator, (items 15 & 16), Maram Khalif, Council Coordinator (all items except 19), Rob Kremer, Manager, Engineering (item 12), Lency Mulamootil, Decision Analysis Advisor, (Item 10), Richard Smart, Chief Financial & Information Officer (item 8), Joshua Sorman, Advisor, Training and Certification (item 14), Marc Tevyaw, Technical Specialist (all items except item 19), Supraja Sridharan, Public Safety Risk Analyst (item 10), Jonathan Tsao, Stakeholder Relations (all except 19), David Witt, Registration Engineer (item 11).

Guests: Mohamed Awad, Policy Advisor, Technical Safety Unit, Ministry of Consumer Services (MCS) (all items except item 19) and Phil Warne on behalf of CECA.

Regrets: Dave Balmer, Accessibility Equipment Manufacturers Association & Robert Last, Arcturus Realty Corporation.

1. Constitution of Meeting

R. Kaczmarczyk, Chair, welcomed council members and called the meeting to order. New attendees introduced were Phil Warne attending on behalf of CECA, Gary Medeiros attending as alternate for Joe Kerr and Jonathan Tsao from TSSA-Stakeholders Relations who has now replaced Maileen Gan.

2. Approval of Agenda

Council approved the agenda of the meeting as presented.

While the order of certain items was revised throughout the meeting, they are presented in these minutes in the order of the agenda to facilitate reference to the supporting materials.

3. Approval of the Minutes

Council members approved the minutes of the November 29, 2012 EDAC meeting as drafted, as being a true and correct record of that meeting.

4. Review Action Items from Last Meeting

R. Hadaller noted that all highlighted items were completed and the outstanding items to be discussed are noted as agenda items 12, 14 and 18.



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5. Council Chair's Report

R. Kaczmarczyk highlighted the council's major achievements during 2012/2013. He noted that he sent the Annual Chair's report to the CEO and it will be included with the draft minutes.

The Chair also announced that this was his last meeting as he retired in March 2013 from Otis. He noted that K. Leitch agreed to Chair the next meeting and will be appointed as the permanent Chair thereafter.

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 reiterated that the strategic plan for TSSA will remain unchanged. He further shared with council that TSSA's public safety initiative, Risk Information Decision Making (RIDM) has a patent pending in the United States and the patent application is underway in Canada. He provided a high level update around changes with respect to responsibilities involving the Senior Management Team at TSSA.

He also acknowledged D. Scriven's contributions as the Interim President and CEO during the CEO recruitment. Council congratulated M. Beard on his new position at TSSA.

7. Council Evaluation and Engagement Survey Update

R. Hadaller, on behalf of D. Scriven introduced the process for the survey. Moving forward, the survey will be conducted every three years rather than every two years as was the current practice. Council was informed that the survey will be taking place in May/June of this year. The survey will be conducted in two phases: online followed by a telephone interview. R. Kaczmarczyk encouraged the council to provide specific examples on any operational/Departmental issues during the follow up portion of the survey which is conducted via telephone. Detailed phone information will provide TSSA/Council required clarity to address identified concerns.

8. Fee Review Framework and Process Update

R. Smart provided background information around the fee review process and framework in the past few months. The first official communication was sent on November 1, 2012, six months prior to the effective date of May 1, 2013. He further highlighted other communications to the industry and stakeholders through newsletters and mail out to owners. He also noted any invoices sent since March 2013 contain a reference to the upcoming fee changes and directing clients to the TSSA website.

Internally, TSSA has been focused on training and preparing system changes for the new fees. He further encouraged the use and the benefits of the declaration of compliance.

He highlighted that the frequently asked questions (FAQ) were revised specifically for the Elevating Devices Safety Program in order to include specific examples on the new travel time billing and potential cost implications. He reported to council that the FAQ will be posted on May 1, 2013 as the FAQ were reviewed and approved by the Chair.

The fee review process will be examined and all feedback will be taken into consideration for future fee reviews. R. Smart informed council that he was currently preparing a white paper on areas for improvement and noted this will be shared with council before the end of FY 2013/14.



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A discussion ensued around the Maintenance Control Program (MCP) and its impact on any fee increases in the future. Council was reassured that TSSA was not anticipating any fee increases for periodic inspections for the actual labour cost component after the MCP changes take effect in January 2014.

9. Ministry Consumer Services (MCS) Update

M. Awad reported to council that MCS had a new Minister, Tracey MacCharles. He also provided high level information on the MCS recent activities.

In regards to the Elevating Devices industry, M. Awad noted that MCS was taking all the input on industry trends and issues into account while setting priorities for the MCS. He also noted that the aging devices issue has been consistent in other TSSA sectors and was noted by the MCS.

10. Elevating Devices Safety Compliance Update

With the aid of a PowerPoint presentation which forms part of the record of the meeting, R. Hadaller updated council on trends for periodic inspections and occurrences from 2007/2008 to 2011/2012. He also provided current data for periodic inspections and occurrences for the last three quarters of 2012/2013. It was noted that there is an increased trend in elevators shutdowns which varied for the three quarters from 3.47% to 4.26% and escalators from 5.59% to 8%.

He advised that the Thunder Bay incident investigation was almost finished and final results will be shared with council once available.

R. Hadaller also shared the top five cited orders for the program for fiscal year Q1 to Q3.

Council discussed in detail the process of evacuating a building in case of fire or emergency and the responsible party if there were any issues with the elevators. TSSA supported the development of training and education videos to educate fire departments. It was further noted that the building owner is responsible for setting an elevating device on phase one mode in case of an emergency.

ACTION: R Hadaller to share final results of the Thunder Bay incident to council when available.

11. Update on Elevator Ascending Car Overspeed (EACO) and Unintended Car Movement (UCM) Risk Reduction Group (RRG)

As part of the advanced materials for this meeting, members received a briefing note highlighting the current status of EACO and UCM RRG, which was treated as read.

D. Witt provided background information around the status of identifying single speed devices for the purposes of requiring a retrofit.

He presented the status of ED contractor renewals. He noted that currently there are a total of 213 ED and ED owner contractors on file. Council discussed the findings and requested a review of the total number of ED and ED owner contractors compared to the same time last year in order to ensure accuracy.

Discussion ensued around the time frame for developing a Director's Order; implications around the cost associated with possible retrofits; and a communication strategy. Some of the contractors were already informing owners. However, members of council noted that TSSA's involvement in disseminating



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information or communication of a possible retrofit would benefit the industry and allow owners to prepare for the cost of retrofit that would have an impact on their businesses. Council members representing their Associations' were asked to notify their Association members about advising owners about the pending retrofit program.

D. Witt reported to council that the next step was to follow up on all contractors who have not submitted data or who have not submitted their renewals. After all the necessary data is collected, it will be reviewed and the locations of all single speed devices will be determined. It was noted that once the Directors Order is issued it will take at least three (3) years to complete the first phase of the program.

ACTION: In regards to identifying single speed devices for the purposes of requiring a retrofit, TSSA to follow up on all outstanding contractor information for the purpose of collecting data required for the said retrofit.

12. Director's Order and Bulletins Status

R. Kremer provided information to council on ED CAD amendment (261-13) which adopts A17.1 elevator code language from Section 8.6 of the upcoming 2013 code. Section 8.6 is related to the maintenance repair, replacement, and testing of elevators, and contains requirements related to development of maintenance control programs (MCP), and also includes permissions for alternative elevator testing methods. The amendment also consolidates some pre-existing director's order requirements. A dimensional requirement to keep car top guardrails 4" away from fixed objects in the hoistway was also added. Requirements for the MCP will apply to all new design submission registrations after May 1, 2013 and for existing devices the effective date has been extended to January 1, 2014.

Further discussions ensued around the length of the code setting process and ways to improve it. A high level discussion followed around the deadline for the CAD amendment.

In regards to the progress update on Anti-Creep/Leveling requirement for B355 Vertical Platform Lifts, it was noted that this will be updated at the next meeting.

13. Field Advisory Committee (FAC) Update

J. Egan provided a high level update of the past and recent activities of the FAC. He reported to council on the status of all issues currently being dealt with at the FAC. A list of all issues and their status was shared with council at the meeting and will accompany the draft minutes.

It was noted that the discussions around new clearance dimensions for car top handrails and its impact on the industry will be further discussed at the next FAC meeting. Council members expressed concerns on why this B44-2013 code design change has been introduced at an earlier date in Ontario.

ACTION: Next FAC meeting agenda to include top of car railing as a topic.

14. Training and Certification Advisory Board (TCAB) Update

As part of the advanced materials for this meeting, members received a briefing note highlighting the current TCAB activities, which was treated as read.

J. Sorman provided an update around elevating device mechanic certificates that were cancelled for non compliance with continuing education requirements. He noted that although there were 212 cancellations, during the period from January 1, 2011 to December 31, 2012, there were a total of 577 new elevating



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device mechanics in training entering the Elevating Devices trades. Council would like to be apprised of any changes to this total going forward.

ACTION: Updates around elevating device mechanic certificates to be included at all future EDAC meetings.

15. Input on Industry Trends & Issues

As part of the advanced materials for this meeting, council received a current list of all industries' input on industry trends and issues, which were treated as read.

J. Harrison provided background information on this item on the agenda. J. Harrison presented to council the information collected at the last meeting and identified specific issues that needed to be addressed. She noted that the information presented and any feedback provided today will be included in the next meeting package.

Council requested that achieving improved safety by alternate means such as remote monitoring which would reduce the requirement of elevators mechanics attending sites was a separate trend and should remain as such. It was confirmed that this item will remain as a trend and TSSA will monitor and advise if any changes occur.

16. Establishing Priority Safety Issues for 2013 to 2015

As part of the advanced materials for this meeting, council received a previous list containing all past priority setting of safety issues, which were treated as read.

R. Kaczmarczyk introduced this item and provided the historical background. He noted that some items have been dealt with by the council and TSSA as highlighted in the document.

A revised list containing today's feedback will be sent to council. The Chair requested that each member identifies the top three priority issues for the council and forward them to M. Khalif who will tabulate them to be considered for the next priority issues for the council.

ACTION: M. Khalif to send a revised list of past priority setting issues to council members.

ACTION: Council members to identify and send their top three issues to be considered for priority issues for the EDAC moving forward by June 14, 2013.

17. New Code Requirement for Maintenance Control Program (MCP)

With the aid of a PowerPoint presentation which forms part of the record of the meeting, M. Tevyaw presented an overview for the development and roll out of an MCP. He further highlighted the associated timelines for the implementation which is important to industry.

Effective on May 1, 2013 all submission for new elevators will require an MCP as well as the new log books at the time of the acceptance testing or initial inspection. All existing elevators will not require the MCP and new logs until January 1, 2014.

Council discussed the subject of the development of an MCP. An invitation was extended to companies not involved in the model developed by Canadian Elevator Contractors Association (CECA) to share individual proposals with the TSSA Elevating Devices Safety Program in advance of implementation to promote consistency and ensure a successful launch. It was noted that TSSA does not approve MCPs;



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however, the expectation is that the MCP and log book will contain all maintenance elements listed in the maintenance section of the elevator safety code. TSSA will schedule individual contractor meetings with KONE Corporation, Otis and Schindler over the next two (2) months to review their MCP and log sheets.

ACTION: The MCP presentation will be sent to council. TSSA will schedule meetings with KONE Corporation, Otis and Schindler to review their MCP.

18. Question on Information Items and Other Business

Membership: The Chair requested to have R. Last confirm his membership.

The Chair also requested council to confirm their intention to renew their membership for another term (3 years). He also encouraged all council members to provide alternate contact information for future meetings.

Council discussed expanding the membership matrix to include members from school boards, condominium owners and/or the Toronto Transit Commission (TTC). There is a possibility of increasing the number of owners in the council in order to deal with the impact that the upcoming retrofit may have on the industry. C Ayling advised that he will forward the names to TSSA of BOMA and other Association members that should be considered for Council membership.

ACTION: R. Hadaller to follow up with R. Last to confirm his membership for the EDAC.

ACTION: C. Ayling to forward BOMA/Other Association member names to TSSA.

ACTION: All council to send their membership renewal to M. Khalif including an alternate.

ACTION: R. Hadaller to explore membership from the school boards, Condominium owners, TTC and BOMA sectors on EDAC.

19. In Camera

Council members met in camera without management or guests.

Concerns expressed on:

- 1) Need for detailed and specific Inspector training/policy on how MCP enforcement will occur starting January 2014.
- 2) Top of car railing issue – wording not finalized in B44-2013 code. TSSA already included in latest CAD document. Need to stop issuing new directions before approved and enforced in the code. Suggested variance approach is not acceptable.

20. Termination

The meeting was terminated at 12:35 p.m. The next meeting is scheduled for November 13, 2013 at 8:30 A.M.