



Technical Standards and Safety Authority Minutes of the Amusement Devices Advisory Council Meeting on April 18, 2012

Minutes of the Amusement Devices Advisory Council (ADAC) meeting of the Technical Standards and Safety Authority (TSSA) held in in Rooms 1433 and 1434 on the 14th Floor, Centre Tower, 3300 Bloor St. W., Toronto, Ontario at 10:30 a.m. on the 18th day of April 2012.

Present: Virginia Ludy (Chair) Canadian National Exhibition, Keith Brown, Ontario Place, James Conklin, Conklin Shows, Breckon Husband, Aon Reed Stenhouse Inc., Bill Kane, North American Midway Entertainment, Jane McCarthy, Consumers Advisory Council, Rick McMullen, 401 Mini-Indy Limited, Norm Pirtovshek, Canada's Wonderland, Cindy Sypher, Sypher & Associates Field Engineering Ltd.

In attendance: Michael Beard, VP of Operations (all items except 14), Roland Hadaller, Director, Elevating and Amusement Devices (all items except 14), Sarah Patterson-Snell, Assistant Corporate Secretary (all items except 14), Richard Smart, Chief Financial and Information Officer (item 8), Josh Sorman, Advisor, Training and Certification (items 11 and 12), Marc Tevyaw, Technical Specialist (all items except 14).

Guests: Mohamed Awad, Policy Advisor, Technical Safety Unit, Ministry of Consumer Services (MCS) (all items except 14), Peter Gismondi, Superior Events (all items)

Regrets: Danny Campbell, Campbell Amusements

1. Constitution of Meeting

V. Ludy, Chair, welcomed the council members and called the meeting to order. She welcomed J. McCarthy who was attending the meeting on behalf of K. Woodcock representing the Consumers' Advisory Council and P. Gismondi who was attending the meeting as a guest and potential council member.

2. Approval of Agenda

Council members approved the agenda for the April 18, 2012 meeting as presented.

3. Approval of the Minutes

Council members approved the minutes of the October 26, 2011 ADAC meeting as drafted, as being a true and correct record of that meeting.

4. Review Action Items from Last Meeting

M. Tevyaw reviewed the completed action items from previous meetings.

5. Council Chair's Report

The Chair advised that she has tendered her resignation as Chair of the council to the CEO, effective following the next (September) council meeting; however, she will remain a member of the council. She thanked the members for their support.

Council members were invited to put their name forward if interested in assuming responsibilities as Chair of the council. Questions with respect to the role may be directed to the Chair, CEO or Vice President of Operations. An election process will be conducted and final approval granted by the CEO as to the successful candidate at the September meeting.



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Over the coming months, the Chair will meet with each member to learn of his/her intentions in continuing to serve on the council. This discussion will include information on the waitlist of industry representatives interested in serving on the council. If there is no waitlist, it was agreed that networking at upcoming industry events may result in potential candidates.

The council discussed the membership matrix. It was agreed that it should be updated to reflect the evolution of the industry. The membership structure, as outlined in the Terms of Reference, will be reviewed at the next meeting including a discussion of possible modifications. The council Terms of Reference will be attached to the minutes of the meeting. It was confirmed that this document is also shared with new members during orientation.

As a way to encourage interest in serving on the council, it was suggested that webinar technology be enabled for meetings to facilitate participation by members who would otherwise be required to travel long distances to attend meetings.

ACTION: A review of the membership matrix will be added to the agenda for the next meeting.

The council Terms of Reference will be attached to the minutes.

6. TSSA President & 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.

7. Council Relevance

This item was addressed during the Chair's report.

8. Fee Review and Process Framework Update

With the aid of a PowerPoint presentation, R. Smart reviewed the 2012 fee review proposal. He noted that he recently met with the council's fee review subcommittee to receive their feedback on the proposal.

By way of background, he reported that the combined impact of the last fee review which was conducted in 2009 was 7-7.5% over three years. He reminded the council that fee reviews and the principles guiding the process are included in the memorandum of understanding with the Ministry of Consumer Services. It was noted that Ministry oversight fees will be increasing over the next three years and that the council Chairs will meet with the Deputy Ministry in the coming weeks to learn more about the rationale behind this increase.

Currently, TSSA is recovering one third of its travel costs; therefore, the most notable change in the fee review proposal is in travel charges. Charges will increase from a per visit charge to a per inspection charge. Excluding inflatables, the suggested rates include a minimum fee of \$150.00 for any inspection (initial, periodic, etc.) which includes one half hour of travel time and one half hour of inspection time. Follow up inspections will be billed at \$220.00. All time required above the base hours will be billed at a standard rate of \$145.00. This meets the goals of the industry which include simple, clear and predictable fees and also provides incentives and deterrents in the fee structure. Inspections for inflatables will be billed at \$130.00 per device. The engineering rate remains unchanged. The total impact of the fee review proposal to the sector is \$85,000 across all operators. This represents an 8% increase over the next three years. Fee changes will take effect May 1, 2013.



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R. Smart also reviewed the next steps in the process which include acceptance by the Minister of Consumer Services, followed by communication to the industry by November 1, 2012.

Staff responded to the council's inquiries with respect to the average amount of time allotted for inspections and engineering reviews. It was reported that the goal for the average turnaround time for engineering reviews is four weeks. With respect to the average inspection time, it was reported that this varies based on the complexity of the device. It was clarified that an appeal process exists at TSSA should an operator disagree with the time billed for an inspection.

It was noted that the fee review subcommittee requires representation from the inflatable and fixed parks sectors. P. Gismondi and N. Pirtovshek offered to represent their respective sectors at the next subcommittee meeting.

ACTION: Invitations for the next fee review subcommittee meeting will be shared with the new representatives.

9. Safety and Compliance Information

With the aid of a PowerPoint presentation, R. Hadaller reviewed the quarterly results for periodic inspection outcomes, providing data on the rates for passed, follow up required, or shutdown. He also provided data on the number of orders per periodic inspections and the number of occurrences and associated health impacts. Results were shown by quarter from Q4 FY10 to Q3 FY12 in hard numbers as well as percentages. Council members were invited to provide feedback on the usefulness of this information. The council agreed that it is not necessary to provide results in percentages.

In response to the council's inquiries, it was clarified that a "minor injury" is defined as a scrape or bruise and it was agreed that it is important to provide context when reporting quarterly results.

ACTION: The PowerPoint presentation will be attached to the minutes of the meeting.

10. Priority Safety: Risk Reduction Group Update

As part of the advanced materials for this meeting, members received a report on the activities related to the four priority recommendations brought forward by the North America Risk Reduction Group RRG – Aging Amusement Rides, which was treated as read.

M. Tevyaw summarized each of the priority recommendations detailed in the briefing note. He stressed that these ideas were largely based on best practices in the industry and did not create new rules where they already existed. He noted that this was one of the best forums held to date and acknowledged the council for its support of this learning opportunity through the partnership between TSSA and the industry across North America.

The next meeting of this risk reduction group will be scheduled in either fall 2012 or January 2013 based on the national and international industry meetings.

11. Training and Certification Advisory Board (TCAB) Update

As part of the advanced materials for this meeting, members received a report on the recent activities of the TCAB, which was treated as read.



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J. Sorman summarized the briefing note and reported that there was good discussion at the last meeting. Staff responded to the council's inquiries with respect to filing the Skills Passport at TSSA's head office and liability of Mechanics and Mechanics-In-Training. Members were advised of a key issue being discussed by the TCAB, that is, the applicability of skill sets (certification of qualification) developed in another field, for example, electrician or millwright to the number of practical hours required in the amusement device regulation. The next meeting of the TCAB has not been scheduled.

12. Input on Industry Trends

As part of the advanced materials for this meeting, members received a report requesting input on trends in the amusement devices industry, which was treated as read.

With the aid of a PowerPoint presentation, M. Beard reviewed the trends that have been collected from the amusement devices industry to date under the broad categories of regulations, economic and other. He also noted that the trends have been cross referenced with responses received to the advisory council survey as well as TSSA initiatives currently underway. The council received the update and had no further trends to add to the discussion.

M. Beard also reported on the issue of measuring productivity at TSSA, for example, the amount of time required to complete a proper inspection. One opportunity to improve productivity is to remove administrative tasks from the Inspectors' workload. To this end, TSSA has introduced the Declaration of Compliance initiative for low level non-compliances such as a missing manual. When an Inspector finds a low level non-compliance, he allows the operator to report that the non-compliance has been addressed within the time period allowed by submitting a signed Declaration of Compliance. This results in financial efficiencies for the operator as there is no charge for this process as well as productivity enhancements for TSSA as the Inspector is focusing on inspections. Another improvement that is underway in this area is the creation of centralized administration for Inspectors.

A council member reported that he has used the Declaration of Compliance process and it worked well.

13. Questions on Information Items and Other Businesses

The Chair requested that the attendance report be updated for the council meeting held on October 26, 2011. D. Campbell was absent and G. McRea was present at the meeting.

ACTION: The status of member terms and attendance report will be updated with the revisions noted by the Chair.

14. In Camera

Council members met in camera without management.

15. Termination

The meeting was terminated at 12:40 p.m. The next meeting is scheduled for October 24, 2012.