



Technical Standards and Safety Authority Minutes of the Amusement Devices Advisory Council Meeting on October 26, 2011

Minutes of the Amusement Devices Advisory Council (ADAC) meeting of the Technical Standards and Safety Authority (TSSA) held in the Humber Room, The Old Mill Inn, 21 Old Mill Road, Toronto, Ontario at 10:30 a.m. on the 26th day of October 2011.

Present: Virginia Ludy (Chair) Canadian National Exhibition (all items except 10, 11, 12, 13, 14, 15), Keith Brown, Ontario Place, Breckon Husband (all items except 14, 15, 17), Aon Reed Stenhouse Inc., Gary Hyde, Airbounce Amusements, Bill Kane, North American Midway Entertainment, Rick McMullen, 401 Mini-Indy Limited, Gary McRae, Western Fair, Cindy Sypher, Sypher & Associates Field Engineering Ltd., Kathryn Woodcock, Consumers Advisory Council.

In attendance: Michael Beard, VP of Operations (all items except 17), Bernadette Celis, Communication Advisor, Public Education (Item 13 only), Roland Hadaller, Director, Elevating and Amusement Devices (all items except 17), Sheila Johnston, Sign Language Interpreter, Maram Khalif, Council Coordinator (all items except 17), Dean McLennan, Incident Technical Specialist (Item 9 only), Kathy Milsom, President and CEO (all items except 1, 2, 3, 4, 5, 16, 17), Kathy Munro, Sign Language Interpreter, Michelle Reid, Team Leader, Enterprise Risk Management (item 12 only), David Scriven, Corporate Secretary (item 8 only), Richard Smart, Chief Financial and Information Officer (Item 15 only), Josh Sorman, Advisor, Training and Certification (all items except 17), Marc Tevyaw, Technical Specialist (all items except 17).

Guests: Mohamed Awad, Policy Advisor, Technical Safety Unit, Ministry of Consumer Services (MCS) (all items except 17), Ken Karns, Western Fair.

Regrets: Danny Campbell, Campbell Amusements, James Conklin, Conklin Shows, Norm Pirtovshek, Canada's Wonderland.

1. Constitution of Meeting

V. Ludy, Chair, welcomed the council members and called the meeting to order. She informed the members that she would have to leave midway through the meeting and will assign the rest of the meeting to be chaired by C. Sypher.

2. Approval of Agenda

Council members approved the agenda for the October 26, 2011 meeting as presented.

3. Approval of the Minutes

Council members approved the minutes of the April 6, 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 with council members.

5. Council Chair's Report

The Chair advised that the last Committee of Council Chairs' meeting was held on September 21, 2011 and most of the topics that were covered are on the agenda today.



Technical Standards and Safety Authority Minutes of the Amusement Devices Advisory Council Meeting on October 26, 2011

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.

K. Milsom highlighted compliance performance as measured by periodic inspections passed on first visits, orders per periodic inspections, and shut downs/cease and desists of each program in relation to the amusement devices sector.

7. Business Plan Presentation

With the aid of a PowerPoint presentation, K. Milsom and M. Beard presented an overview of TSSA's Business Plan for fiscal years 2011/2012. The presentation outlined TSSA business plan purposes including implementation of the first year of TSSA's strategic plan, ensuring operational plans, budgets and performance targets are aligned, and responding to MCS oversight requirements.

M. Beard followed up presenting specific initiatives for the fiscal year. Discussion ensued on developing tasks based on the initiatives that may be applicable to the amusement devices sector. A further discussion ensued around the TSSA risk map and areas of priority risk that are identified by the management. The council expressed interest in understanding the priority risks affecting the amusement devices sector and having an opportunity to discuss them.

Further update was provided on TSSA's strategic investments over the plan period, including user behaviour modification, risk informed decision making (RIDM), field support services, stakeholder relations, and optimizing the use of TSSA's new information system.

ACTION: M. Beard will follow up on presenting the priority risks at a future ADAC meeting.

8. Advisory Council Survey Results

As part of the advanced materials for this meeting, members received the final report on advisory council survey result, which was treated as read.

D. Scriven provided a background of the advisory council survey conducted this summer and how it has been administered. He presented the survey results for the Amusement Devices Advisory Council and opened the floor for further feedback and comments to find opportunities to better support the council and improve the council meetings. A brief discussion ensued on whether or not to discuss this in an open forum, in camera or have another meeting for it.

D. Scriven encouraged the council to discuss this in camera if needed and share any recommendations resulting from the in camera discussion with TSSA for follow up.

The council opted to discuss it in camera.

9. Safety and Compliance Information

As part of the advanced materials for this meeting, members received a report on safety and compliance information, which was treated as read.



Technical Standards and Safety Authority Minutes of the Amusement Devices Advisory Council Meeting on October 26, 2011

With the aid of a PowerPoint presentation, R. Hadaller gave an overview of activities for amusement devices safety and compliance information.

Industry segments that are stagnant or declining and how this may impact on the compliance data were discussed.

With the aid of a PowerPoint presentation, D. McLellan followed up with providing an overview of the top five operational issues in 2010/2011 for the amusement devices sector. Discussion ensued on the accessibility of the Amusement Ride Operators and Attendants' Safety Handbook. The handbook is available on the TSSA website in the resources centre.

The council also discussed incident reporting and what may constitute an incident. The impact of reporting an incident while shutting down if necessary to gather information was also discussed. A further discussion entailed how to report incidents in a timely manner, the involvement of parents and how other ministries such as the Ministry of Labour deals with incident reporting.

The council also discussed concerns of some operators reporting incidents more frequently than others and those that may not report as much and how this may impact on data being collected. It was also acknowledged the impact of near misses may have on incidents data.

10. Training and Certification Advisory Board (TCAB)

As part of the advanced materials for this meeting, members received a briefing note detailing proposals for an amusement device mechanic in training (ADM-T) that will be discussed at the next TCAB meeting, which was treated as read.

M. Tevyaw informed the council that the AMD-T certificate of qualification will be introduced to the TCAB. J. Sorman noted that the TCAB will be meeting in early 2012.

A discussion ensued on the details of the proposed changes in ADM-T, its definition and duration. It was recommended the AMD-T proposal be addressed by the Amusement Devices TCAB.

ACTION: Recommendations from the TCAB will be presented to the council for information.

11. Aging Devices Risk Reduction Group (RRG) Update

As part of the advanced materials for this meeting, members received Aging Devices RRG minutes, which were treated as read. A briefing note was provided at the meeting which forms part of the record of the meeting.

M. Tevyaw reported the Aging Devices RRG was established and consisted of members from both Canada and the US. They defined four priority areas and have also developed recommendations, which are currently under review.

It was recommended to engage mechanics in the process. M. Tevyaw also reported there will be workshops in the United States to further discuss aging rides.



Technical Standards and Safety Authority Minutes of the Amusement Devices Advisory Council Meeting on October 26, 2011

12. Licenses Renewals and Proof of Insurance

As part of the advanced materials for this meeting, members received a briefing note on insurance requirements, which was treated as read. A briefing note was provided at the meeting on operating schedules which forms part of the record for the meeting.

M. Reid presented proposed changes to the insurance requirement process at TSSA to simplify the process of verifying compliance with Ontario Regulation 221/01 s.5 (3). After a review of this process as outlined in the briefing note, TSSA advised that to streamline the process, TSSA will accept proof of insurance from a broker, manager or general agent to ensure a level of playing field for all.

The council agreed with the recommendations as presented and M. Reid outlined the next steps in the process including communication to stakeholder and implementing the process.

J. Sorman followed up with introducing a new operating scheduling process. M. Tevyaw provided a detailed description of the process and how it will enhance compliance with regulatory requirements and licences requirements. The schedules will be kept confidential and changes to the scheduling will be limited to the location rather than providing schedules for each device.

ACTION: M. Tevyaw and J. Sorman will follow up implementing a process where the changes and information about operating schedules will be sent with the renewal licenses application.

13. Results of 2011 Amusement Devices Public Education Program

With the aid of a PowerPoint presentation, B. Celis provided an overview of TSSA safety initiatives and education program as well as a brief video of the successful water parks summer safety initiative. Discussion ensued around online gaming, challenges with social media and the target audience age group.

A recommendation was made for TSSA to engage and utilize people on site with its safety initiatives. B. Celis acknowledged the benefits of engaging the industry and will follow up on it.

K. Karns requested if he could obtain the PowerPoint and the video presented today to present at the next Canadian Association of Fairs and Exhibitions (C.A.F.E.) conference in November 16 to 19, 2011 in London, Ontario and The International Association of Fairs and Expositions (I.A.F.E) conference in November 28 to December 1, 2011 in Las Vegas, Nevada.

ACTION: B. Celis will forward the presentation and the public safety video to K. Karns for his presentation at C.A.F.E. & I.A.F.E conferences.

14. Input on Industry Trends

M. Beard requested feedback on any technical, environmental or other trends in the amusement devices sector. The council noted the following areas:

- Increasing carnival costs including equipment, engineering and the cost of travel
- The cost of offshore staffing (i.e. South Africa)
- Some licensed go kart tracks are winding down and racing is taking over and becoming more commercialized
- Engineering models and the need to have regulations shift to be tied with engineering models
- Software driven machines and manufactures/programmers being offshore
- Challenges with code developments and control systems software not being aligned



Technical Standards and Safety Authority Minutes of the Amusement Devices Advisory Council Meeting on October 26, 2011

- Harmonization of standardization (this is at early stages and will be quite some time before it is published)

15. Fee Review Framework and Process

As part of the advanced materials for this meeting, the members received a briefing note on the fee review framework and process, which was treated as read.

R. Smart informed the council that this fee review will include the same level of council engagement although the fee changes are not expected to be as encompassing as the last fee review conducted three years ago. In this process, TSSA will seek to provide further incentives for compliance and deterrence for non-compliance. In addition, if possible, TSSA will seek to streamline the fee structure through identifying commonalities and building consistency.

High level discussions ensued around the TSSA bylaws, TSSA reserve funds, and safety investments, as well as the possibility of rebates for those with positive compliance record. R. Smart noted that the process will be governed by TSSA's memorandum of understanding with MCS – Schedule "I" Fee Setting Process and Criteria as outlined in the briefing note.

He also provided an overview of the timeline for the communication strategy and the final implementation of the recommendations.

16. Questions on Information Items and Other Businesses

Membership:

V. Ludy reported she has been in discussion with C.A.F.E to have a representative on the advisory council. A replacement for G. McRae was discussed and K. Karns expressed interest in joining the council.

V. Ludy also opened the floor for any interest from other council members to chair the ADAC and encouraged council members to discuss it during the in camera session.

ACTION: V. Ludy will follow up on C.A.F.E interest for representation. She will also discuss K. Karns' interest in joining the council with R. Hadaller and K. Milsom and will update the council at the next meeting.

17. In Camera

Council members met in camera without management and guests except K. Karns.

18. Termination

The meeting was terminated at 2:17 p.m. The next meeting is scheduled for April 18, 2012.