January 30, 2020

Dear Amusement Device Operator,

The Technical Standards and Safety Authority is pleased to provide you with this information package to assist you with the renewal of your licence and permit(s) for the upcoming 2020-2021 amusement device operating season.

**What’s New for 2020-2021**

Beginning this year, TSSA will be sending renewal packages electronically by email to operators for whom we have a valid email address. All others will be sent by mail.

Please note: renewal invoices will be sent separately by mail/email.

**Important information when completing your renewal package.**

**Renewal Package Checklist**

To assist you with completing the renewal package, ensure you have:

- [ ] Completed the renewal application form
- [ ] Submitted the licence renewal fee
- [ ] Submitted the permit renewal fee
- [ ] Submitted a Certificate of Insurance

Please be advised that missing any requirement from the checklist will cause a delay in processing your renewal.

**Submittal of Renewal Package**

- Renewal packages, submitted by mail, **must** be sent to the following address:
  
  **Attention: Intake Department**
  Technical Standards and Safety Authority!
  345 Carlingview Dr.
  Toronto ON M9W 6N9

- Renewal packages submitted by email, **must** be sent to intake@tssa.org

If you require any further information or have any questions, please contact a Customer Service Advisor at 1.877.682.8772 (TSSA) or customerservices@tssa.org. We will be pleased to assist you.

Yours in Safety

Jessica Myrie
Supervisor, Intake and Licensing Services
Technical Standards and Safety Authority
www.tssa.org
RENEWAL INFORMATION

STEP 1: Submit Renewal Documentation and Applicable Payment

Submittal of Renewal Package

- Renewal packages, submitted by mail, must be sent to the following address:
  
  **Attention: Intake Department**
  
  Technical Standards and Safety Authority
  345 Carlingview Dr.
  Toronto ON M9W 6N9

- Renewal packages submitted by email, must be sent to intake@tssa.org

Fee Payment

**Important:** Only renewal packages submitted to TSSA’s head office at 345 Carlingview Ave, Toronto, ON, M9W 6N9 will be processed.

Renewal fee payment options:

1. Debit – In person only
2. Credit Card (Visa & Mastercard only) –
   - In person
   - By completing and mailing the form attached to your invoice
   - Fax at 416-231-7290
   - Phone at 1-877-682-TSSA (8772)
3. Cheque or Money Order
   - In person
   - By mail to the address shown on the invoice.
4. Wire Transfer
   - Payable to:
     Bank: TD Canada Trust
     Swift: TDOMCATTOR
     Account: 05200306317
     Beneficiary: Technical Standards & Safety Authority

Collection Items:

Any account with outstanding invoices from the previous operating season must be paid prior to renewing your license and permit/s. If applicable, a summary of the outstanding fees and necessary actions will be included in your renewal package.

STEP 2: Request a TSSA Inspection.

All amusement devices must pass TSSA inspection before they can be operated.

Once confirmation has been received from TSSA that your Operating Licence is renewed, you may proceed to request an inspection for paid permit(s) only.

Please ensure the appropriate inspector with the Amusement Device Designation is contacted.

A list of TSSA amusement devices inspectors and their contact information is available at www.tssa.org.

It is advisable to submit all requirements for licencing to TSSA as quickly as possible to avoid any delays. If you have not received your renewed licence within 3 weeks, please contact our office by email at Intake@tssa.org or by phone @ 1-877-682-8772.
REGULATORY INFORMATION

Operating Schedule
Owners are required to submit a copy of their Operating Schedule (to the extent known) in MS-Excel format as denoted in the Amusement Devices Operating Schedule 2020-2021 Season

Copies of this MS-Excel template can be obtained from the TSSA website at:

Completed electronic files must be sent by email to adoperatingschedules@tssa.org or to be made available to the inspector upon request

Effective Requirements for the 2020-2021 Operating Season

- AD CAD Amendment 535-18 effective Jan 15, 2019 (all rides)
- Directors Order 534/18 Aging Rides (all rides >10 years except for inflatables)
- Advisory 538/19 Pre-Examination Checklist (amusement rides, water slides and go-karts)
- Advisory 539/19 Retroactive CAD Requirements (all rides)
- Advisory 540/19 “Drop-off” Practice for Inflatable Device Rentals (inflatables)

All CAD Amendments and Advisories can be found on our website at

All Pre-Examination Checklist can be found on our website at
INFORMATION ON INSURANCE DOCUMENTATION

Insurance Requirements O.Reg 221/01, s. 5 (3)

In keeping with its commitment to streamline its processes and level the playing field, TSSA has simplified its process to validate / verify compliance with the insurance requirements detailed in O.Reg 221, s. 5 (3) which states;

Every person who carries on the business of operating amusement devices shall obtain and maintain liability insurance in respect of the business in the amount not less than $2,000,000 per occurrence with a carrier licensed in Ontario and/or Canada. O. Reg 221/01, s. 5 (3).

It is an important component of TSSA’s mandate to protect the public interest by ensuring that there is insurance available to protect the Public. A Certificate of Insurance, in Acord or CSIO form, is required to evidence compliance with O. Reg 221/01, s. 5(3).

Requirement for a Certificate of Insurance

Insurance agents, brokers and managing general agents are recognized by the insurance industry as authorized intermediaries. To acknowledge this relationship, and as a means to simplify its processes, TSSA will once again accept certificates of insurance from these parties.

The certificates of insurance must conform with industry accepted standards, that is, they must be prepared on an Acord or CSIO form.

To obtain an Acord or CSIO certificate of insurance, simply contact your insurance agent or broker and ask them to issue and sign a Certificate of Insurance, in Acord or CSIO form, noting TSSA as the certificate holder and detailing the devices to be insured, the limits required under Regulation 221(5) 3 and confirmation that a 30-day notice of cancellation and/or material change in coverage clause has been endorsed onto the policy. It is also recommended that the Certificate of Insurance reference your Amusement Devices Licence Number to help ensure timely processing. A sample Certificate of Insurance is attached for your reference. The Certificate of Insurance must then be submitted to TSSA with the annual licence application.

Notification of Changes to Insurance

Whenever there is a change to insurance coverage including cancellation or renewal, TSSA must be notified to keep insurance information current at all times. Please provide a new Acord or CSIO Certificate of Insurance within 30 days of renewals or changes. Failure to notify TSSA will result in invalidating the licence.

Please mail, fax or email the document to:

Attention: Intake Department
Technical Standards and Safety Authority
345 Carlingview Drive Toronto, Ontario M9W 6N9
Customer Service: 1.877.682.8772 Fax: 416.231.4078
Email:intake@tssa.org

Please include a cover letter detailing your licence number, contact name and phone number.

For more information: Visit our website at www.tssa.org or contact a Customer Service Advisor by phone: 1.877.682.8772(TSSA)or email: customerservices@tssa.org.
The following documents are an example of what your insurance agent or broker will prepare on your behalf.

**SAMPLE CERTIFICATE OF INSURANCE**

<table>
<thead>
<tr>
<th>INSURER A</th>
<th>NAIC # A</th>
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<tbody>
<tr>
<td>INSURER B</td>
<td>NAIC # B</td>
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<tr>
<td>INSURER C</td>
<td>NAIC # C</td>
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<td>INSURER D</td>
<td>NAIC # D</td>
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<table>
<thead>
<tr>
<th>COVERAGE DESCRIPTION</th>
<th>LIMITS</th>
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<tbody>
<tr>
<td>Commercial General Liability</td>
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<td>Automobile Liability</td>
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<tr>
<td>Garbage Liability</td>
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<tr>
<td>Excess Umbrella Liability</td>
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<tr>
<td>Workers Compensation and Employers' Liability</td>
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<tr>
<td>OTHER</td>
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**CERTIFICATE HOLDER**

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**2020-2021 AD Renewal Package**

**Insurance Requirements**
SAMPLE CERTIFICATE OF INSURANCE

CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS

2. INSURED'S FULL NAME AND MAILING ADDRESS

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS

4. POSTAL CODE

3. COVERAGE

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>INSURANCE COMPANY AND POLICY NUMBER</th>
<th>EFFECTIVE DATE YYYY/MM/DD</th>
<th>EXPIRY DATE YYYY/MM/DD</th>
<th>LIMITS OF LIABILITY</th>
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<td>COMMERCIAL GENERAL LIABILITY</td>
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<td>□ PRODUCTS AND/OR COMPLETED OPERATIONS</td>
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<td>□ EMPLOYER'S LIABILITY</td>
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<td>□ CROSS LIABILTY</td>
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<td>□ TENANTS LEGAL LIABILITY</td>
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<td>□ NON-OWNED AUTOMOBILES</td>
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<td>□ Rented AUTOMOBILES</td>
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<td>□ POLLUTION LIABILITY EXTENSION</td>
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<td>AUTOMOBILE LIABILITY</td>
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<td>□ DESIGNED AUTOMOBILES</td>
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<td>□ ALL OWNED AUTOS</td>
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<td>□ LEASED AUTOMOBILES **</td>
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<td>□ ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</td>
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<td>EXCESS LIABILITY</td>
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<td>□ UMBRELLA FORM</td>
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<td>□ OTHER THAN UMBRELLA FORM (SPECIFY)</td>
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<td>OTHER LIABILITY (SPECIFY)</td>
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<td>4. CANCELLATION</td>
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<td>Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail ________ days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.</td>
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</tbody>
</table>

5. BROKER'S FULL NAME AND MAILING ADDRESS

6. ADDITIONAL INSURED NAME AND MAILING ADDRESS

7. CERTIFICATE AUTHORIZATION

<table>
<thead>
<tr>
<th>SIGNATURE OF AUTHORIZED REPRESENTATIVE</th>
<th>PRINT NAME</th>
<th>POSITION HELD</th>
<th>DATE</th>
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<td>EMAIL ADDRESS</td>
<td>CONTACT NUMBER</td>
<td>BUSINESS</td>
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<td></td>
<td></td>
<td>PHONE</td>
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</tr>
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