



Technical Standards and Safety Authority

Minutes of Ski Lifts Advisory Council Meeting on October 12, 2011

Minutes of the Ski Lift Advisory Council (Council) meeting of the Technical Standards and Safety Authority (TSSA) held in Boardrooms 1433 and 1434, 14th Floor, Centre Tower, 3300 Bloor Street West, Toronto, Ontario at 09:30 a.m. on the 12th of October, 2011.

Present: Ward Bond, Bond Ski Lift Installations/Loch Lomond Ski Ares, Murray Frankcom, Leitner-Poma Canada Inc., Dolly Gerrior, Consumers Advisor Council (CAC), Bruce Haynes (Chair), Ontario Snow Resorts Association (OSRA), Martin Kimble, Horseshoe Valley Resort Ltd. Al Knott, Canadian Ski Patrol, Craig MacDonald, Caledon Ski Club, Dave Mathewson, Mount Pakenham Ski Area, Rob Mungham, City of Toronto, Kevin Nichol, Gougeon Insurance Brokers, Radu Petrut, Teora Engineering and Services Ltd and Rob Sheridan, Blue Mountain Resort.

In attendance: Michael Beard, VP of Operations (all items except item 16), Bernadette Celis, Communications Advisor, Public Education (item 13 only), Cy Gray, Investigator (item 8 only), Roland Hadaller, Director, Elevating and Amusement Devices (all items except item 16), Jim Palmer, Regional Supervisor (all items except item 16), Maram Khalif, Council Coordinator (all items except item 16), Sarah Simon, Engineer (item 9 only), Richard Smart, Chief Financial and Information Officer (item 14 only), Joshua Sorman, Advisor, Training and Certification(all items except item 16).

Guests: Mohamed Awad, Policy Advisor, Technical Safety Unit, Ministry of Consumer Services, (MCS), Kasia Seydegart, ERIN Research Inc., Colleen Sonnenberg, Manager, Technical Safety Unit MCS, George Spears, ERIN Research Inc., and Pat Zulinov, ERIN Research Inc.

Regrets: Jason Young, University of Western Ontario.

1. Constitution of Meeting

B. Haynes called the meeting to order at 9:48 a.m.

2. Approval of Agenda

The order of the agenda was modified to accommodate late start of the meeting and the participants' schedules but the minutes are presented in the order of the agenda as distributed for ease of reference to the materials.

Council members approved the agenda of the October 12, 2011 meeting as revised to include an item at the end of the meeting as follows: input on industry trends requested by M. Beard.

3. Approval of the Minutes

Council members approved the minutes of the March 29, 2011 Ski Lift Advisory Council meeting as drafted, as being a true and correct record of that meeting.

4. Review Action Items from Last Meeting

R. Hadaller noted that there was one outstanding action item from the previous meeting and the response is submitted as item 21 on the agenda, work done by 3rd party Engineers, and noted in the action plan.

5. Council Chair's Report

The Chair provided an update on the ski season. He reported on OSRA's AGM which was well attended. He also reported school visits are in decline and this causes some concern. Some of the challenges were due to the cost for buses and fuels charges. He also announced that the Toronto Ski, Snowboard and Travel Show were taking place this weekend.



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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.

With the aid PowerPoint presentation, M. Beard, on behalf of TSSA's President & CEO, provided an overview of first quarter safety performance results for fiscal year 2011-2012 highlighting ski lifts periodic inspections passed on first visit, orders per periodic inspections, and shut downs (cease & desists).

7. Business Plan

As part of the advanced materials for this meeting, members received TSSA's business plan for fiscal year 2011/2012, which were treated as read.

With the aid of a PowerPoint presentation, M. Beard gave an overview of the business plan. The presentation outlined what TSSA plans to achieve, budget goals, and an overview of balanced scorecard.

A question arose around the upcoming fee reviews and TSSA status as a not-for-profit organization. It was reiterated that TSSA is not-for-profit and, as such, it must ensure its operational plans, budgets and performance targets are aligned.

A discussion ensued around any policy being in place for billing for two inspectors at sites at the same time. It was confirmed that the time of inspectors in training is not billed; however, due to the logistics of some hills, at times two inspectors are required at a site at the same time, in which case both inspectors' time would be billed. The council requested clarification in this matter.

ACTION: TSSA to provide written clarification with respect to having two inspectors at a site at the same time.

8. Advisory Council Survey Result

In advance of the meeting, the council received the results of the council's survey, which were treated as read.

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, ERIN Research Inc. reviewed the results, identified the top 3 to 5 priorities for councils' functioning and its relationship with TSSA.

Tentatively, the council agreed on the following priorities:

- streamlining presentations at meetings and tailoring them specifically to ski lifts industry (including amusement devices);
- having council members present specialized topics from their respective sectors;
- getting information from TSSA around general activities of the ski lifts industry;
- concerns were raised around council not having industry visibility (people do not know what the council does or their connection to TSSA or how to contact them).

The council will review the matrix of responsibility for reporting industry issues that are to be brought forward for discussion. It was recommended that the council without TSSA will meet in February at Hockley Valley to further discuss the survey results and present at the next council meeting the top three survey issues that they would like TSSA and council to work on.



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ACTION: B. Haynes will send the proposed dates for the February 2012 meeting (without TSSA) to discuss the survey results to council members.

ACTION: ERIN Research Inc. will provide a list of discussion points from today's meeting for council to use as a template for February meeting.

9. Priority Safety Issues: Aging Equipment, Hangers, Surface Lifts, Clarifications to Alterations of Electrical Controls

With the aid of a PowerPoint presentation, S. Simons provided an update from the Risk Reduction Group (RRG) meeting on September 21, 2011. She provided detailed information around Electrical/Electronic/Programmable Electronic Systems (E/E/PES) alterations, aging passenger ropeway carriers, aging passenger ropeway surface lift, aging passenger ropeway counterweights ropes, and aging passenger ropeway maintenance manuals. The work on E/E/PES alterations is completed with agreement that industry members will jointly submit to TSSA a test case for a simple E/E/PES alteration for review to the requirements of the CAD Sections 5.10.2 and 5.10.3. P. McDermott will be the TSSA lead to review the submission.

For aging ropeways:

- a) Carriers for chair lifts manufactured prior to the five million cycle endurance test - it was agreed that Director's Guideline 224/07 will be updated to require, at each assessment, the submitting Engineer or manufacturer to determine based on the findings on a case by case basis if a greater cycle of non destructive testing is required for the carriers, in excess of 20% per year as required by Z98.
- b) Tensioning Systems for T-Bars/J-bars – the RRG recommends that implementation of a guideline modeled in accordance with the current Director's Guidelines 224/07 to manage safety of aging Tensioning System for T-bars/J-bars needs further assessment.
- c) Inspection and replacement of counterweight tensioning rope on BM manufactured chair lifts – the RRG agreed that owners can submit deviations from the Director's Safety Order 185/03 provided a Professional Engineer takes responsibility for the change to remove the requirement for replacement of counterweight ropes every five years. This item is concluded.
- d) Updating current operation and maintenance manuals in keeping with the latest requirement in CSA Z98 – it was agreed that TSSA will prepare a spread sheet in consultation with the RRG, prioritizing parts in CSA Z98 on critical safety criteria to ensure implementation of CAD Sections 5.4.3 and 5.4.4 within pre-established time frame.

G. Kanani will be the TSSA lead for item a).

S. Simons will be the TSSA lead for items b) and d).

ACTION: TSSA to send MCS the RRG meeting packages so they can attend RRG meetings when needed.

ACTION: S. Simons will provide another RRG update at the next meeting.

10. Other Priority Safety Issues

J. Palmer provided an update on enhancing consistency among regulators and informed the council that this initiative will commence once the priority safety issues outlined in item 9 have been completed. He also highlighted the activity of making inspectors available to do safety promotion.

J. Palmer also acknowledged the inspectors' presence at the OSRA fall seminars, doing a session on the Technical Standards and Safety Act and associated regulation as part of the training provided at Georgian College for ski mechanics students, and asked to be invited to ski area's lift operator training sessions.

11. Safety Compliance



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

With the aid of a PowerPoint presentation, R. Hadaller provided an update regarding ski lift safety and compliance.

In further discussions, C. Gray provided loading & unloading zones document dealing with director's guidelines 214/09 and Section 5 (b), which forms part of the record of the meeting. He advised that there have been a number of devices that had been returned to service without properly reporting the incident, applying the return to service exemption for falls outside of the loading and unloading zones, or determining the fault of the incident incorrectly.

C. Gray proposed clarifications to the requirements of Guideline 214/09.

A high level discussion ensued around mechanics or professional Engineers permitting the return to service versus TSSA personnel doing so. A brief discussion followed on the challenges of getting hold of TSSA personnel and it was reiterated that there are investigators and inspectors who are on call. It was acknowledged that TSSA has an agreement in place including the list of TSSA inspectors who are on call with the Ministry of Environment and Energy's Spills Action Center (SAC) to receive notifications for all reporting of incidents involving medical attention under the Act. Council agreed that members should, within the next two weeks, provide their feedback on the proposed changes to B. Haynes who would forward them to C. Gray to be used in revising Guideline 214/09.

ACTION: C. Gray will revise the Director's Guideline 214/09 document taking into consideration council's feedback. The revised version will be circulated to the council for further feedback.

ACTION: Council members to provide their feedback by October 26th, 2011 to B. Haynes, who will forward it to TSSA.

12. Training and Certification Advisory Board (TCAB)

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

J. Sorman reported the next meeting for the TCAB is on October 25, 2011 in Barrie and will focus on the action items from the last meeting in January 2011. A brief discussion ensued around the overlapping of ski and amusement devices mechanics throughout the year. Any agenda items or feedback on the TCAB was recommended to be sent to J. Sorman directly.

ACTION: Based on council recommendation, J Sorman to include an agenda item on ski and amusement mechanic licensing on the next Ski lifts and Amusement Devices TCAB meetings.

13. Ski Lift Safety Public Education Program 2011/2012

With the aid of a PowerPoint presentation, B. Celis provided an update on ski lift safety public education key risks and identified target audience as well as challenges and opportunities. She also provided a high level update on research insights on engagements and TSSA's public education strategy. TSSA's next steps include on site program campaigns in cooperation with participating resorts, Canadian Ski Instructors' Alliance (CSIA) partnership, and Ski Patrol partnerships.

It was recommended that TSSA look into boards of education as a target audience since school visits to ski resorts is declining. The council also acknowledged the need for more communication with ski resorts when they are planning activities at the various resorts over the coming ski season.



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14. 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 particular, he noted that the process will be governed by TSSA's memorandum of understanding with MCS – Schedule "I" Fee Setting Process and Criteria. 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.

He also provided an overview of the timeline for communication strategy and the final implementation of the recommendations. He also noted taking into consideration the need to provide six months advance notice to businesses to prepare for the changes.

15. Questions on Information and Other Business

Memberships

The council discussed the membership matrix and status of members' terms. M. Kimble and R. Sheridan were voted in for another three years term. The Chair acknowledged his long standing chairmanship and opened the floor for any interest from other council members to chair the Ski Lifts Advisory Council. He requested that anyone interested contact him directly.

Industry Input Trends:

M. Beard requested council members to provide any trends in the industry regarding technology, markets, and strengths, weaknesses, opportunities, and threats (SWOT).

High level updates were provided around the decline of school programs and how this may impact on future domestic markets. R. Munghan advised that ski industry data is available from several organizations both provincially and nationally. He advised that there is a researcher in Quebec and informed he will provide the contact information to TSSA. The importance of strengthening cross over to the amusement devices industry was also highlighted.

ACTION: B. Haynes to provide the name and the contact information of the ski industry researcher in Montreal to R. Hadaller.

16. In Camera

Council members met in camera without management and guests.

17. Termination

The meeting was terminated at 1:09 p.m. The next meeting is scheduled for March 28, 2012.