



Technical Standards and Safety Authority

Minutes of the Ski Lift Advisory Council

Monday, November 4, 2024

Minutes of the Ski Lift Advisory Council meeting for the Technical Standards and Safety Authority (TSSA) held by teleconference at **9:00 AM** on Monday, November 4, 2024

Present	
John Ball	Brian Edwards
Tom Cavers	Sarah Kenney
Dave Mathewson	Mark Rutherford
Candice Micucci	Kevin Nichol (Chair)
Christine Simpson	Robert Sheridan
TSSA	
AJ Kadirgamar	Alexandra Campbell
Kristian Kennedy	Iuliana Afanase
Shaun Montano	Olga Sousa-Dias
Ajay Raval	Denis Lapierre
Joelle Feliz Javier	Sonny Silva
Dean McLellan	
Regrets	
Ward Bond	Murray Frankcom

Action Items

Action: AJ Kadirgamar: Follow up with details on daily pre-operational checklists.

D. McLellan spoke to daily OSRA pre-operational checklists. TSSA will continue to expect them to be completed and will check them during inspections. He confirmed that it is still being endorsed by TSSA. TSSA will have a meeting prior to the ski season to confirm that it is part of the inspection process.

J. Ball noted that there is a space on the document for the inspector to sign or stamp. It does not bode well legally if it is not countersigned or stamped. There have been refusals by TSSA inspectors to sign it in the past. D. McLellan will have to take it back to legal counsel to confirm the status of the TSSA inspector stamp.

Action: Jumper section from elevating devices safety handbook to be appended to meeting minutes. This action is now complete.



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On the jumper section, D. McLellan remarked that the elevating devices document is a reference document to draft ski sector jumper policies. The key issue is to have a policy on the proper use of jumpers.

J. Ball asked if OSRA and TSSA can work together to have a generic jumper policy for the ski sector specifically. The pushback is that for the ski sector is that it is confusing to have a jumper document that appears to be for elevators. The document refers to elevators and escalators exclusively.

D. McLellan explained that TSSA does not normally endorse industry policies but can work with the sector to support the development of their own policies, including wordsmithing policies for sites that don't have experience drafting written procedures.

1. Constitution of Meeting

1.1. Safety Moment

The meeting was shown a winter safety tips graphic, particularly related to slips, trips, and falls.

2. Adoption of the Agenda

2.1. The agenda was adopted as presented.

3. Approval of Minutes

3.1. The council approved the minutes as presented.

4. Chair's Update

K. Nichol spoke to the recent Ski and Snowboard Show in Toronto. Attendance was down this year. He also spoke to the October TCAB meeting. It looked at changing the curriculum to update content for continuing education and requirements for ski lift mechanics. D. McLellan noted a clause in the policy was added noting when the next meeting will be held so the industry and TSSA keep up with training requirements. Working with Environment Canada on seasonal forecasting, which will assist with the operating seasons. Finally, a few new lifts are being installed for this season at Ontario ski resorts.

5. Engineering Service Level Agreements

A. Raval provided an overview of the engineering journey mapping exercise as presented at the plenary session for elevating devices, amusement devices and ski lifts. He asked what service level turnaround times in calendar days would be ideal for the ski sector. S. Montano spoke to work status, pre-requisites for applications, on-hold standards, and expedited requests.



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T. Cavers asked if the fees for an expedited request are the same or higher than standard fees. S. Montano indicated that TSSA is looking at that as part of TSSA's fee schedule. J. Javier added that it is \$500 for expedited requests. She added that TSSA may not be able to accommodate rush requests for all the impending ski lift installations this year.

T. Cavers added that applications usually include a guide to make sure everything is complete. He asked if a design submission application will include a submission checklist. S. Montano noted that a checklist has been discussed and TSSA will be very clear about what the prerequisites will be. He appreciates the requirements may not be very clear presently on the TSSA website.

T. Cavers said 30 days sounds reasonable for a design submission. For some projects, 30 days might be optimistic. Where business is affected, regardless of the opportunity to apply for an expedited process, it would be helpful to know if some services in the interim can be provided in operations are at stake.

AJ Kadirgamar requested that outstanding lift installation submissions are submitted as we are already in November and timing is constrained. K Nichol will share the message with facilities with new installations.

6. Standard Orders / Safety Tasks

AJ Kadirgamar spoke to industry concerns about non-standard orders. TSSA is in the process of standardizing orders as either orders or safety tasks. Logbooks must be kept for five years.

7. Industry Prioritization Discussion

7.1. Recap of Priorities

7.1.1. How long is industry required to keep daily pre-operational checklists?

7.1.2. Other Business

D. Mathewson raised an off-agenda issue: A misunderstanding around the maintenance control system/checklist for annual maintenance. Industry parties were not aware that they were supposed to have this completed. Maintenance is being completed, but there will need to be a grace period.



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AJ Kadirgamar referred the meeting to the standard orders and safety tasks table. D. McLellan mentioned that it has a 90-day implementation timeframe.

M. Rutherford spoke to overspeed checks on BM Lifts. Overspeed issues were noted by one of TSSA's inspector's last season. D. McLellan to follow up with TSSA inspectors and with engineering and will follow-up with the council. He tabled it to raise awareness, noting there is dialogue with TSSA. He would like to know why it is suddenly an issue for TSSA.

7.1.3. Action: D. McLellan and J. Javier will investigate the matter of maintenance control systems/checklists for annual maintenance.

J. Ball asked about mechanics who need renewals. D. McLellan suggested they check if they have submitted their continuing education. J. Ball will follow up with these mechanics. K. Nichol added that mechanics are informed at every training session that they must submit continuing education documentation to TSSA.

A Campbell added that if months have elapsed and the file has not moved, the mechanic should follow up with TSSA Customer Service.

R. Sheridan commented that some mechanics assume that on the portal one is only required to submit payment without attaching the certificate of continuing education. A. Campbell indicated that TSSA will be modifying the portal so that continuing education can be submitted to the portal rather than emailed separately.

K. Nichols reminded the advisory council members that they should submit agenda item requests forms so TSSA and the Chair can be prepared for the meeting. It was sent out twice ahead of this meeting.

8. Adjournment

8.1. The meeting adjourned at approximately 10:00 AM.