![Safety Codes Council]

MINUTES OF THE
FIRST PASSENGER ROPEWAYS SUB-COUNCIL MEETING OF 2020

DATE: January 14, 2020

TIME: 9:07 a.m. to 10:07 a.m.

LOCATION: Teleconference

PRESENT: ***Sub-Council Members***
Kristian Haagaard, Chair (arrived at 9:25 a.m.)
Bruno Mannsberger, Vice Chair
Brent Carmichael
Rob Eeglon
Russell Karp
Carl Lam
Jaclyn McCoy (until 9:50 a.m.)
Richard Roy

Safety Codes Council
Allison Karch, Kathryn Derkach, Susan Rossmann
Brian Alford, Erin Stroud (for item 4.4)

Alberta Municipal Affairs
Bohdan Yard

REGRETS: Marlin Van Zandt, Warren Sparks

RECORDER: Kathryn Derkach

NEXT MEETINGS: Wednesday, May 27; Monday, September 21, 2020

1. Meeting Opening

The Vice-Chair called the meeting to order at 9:07 a.m. The Chair took over chairing the meeting at 9:30am

1.1 Agenda Adoption
The following addition was made to the agenda:
- 4.4 Governance Presentation

Richard Roy / Rob Eeglon moved that the agenda be adopted, as amended; CARRIED

1.2 Adoption of September 23, 2019 Minutes
Richard Roy / Jaclyn McCoy moved to adopt the minutes of the September 23, 2019 meeting, as circulated; CARRIED

2. Matters for Decision

2.1. Skills Matrix
The skills matrix is an internal document to help nominating organizations know what to look for when finding nominees and help the sub-council know what skills/qualifications they should be looking for when reviewing new nominees. The draft content submitted by members was reviewed.

Sub-council members who have not submitted their skill sets were asked to do so as soon as possible. [All]

It was suggested that because the two vacant positions are duplicate industry segments of currently occupied seats, the skills would be duplicated as well.

Council staff will compile all skills, and bring back a redline document with edits to the next meeting. [Council Administration]

2.2 In-Camera Session
Richard Roy / Bruno Mannsberger moved to go in-camera; CARRIED

Items 2.2.1 and 2.2.2 were discussed in-camera.

Richard Roy / Rob Eeglon moved to come out of in-camera; CARRIED

2.2.1. Nomination of Dan Boyles to represent Large Operator industry segment
Bruno Mannsberger / Rob Eeglon moved to recommend to the Board the appointment of Dan Boyles to the Passenger Ropeways Sub-Council to represent the Large Operator industry segment for a term ending January 31, 2023, effective immediately; CARRIED

2.2.2. Nomination of Mike Tanner and David Martel to represent Medium Operator industry segment
Richard Roy / Russell Karp moved to recommend to the Board the appointment of David Martel to the Passenger Ropeways Sub-Council to represent the Medium Operator industry segment for a term ending January 31, 2023, effective immediately; CARRIED

3. Review Matters Arising/Action List

	Item	Action	Date Initiated	Responsible	Status/Update
1.	CSA Z98-19 Review	Jason Paterson will bring forward discussion at the CWSAA ASM Fall Division Meeting regarding the new rope testing requirements.	Sep 23/19	Paterson	New rope testing requirements were mentioned during the meetings and no feedback was received. Complete, remove from action list

4. Matters for Discussion

4.1. AEDARSA Report

The following was reported:

- There were 35 permits of operations were granted with three areas not operating at this time.
- 144 inspections of devices have occurred and the remainder have been scheduled.
- Eight applications for permit of construction and alteration with two new devices and six alterations.
- Seven incidents reported with one follow up, no major injuries or equipment damage. Incidents included a fall from carrier, equipment issues, misloads, and unloads. The number of incidents so far this season is down from last year.
- There is a new passenger ropeways SCO looking after Red Deer and the area north thereof.

4.2. Administrator/AMA Report

The Policy Analyst reported:

- Red tape reduction continues. If members see any opportunities for red tape reduction within the passenger ropeways discipline, please let Municipal Affairs know.

4.3. Council Updates

A written report was included in the portal and updates were provided on:

- The process for 'in-camera sessions' and clarification that any motions made during those sessions must be made of out camera and recorded in the minutes.
- Allison Karch will be on maternity leave starting in March. Please remember to include Kathryn Derkach on all emails going forward.
- There are number of member training sessions coming up, please contact Gerry Letendre to register:
  - o New Member Orientation – March 5
  - o Effective Meetings Workshop – March 23
  - o Appeals Training – March 24
- Registration for Conference 2020 will open for sub-council members in February. Please be sure to register before the end of February to guarantee a room at the Rimrock. Any members who register after that may be at a different hotel.

- Reminder to submit any outstanding 2019 expense claims.

4.4. Governance Presentation

Susan Rossmann, Manager of Stakeholder Relations, gave a presentation on the sub-council governance review findings. Highlights of the presentation included:

- Overall, the feedback was positive with some suggestions for improving processes, some of which have already been implemented.
- Two major issues identified:
  - It was found that the TCC was meeting too infrequently and the technical expertise at the table wasn't always sufficient to effectively address issues.
  - There are two working groups that are functioning as sub-councils but don't have the governance structure or oversight that sub-councils do.
- The Board has made the recommendation to dissolve the TCC and create two new sub-councils. These recommendations would be implemented through a bylaw change, which is being presented at the AGM in May.
- To ensure communication among sub-councils is maintained, the Council will continue work on improved reporting systems and processes, including:
  - Liaisons
  - Joint working groups
  - Working group report templates
  - Quarterly reports on sub-council activities
  - Two-week agenda package posting

It was noted that the PRSC hasn't had a lot of interaction with other sub-councils, but guests from other sub-councils can be brought in and reports/presentations can be requested as the need arises.

If members have any further questions or feedback, they can contact Susan Rossmann at susan.rossmann@safetycodes.ab.ca.

5. Meeting Finalization

5.1. Round Table

5.2. Next Meeting

The next meeting was reconfirmed for May 27, 2020 at the Rimrock in Banff.

5.3. Meeting Adjournment

Brent Carmichael / Richard Roy moved to adjourn; CARRIED.

The meeting was adjourned at 10:07 a.m.

<div align="center">**-- NEW ACTION ITEMS –**</div>

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<center>**-- MOTIONS –**</center>

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