



Safety Codes Council

MINUTES OF THE FIRST PASSENGER ROPEWAYS SUB-COUNCIL MEETING OF 2018

- DATE:** June 19, 2018
- TIME:** 9:00 a.m. to 4:20 p.m.
- LOCATION:** Safety Code Council Office
- PRESENT:**
- Sub-Council Members**
 - Kristian Haagaard, Chair
 - Brent Carmichael
 - Carl Lam
 - Bruno Mannsberger
 - Dean McKernon (morning only)
 - Jason Paterson
 - Richard Roy
 - Marlin Van Zandt
 - Safety Codes Council**
 - Allison Karch, Yvonne Wille, Susan Rossmann
 - Alberta Municipal Affairs**
 - Dean Bruce, Katrina Sholdice, Jon Elliott
- REGRETS:** Chris Dewitt
Tony Van der Linden
- GUESTS:** Christopher Nicolson, Canada West Ski Areas Association (CWSAA);
Warren Sparks; Rob Eeglon, AEDARSA (afternoon only)
- RECORDER:** Sandi Orr
- 2018 MEETINGS:** Wednesday, September 26, 2018 at Council Office in Edmonton

Prior to the start of the meeting, a tour of the Council's new office was provided. Safety and evacuation procedures were explained.

1. Meeting Opening

The Chair called the meeting to order at 9:20 a.m. and a round table introduction was held. Participants were reminded the primary duty of all Council Members is to act in the interest of safety in the built environment for the benefit of all Albertans.

A round table introduction was held.

1.1. Adoption of Agenda

The agenda was reviewed and there were no additions.

Bruno Mannsberger / Jason Paterson moved to adopt the agenda as circulated; CARRIED

1.2. Adoption of October 5, 2017 Minutes

The minutes were included in the portal and reviewed.

Bruno Mannsberger / Carl Lam moved to adopt the minutes of the October 5, 2017 meeting as circulated; CARRIED

2. Matters for Decision

2.1. Course Validation – CSA Z98-14 Passenger Ropeways and Passenger Conveyors (motion to validate the course materials)

The course material and feedback tracker were included in the portal and reviewed. All of the feedback was provided to the Training Department and will be incorporated appropriately. It was noted that several comments were provided, and it was requested to see the final draft before validating.

The feedback tracker document was shown on screen. It was questioned how it would affect SCOs if the training were not validated at today's meeting. It was explained that validation could be held off but not for an extended period of time.

It was noted that this could be approved via conference call once the Training Department has a final draft available.

Bruno Mannsberger / Brent Carmichael moved to defer the validation of the course material until the final draft is available for review; CARRIED

It was later reported the draft will be available by the end of this week or early next week.

2.2. Re-nomination of Richard Roy to represent Medium Operators for a term ending January 31, 2021 (recommend appointment to Board)

Correspondence was included in the portal and reviewed.

Marlin Van Zandt / Jason Paterson moved to recommend to the Board, the reappointment of Richard Roy to the Passenger Ropeways Sub-Council, representing the Medium Operators industry segment, for a term until January 31, 2021, effective immediately; CARRIED

2.3. Re-nomination of Kristian Haagaard to represent Large Operators for a term ending January 31, 2021 (recommend appointment to Board)

Correspondence was included in the portal and reviewed.

Marlin Van Zandt / Jason Paterson moved to recommend to the Board, the reappointment of Kristian Haagaard to the Passenger Ropeways Sub-Council, representing the Large Operators industry segment, for a term until January 31, 2021, effective immediately; CARRIED

3. Review Matters Arising / Action List

Date	Action	Responsible	Status/Update
Jul 13, 2016	<p>Through Information Bulletin or Safety Notice, Chief P.R. Administrator will inform industry about changes for rope evacuation equipment in 2014 Standard.</p> <p>UPDATE: The code is specific on what is required and AEDARSA has provided clarification when questions received from some ski patrollers. An Advisor was sent by AEDARSA to all operators and changes regarding the need for automatic belay evacuation devices were noted in the Advisor. No directives were issued. It is believed that everyone is on board. It was agreed that an additional notice was not necessary at this time.</p>	Bruce	Remain on action list for monitoring until next meeting
Oct 5, 2017	An overview of how things move forward through government will be provided to the sub-council.	Karch	On agenda; Remove from action list

Oct 5, 2017	Regarding ski lift mechanic's certification program, AMA is asked about the status of the motion made at the October 2012 PRSC meeting. UPDATE: AIT is open to discussing certification, but this is not something that would be under AMA's mandate. If certification is deemed necessary, it was suggested the recommendation be made to AIT.	Bruce / Sholdice	This item was closed and will be removed from action list.
Oct 5, 2017	Follow up with CWSAA about discussions on ski lift mechanic's education and report back to the sub-council.	All	On agenda, will continue to monitor.
Oct 5, 2017	Check on the circulation list for all passenger ropeways incident reports and ensure all sub-council members are included. UPDATE: It was noted this is done through the portal.	McKernon	Completed and this item will be removed from the agenda.
Oct 5, 2017	The new list of operating lifts in Alberta will be included in the portal as information. UPDATE: This was included in the incident presentation.	McKernon	Completed and will be removed from the action list.

4. Matters for Discussion

4.1. Understanding Government Policy

A presentation was shown on screen regarding Understanding Government Policy and included in the portal for reference. Highlights of the presentation included:

- What Policy is
- Government is best defined as the Executive Branch (Cabinet)
- Government Policy Authority comes from the Constitution and Acts
- Acts allow the government to take action through many tools including Regulations and Operating Policies
- An overview was provided on:
 - How Government Policy is developed
 - How policy makers determine which policy to use
 - How laws are created
 - How Government decisions are made, including the Flow Chart used for making decisions
 - How laws are drafted
 - What the Department does
 - How the Council fits in for Safety Codes Policy
 - How the Council and the Government can work together

- It was emphasized that the Minister is ultimately accountable for making the decision

Any questions can be addressed to katrina.sholdice@gov.ab.ca.

4.2. Governance Review

The Manager of Stakeholder Relations provided a high-level overview of all the work that has been done on the governance review, starting with the Board.

Briefing notes were included in the portal, an overview was provided of the existing bylaws, and a series of questions were asked to gather input.

A round table discussion was held, and input was provided on a variety of areas including:

- What the TCC and the Sub-Council's roles should be
- How code adoption should flow
- How often the TCC should meet
- TCC membership
- How the Council should address Energy Codes

An overview was provided on how the letter ballot process is being revised to align with Council bylaws and governance best practices. Letter ballots will be done in the future only at a last resort if no discussion is needed. Conference calls will be utilized, and additional meetings may be necessary.

It was explained that there are funds for developmental opportunities for sub-council members.

More communication is being held with nominating organizations to ensure the right representatives with the necessary skills are on the sub-council. Skill sets will be developed for the matrix to provide a better understanding of the needs.

An overview was provided of the following Next Steps:

- This same presentation will be provided to gain input from each sub-council
- A summary report will be provided on what was heard from the Technical Coordinating Committee as well as all sub-councils
- A draft Terms of Reference will be developed for the TCC and each of the sub-councils for review at a future meeting
- Changes will be anticipated to the bylaws
- Survey in the fall to gather feedback

Matrix Discussion

It was suggested that a manufacturer would be preferred for Conveyors, but it was suggested that it is unlikely to achieve. The Council will go out to the two Conveyor Manufacturers (or secondly a representative) to attempt to get a nomination.

[Council Administration]

A discussion was held regarding the matrix and how to define Large, Medium or Small Operators. The difference in number of annual skier visits causes a significant difference in issues as well as how issues are resolved because of the difference in budgets. But some operators may have a limited number of lifts with a large number of visits. Community ski areas were recognized as a gap. Consideration might need to be given for geographic challenges in remote communities. It was recognized there are a lot of small ski areas that are not represented and this could be considered a gap. It was suggested that 20,000 ski visitors per year may be an appropriate threshold, but it was recognized that those operations are run mostly volunteers. It was suggested that members think about the matrix and whether there are other gaps in industry segments. Further discussion was deferred to the Fall meeting.

4.3. Risk and Insurance Management Industry Segment – Potential Nominating Organizations

At the last meeting, the Sub-Council recommended the Insurance Institute of Alberta, but they have declined the opportunity. The Insurance Bureau of Canada was approached and have also declined.

The Risk and Insurance Management Society was approached, and they are interested in being the nominating organization. They currently provide nominees for the Amusement Rides Sub-Council.

Jason Paterson / Marlin Van Zandt moved to recommend to the Board a change in the Passenger Ropeways Matrix to change the nominating organization for the Risk and Insurance Management industry segment to the Risk and Insurance Management Society; CARRIED

The Council will work with the CWSAA and the Risk and Insurance Management Society to ensure the most suitable candidates are brought forward. [Council Administration]

4.4. Incident Reports

It was reported that nothing has changed from the presentation made at CWSAA and the number of incidents is average. It was noted that this presentation can be shared and will be put into the portal. [Council Administration]

4.5. Administrator's Report

A brief update was provided on the recent CSA meeting and a number of proposed changes were reviewed for consideration during the public consultation. Discussions are being held about bringing back Z98 as a National Standard. Worker procedure changes will affect operators and there will likely be some crossover with OHS.

A lot of discussion was held about conveyors. The BC fatality has results in conveyor safety inspectors and procedures in BC. Discussion were held on whether those procedures should be across all provinces. A new proposal was submitted which is not as robust as BC's and would not be retroactive. It is likely a working group will be needed to discuss these changes.

AEDARSA issued a safety bulletin in October 2017 that recommended conveyor operators follow the BC Safety Order. This was issued because it was anticipated that this is what would occur at the National level, but this is not likely the case.

4.6. Z98-19 Updates

Z98-19 Passenger and Passenger Conveyors presentation was shown on screen and an overview was provided on what will affect Alberta's operators the most:

- 74 subjects have been opened since the 2014 edition
- It was noted that each subject might change multiple clauses in the code
- This presentation was presented at the CWSAA meeting
- A process chart was shown on screen, an overview was provided of the matrix and what processes and tools are used for each subject
- An overview was provided on the changes forthcoming in the next code
- It was emphasized that any of the design changes would not be retroactive, so any cost impacts would be in the design of new devices
- Some cost impacts will occur relative to maintenance, inspection frequencies and repairs
- An overview was provided of the clauses in the new Annex L

This led to a discussion regarding Appendix B of the Canadian Electrical Code. It was noted the wording in done in non-mandatory language and the industry has relied heavily on that Appendix.

The running draft of CSA Z98 was shown on screen, highlighting the changes being worked on.

A proposed change form was shown on screen regarding the deletion of Annex B – Procedures for Work Carriers and the inclusion of the new 4.37.7 and 12.2.6 clauses.

4.7. Mechanic Training Update

An update was provided by Christopher Nicolson on what is happening in BC through Selkirk College. The provincial-specific aspects are being removed from the mechanic training to be more generic, so it can be used for any province. It is believed that pilot courses will be available in early 2019. Ontario is the only province that mandates certification. It was noted that many of the mechanics in large operations are already in an AIT apprenticeship program (e.g. heavy-duty mechanic, electrical, etc.). The draft Syllabus may be helpful in reviewing this topic and it is anticipated to be completed by the end of September 2018.

4.8. Conveyors

An overview was provided on discussions held regarding what Conveyor requirements should be, primarily due to two incidents in BC, where one resulted in a fatality. The final proposed wording was shown on screen that is not as stringent at the BC Safety Order.

BC requires that the guards be monitored, and limit switches installed to stop the conveyor. This results in a very expensive upgrade. This is not included in the Z98 proposed changes. Safety Procedures and Education should be the priority.

It was recognized that further discussion will need to be held at the next meeting.

4.9. Council Updates

The Public Relations Coordinator reported the following:

- Expense claims to be sent to Gerry Letendre (gerry.letendre@safetycodes.ab.ca)
- With challenges experienced downloading the expense form, a copy will be sent to all sub-council members and the issue followed up [Council Administration]
- Effective Meetings training is scheduled for October 17, 2018
- Appeals training is scheduled for October 18, 2018

5. Meeting Finalization

5.1. Meeting and Agenda Feedback

There was nothing brought forward.

5.2. Next Meeting

A conference call was tentatively booked for July 3, 2018 to review and approve the course material previously deferred. A meeting notice will be sent to determine if a quorum will be available. [Council Administration]

The next meeting was rescheduled in conjunction with the CWSAA meetings and will be held on Wednesday, September 26, 2018 at the Council Office in Edmonton.

5.3. Meeting Adjournment

The meeting was adjourned at 4:20 p.m.

--- ACTION ITEMS ---

4.2. Governance Review

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The Council will go out to the two Conveyor Manufacturers (or secondly a representative) to attempt to get a nomination. [Council Administration]

4.3. Risk and Insurance Management Industry Segment – Potential Nominating Organizations

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5.2. Next Meeting

A meeting notice will be sent to determine if a quorum will be available for a July Conference Call. [Council Administration]

--- M O T I O N S ---

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