Technical Standards and Safety Authority

Minutes of the Propane Advisory Council
Friday, November 14, 2025

Minutes of the Propane Advisory Council meeting for the Technical Standards and Safety Authority (TSSA) held by teleconference at **9:00 a.m.** on Friday, November 14, 2025

Attendance

Present	
Rob Loenhart	James Callow
Alexander Elliot	Ryan McLachlan
Matt Weingart	Rae Dulmage
TSSA	
Owen Kennedy	Gary Highfield
Alexandra Campbell	Iuliana Afanase
Gaya Nair	Tahoura Soltani
Guests	
Sunaina Menezes	
Regrets	
Jeremy Mitchell	Dave Karn

Action Items

There were no open action items from the last meeting.

1. Constitution of Meeting

1.1. *The Chair presented a safety moment focused on ladder safety and preventing slips, trips, and falls during the winter season.*

2. Adoption of the Agenda

2.1. *The agenda was adopted as presented following a motion by R. McLachlan and seconded by J. Callow.*

2.2. *Council Administration*

The Chair raised the issue of vacancies for maintenance contractor and a transport/carrier position. The discussion focused on whether K. Johnston from Superior could join under the transport/carrier category, given Superior's

involvement in bulk transport. Council members agreed this would strengthen council representation.

There was also consideration of changing the maintenance contractor category to equipment supply if no suitable candidate could be found. R. McLachlan suggested refining the terminology to "licensed heating contractor focused on propane" to better reflect the role's intent. J. Callow emphasized the importance of maintaining the maintenance contractor position due to its direct connection to code compliance and offered to reach out to potential candidates.

TSSA confirmed that contractor lists are available but do not distinguish propane-focused contractors, making industry outreach the preferred approach.

2.3. *Action: J. Callow and R. McLachlan to reach out to potential heating contractor candidates.*
2.4. *Action: TSSA to include a call for interest in the next newsletter.*
2.5. *Action: Chair to follow up with K. Johnston regarding candidacy for transport/carrier role.*

3. Approval of Minutes

3.1. *The minutes of the previous meeting were approved without changes, with a motion by R. Dulmage and seconded by J. Callow.*

4. Chair's Report

The Chair provided updates on the quality assurance program, noting that industry have individual processes and prefer not to adopt a standardized procedure. Guidance documents and touchpoints were shared by PAC with members. G. Highfield noted that any companies interested would need to submit an engineering consultation review.

The Chair also reported on upcoming changes to labour mobility effective January 1, 2026, which will streamline the process for technicians to move from other provinces. The changes include a six-month period where certified technicians from other provinces can work in Ontario for six months while they

apply for full certification. Further TSSA is replacing provincial knowledge testing with attestation.

5. TSSA: RSMP Process

The Chair outlined the proposed changes to the Risk and Safety Management Plan (RSMP) process, emphasizing the need to reduce the administrative burden for low-risk modifications while maintaining safety standards. He noted that they have not been evaluated for the past 15 years.

R. Dulmage raised concerns about maintaining consumer confidence and stressed that risk management should not be compromised for cost reduction. R. McLachlan clarified that the goal is to eliminate redundant processes rather than reduce safety. He noted the focus may end up on bulk plants and it would be good to leverage programs that are already in place. J. Callow highlighted the high cost of RSMP compliance, which ranges from $50,000 to $85,000, and $5000 to $7000 for a renewal and advocated for distinguishing major modifications from minor changes to avoid unnecessary full RSMP renewals.

A. Campbell asked the council to prioritize the RSMP changes versus the bulk truck permitting, and the Chair confirmed that both are priorities, with the ask that the bulk truck permitting be addressed first.

O. Kennedy added that truck licensing is a regulatory requirement, whereas RSMP changes fall within TSSA's purview. The discussion concluded with agreement that TSSA could look to review and categorize proposed RSMP changes into administrative, regulatory, and risk-based buckets, and council members will provide feedback at the next meeting. TSSA may also request industry assistance with refining recommendations.

6. OFM: Upcoming Changes to the Ontario Fire Code

S. Menezes from the Office of the Fire Marshal presented upcoming changes to the Ontario Fire Code effective January 1, 2026, including enhanced carbon monoxide alarm requirements, adoption of Part 4 of the National Fire Code with Ontario-specific modifications, and new storage requirements for dangerous goods.

R. McLachlan noted historical efforts to address conflicts between TSSA regulations and the Fire Code and encouraged continued engagement. The Chair asked whether associations affected by code changes could be included in consultations, and S. Menezes confirmed that outreach to key stakeholders occurs and encouraged subscription to the OFM e-bulletin for updates. Council members were advised to monitor consultation opportunities and submit feedback through the OFM's online process.

7. Industry Prioritization Discussion

O. Kennedy provided updates on open priorities. Bulk truck permitting remains tied to the Licensing Modernization Initiative (LMI), which requires regulatory changes. TSSA continues engagement with the government to advance this initiative.

Regarding GUT certification, O. Kennedy explained that expanding the certification to include propane distribution would require regulatory change and industry advocacy. Industry was encouraged to assess interest and collaborate with TSSA as needed.

8. Adjournment

8.1. *The meeting adjourned at approximately 10:23 a.m. following a motion by M. Weingart and seconded by R. Dulmage. The Chair thanked all participants for their contributions.*