



# Technical Standards and Safety Authority

## Minutes of the Liquid Fuels Advisory Council Meeting on June 29, 2011

Minutes of the Liquid Fuels Advisory Council meeting of the Technical Standards and Safety Authority (TSSA) held in Boardroom 1433/34, 14<sup>th</sup> Floor, Centre Tower, 3300 Bloor Street West, Toronto, Ontario at 9:00 a.m. on the 29th day of June, 2011.

**Present:** Bob Smith (Chair), Canadian Oil Heat Association, Eric Bristow, Canadian Petroleum Products Institute, Al Kiers, Federated Insurance, Chris Little, Canadian Tire Corporation (for Andrea Ongaro), Matilda Presner, Consumers Advisory Council, Trisha Anderson, CIPMA, Jim Wood, McKeown & Wood Ltd.

**In attendance:** Kathy Milsom, President and CEO, Michael Beard, Vice President, Operations, John Marshall, Director, Fuels Safety Program, Marek Kulik, Engineer, Fuels Safety Program  
Colleen Sonnenberg, Ministry of Consumer Services  
Debbie Kontos, Ministry of Consumer Services

**Regrets:** Andrea Ongaro, Canadian Tire Corporation, Karen Longhurst, Cango Inc,

### 1. Constitution of Meeting

B. Smith, Chair, welcomed the Council members and called the meeting to order.

### 2. Approval of Agenda

Council members approved the agenda of the June 29, 2011 meeting with changes as follows:  
Item 12: S. Hoyle will present an item on Source Water Protection  
Item 16: J. Wood will present an item on licensing fuel trailers

### 3. Approval of the Minutes

Council members approved the minutes of the December 14, 2010 Liquid Fuels Advisory Council meeting as drafted, as being a true and correct record of that meeting.

### 4. Review Action Items From Last Meeting

M. Kulik reviewed the outstanding action items from previous meetings with Council members noting that several items were completed (shaded gray) and the remaining four were to be discussed as part of the agenda.

### 5. Council Chair's Report

The Chair advised there is not much to report since the last meeting. He indicated there have been some issues with generators such as: obligations, responsibility and liability when conducting inspections of the generators. He will report and follow up with the Training Certification Advisory Board (TCAB) [Item 13]. Re Item 15 the industry and TSSA should meet to develop a protocol for fuel oil spills and leaks.

### 6. TSSA CEO'S Report



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K. Milsom provided a Power Point presentation update on corporate performance with respect to compliance and financial outcomes. Council members expressed a desire for more details with respect to liquid fuels at future meetings to better understand issues. TSSA will undertake to present industry specific information at future meetings, and K. Milsom also noted that the annual public safety performance report released in September contains further details and includes analysis of trends.

### 7. Safety Performance in Fuels

M. Kulik explained this item arose from the last meeting presentation by K. Milsom on safety performance for all TSSA programs. As noted above, members expressed interest in receiving details specific to liquid fuels. B. Smith indicated, for example, a desire for further information in the case of fuel oil leaks. J. Marshall to present relevant information at the next meeting

ACTION: J. Marshall to present top safety issues and liquid fuels specific information at the next meeting.

### 8. Priority Safety Issues Follow Up

M. Kulik reminded Council that in 2010 Council agreed to focus on three safety issues over the next three years. Since the last meeting on December 14, 2010 the following are updates:

#### 1. Engagement with stakeholders

- a) Fuel Oil Risk Reduction Group (RRG): a meeting took place on March 31, 2011, more information under Item 11
- b) Generator RRG: a meeting took place on May 31, 2011, more information under Item 11

#### Data – root issue analysis and how the data is being used

A Power Point presentation will be made under agenda item 9: Aboveground Storage Tanks – Risk Assessment Study.

#### 3. Consumer information and education

TSSA continues its efforts in championing awareness of carbon monoxide and other fuel safety risks by directly reaching Ontario households and other key audiences, through targeted campaigns and valuable safety partners. A brief overview of the public education activities completed from January to May in the area of fuels safety will be provided under agenda item 10.

### 9. Aboveground Storage Tanks: Risk Assessment Study

S. Mangalam provided an introduction to the tank issue. He indicated some important factors such as: aging, risk informed decision making (RIDM) framework, and how often to replace equipment and technology.

M. Nazir utilized a Power Point presentation with respect to the focus of the study: single wall aboveground residential tanks. He noted that since corrosion develops from inside the tank, it is difficult to inspect. TSSA used RIDM to predict life expectancy of the tank. He pointed out the corrosion is not consistent each year.

A. Kiers advised they can provide tank information for TSSA study/research.

ACTION: S. Mangalam to follow up with A. Kiers on tank information for TSSA study/research.

### 10. Public Education Update



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B. Celis utilized a Power Point presentation on TSSA's public education efforts. She noted that people do not pay much attention to Carbon Monoxide (CO) danger. She informed the Council of TSSA activities on public information such as supplying brochures through LCBO and fire department, direct mailing, local newspaper, and the website.

### 11. Regulations & RRGs Update

M. Kulik presented an update with respect to the two Fuel Oil RRGs that took place since the last meeting. The minutes were distributed to Council members. Liquid Fuels RRG is being planned for this Fall. M. Kulik will present an update at the next meeting.

ACTION: M. Kulik to present an update on Regulations & RRGs at the next meeting.

### 12. Issues / Incident Update

S. Hoyle presented a brief overview on the Ministry of Environment (MOE) Source Water Protection (SWP) program currently being developed/planned across the province. Currently there are nineteen SWP committees across the province working on plans. The objective of the program/plans is to protect drinking water resources and was initiated following the incident in Walkerton. Fuel storage/use has been identified as one of the threats that may pose significant risk to ground water resources. TSSA and MCS have committed to work closely on a trial basis with the MOE to evaluate SWP policies related to fuel storage/use. The link to the SWP website for more information is:

<http://www.ene.gov.on.ca/environment/en/subject/protection/index.htm>.

ACTION: M. Kulik to invite Melanie Ward Senior Program Advisor - Source Water Protection Approvals to make a presentation at next Council meeting

### 13. Training and Certification Advisory Board (TCAB) Update

J. Marshall advised the Council that detailed updates on OBT1, Agreement on Internal Trade, Gas Apprenticeship Initiative and TCAB meetings is included in the Briefing Note and due to the meeting being behind the schedule proposed to skip any discussion – all agreed.

B. Smith distributed his proposal on a new certificate OBT/PM to Council members. He advised members the proposed certificate is very important for example when installing small aboveground tanks and pumps. It will combine two certificates into one - applicable for small installation. B. Smith will work with the TCAB to develop this new certificate.

ACTION: B. Smith to work with TCAB and report progress at the next meeting.

### 14. Membership Review and Matrix

M. Kulik presented an update on Council membership. He informed Tricia Anderson has replaced Jane Savage representing CIPMA. There are two vacant positions for Council members: Construction and Transporter. The membership list has been updated and distributed to Council members.

J. Marshall confirmed with C. Little he is not replacing A. Ongaro – just filing in as he was not able to attend. J. Marshall indicated K. Longhurst term has expired and asked M. Kulik to follow up if she can extend for another 3 years.



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ACTION: 1) M. Kulik to follow up with K. Longhurst, 2) M. Kulik to set up an orientation session for T. Anderson

### 15. Development of Protocol for Fuel Oil Leaks

B. Smith distributed his proposal to Council members. He advised the proposed protocol will clarify what can or cannot be done in case of fuel oil spill or leak. In rural area it takes time for TSSA to arrive at the site but some action has to be taken. J. Marshall indicated that TSSA is obligated to preserve the evidence. K. Milsom added immediate safety concerns and preventing further contamination can be addressed before TSSA arrives at the site.

ACTION: B. Smith to report progress at the next meeting. TSSA will review internally and consider the need for a Spill Protocol RRG.

### 16. Questions on Information Items and Other Business

J. Wood advised that trailer manufactures have trailers that they lease to their clients to replace ones that are being repaired. These tend to be short term leases, sometimes a few days and sometimes a few months. Each time they lease the trailer it is required to have a TSSA inspection. The request is that once the trailer has been inspected, that inspection is valid for 12 months regardless of who leases the trailer. J. Marshall said he would look into this and report next meeting.

ACTION: J. Marshall to review and report back at the next meeting.

### 17. In Camera

The fuel oil tank study was discussed during the in camera session and the Chair indicated the following points were raised:

- did not account for whether the tank was located inside or outside
- whether product was transferred from the old tank to the new tank
- whether the tank was 12 or 14 gauge
- whether the tank was installed in accordance with the code
- release would be extremely detrimental to the industry

### 18. Termination

The meeting was terminated at 2:00 p.m. The next meeting is scheduled for December 15, 2011.