



Technical Standards and Safety Authority Minutes of the Propane Advisory Council Meeting on March 10, 2016

Minutes of the Propane Advisory Council meeting of the Technical Standards and Safety Authority (TSSA) held in Boardrooms 1433 and 1434, 14th Floor, Centre Tower, 3300 Bloor Street West, Toronto, Ontario at 9:30 a.m. on the 10th day of March 2016.

Present: David Karn (Chair), Dowler-Karn Limited, J. L. Adams, EDPRO, Bruce Coomber, Sparling Propane, Kevin Johnson, Superior Propane, John Lastoria, Canadian Tire Petroleum Network Development, Peter Maddox, Canadian Propane Association, and Sue Hardy, National Energy Equipment.

In attendance: Michael Beard, President and CEO (all items except items 11 to 16), Zenon Fraczkowski, Engineering Manager (all items except item 16), Kristian Kennedy, Policy Advisor (all items except item 16), Maram Khalif, Council Coordinator (all items except item 16), Solomon Ko, Engineer (all items except item 16), Srikanth Mangalam, Director and Chief Advisor (item 11), John Marshall, Director, Fuels Safety Program (all items except item 16), David Scriven, VP, Research and Corporate Secretary (all items except item 16), Supraja Sridharan, Public Safety Risk Analyst, (item 8).

Regrets: Andre Alie, PNE Corporation and Doug Fines, HURONIA/MED-E-OX Ltd.

Guests: Daniel Hoornweg, Chief Safety and Risk Officer (all items except item 16), Shranna Jaggernath, Senior Policy Advisor, Ministry of Government and Consumer Services (all items except 16), and Vino Kajendran, Policy Advisor, MGCS.(all items except item 16).

1. Constitution of Meeting

D. Karn, Chair, welcomed council members and called the meeting to order.

As part of the safety moment, Council viewed a safety video highlighting distracted walking while using smartphones.

A roundtable introduction followed and D. Hoornweg was introduced as the Chief Safety and Risk Officer at TSSA reporting to the Board of Directors.

2. Approval of Agenda

Council members approved the agenda as presented for the March 10, 2016 meeting.

3. Approval of the Minutes

The October 28, 2015 Propane Advisory Council meeting minutes were approved as presented, as being a true and correct record of said meeting.

4. Review Action Items From Last Meeting

J. Marshall reviewed the outstanding action items from previous meetings, noting that those highlighted were completed.

The outstanding actions items were updated as follows:



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- The percentage of Carbon Monoxide incidents in the natural gas industry as compared to the propane industry will be part of item 8 of today's agenda.
- A contact list on license information relating to inspection frequency will be attached to the minutes.
- Risk based scheduling will be addressed under item 11 of today's agenda.
- An update for inspection of propane tanks task group working with Boilers and Pressure Vessels Advisory Council will be included under priority safety item 10 of today's agenda.
- With respect to managing compliance seals provided by the inspectors, J. Marshall informed Council that this was managed manually and there were on-going initiatives to improve the process and the identification of the seals. Batch numbers are now kept by Myrtle DaFonseca (TSSA admin) and are traced to the individual inspector they are issued to.

An update was provided on the issue of rail-trans-loading facilities. D. Scriven advised that he shared the issue with the National Public Safety Advisory Committee (NPSAC) at the last meeting which took place November 2015 and there was a general recognition of enforcement issues related to Federal jurisdiction, but no concern expressed by members regarding this specific issue.

J. Adams identified a safety gap was identified when rail cars parked on rail lands that are under federal jurisdiction. The risk associated with this issue was highlighted by Council. Council indicated that this item is of significant concern for the industry and would like to follow up to ensure public safety. TSSA advised that this issue falls under the jurisdiction of Transport Canada.

Council was advised that the Canadian Propane Association (CPA) has presented their concerns and identified difference in the standards between federal and provincial regulations to a committee within Transport Canada and have not yet received any response to date. The presentation sent by CPA will be shared with TSSA and Council.

CPA was encouraged to submit their presentation to Transport Canada directly and report back on their response. Responses, if any, will be shared with NPSAC at their next meeting as a follow up.

ACTION: P. Maddox will share with Council and TSSA the presentation sent to a committee under Transport Canada. CPA will send the same presentation to Transport Canada directly and will share the response with Council and TSSA.

5. Council Chair's Report

The Chair noted there was no information to share other than the Committee of Council Chairs' meeting held in January. The information discussed at that meeting will be provided under the CEO's report.

6. TSSA President and CEO'S Report

As part of the advanced materials for this meeting, members received the TSSA's President and CEO's Report regarding TSSA's key activities over the last quarter, which was treated as read.

M. Beard shared information and features of the new head office location: 345 Carlingview Drive. He reported to Council that there will be free parking for employees and visitors at the new facility.

He also highlighted the up-to-date progress of 20/20 initiative and its focus on infrastructure, technology and business processes.



7. Ministry of Government and Consumer Services (MGCS)

As part of the advanced materials for this meeting, members received MGCS' report regarding ongoing activities with TSSA, which was treated as read.

S. Jaggernath introduced V. Kajendran, a new Policy Advisor at the MGCS to Council.

S. Jaggernath provided an update on the regulation renewal project, highlighting that the review of the Boilers and Pressure Vessels regulation is currently in the stakeholder consultation phase. The review of the Upholstered and Stuffed Articles regulation is will enter the stakeholder consultation phase once the Ministry finalizes a policy paper.

A Finding Report is being developed for Liquefied Natural Gas (LNG). Council requested more information. S. Jaggernath noted she would follow up and provide an update as information becomes available. She informed Council that the LNG initiative is at a preliminary phase and information may not yet be available to share as of yet.

She provided an update for a notice to amend the *Technical Standards and Safety Act* appeal process noting the government will consider the proposed 90 day limit.

8. Compliance Safety Report for Propane

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, J. Marshall provided an update from the Fuels Safety Program emphasizing propane sector.

Jurisdictional comparison data on propane was discussed. Since not all provinces collect the same data, or use same systems, this poses a challenge of comparing data directly. Data was collected and consolidated from many sources including the Spills Action Centre.

Members of Council requested TSSA to present separate CO data for natural gas and propane for comparison purposes. It was recommended that the data related to CO be separated for natural gas and propane in the future.

Council also requested that the presentation include the number of CO detectors installed at the location of CO incidents. This information is currently not available; however, TSSA is exploring the collection of this type of information as part of its incident data collection processes. TSSA will start collecting any data available.

ACTION: TSSA to provide more details regarding L1/L2 RSMP infractions in the compliance reports.

9. Issues and Incidents Update

J. Marshall reported to council that there have been four explosions involving propane since the last meeting.

One incident involved equipment (fuel burning) by a homeowner and was deemed as caused by user error. The second incident involved a service technician and is still under investigation. The third incident involved a BBQ and there is not enough detail to share at this point. The fourth incident was an explosion at a chicken farm and is still under investigation.



10. Setting Priority Safety Issues

Inspection of propane tanks and its criteria: P. Maddox provided background information on this issue. A task force was established with the Boilers and Pressure Vessels Safety Program and the Fuels Safety Program. The task force finalized a plan, signed off by both safety programs. The plan included; updating inspector training and approval of new training materials from the training providers. One outstanding issue is industry access to the standard for the inspection that outlines the criteria used to determine if a tank is acceptable. The standard belongs to the National Board Inspection Code (NBIC) in which TSSA is a member. Membership in NBIC is limited to jurisdictions. Private companies cannot join NBIC; they can only purchase the codes.

The criteria may be included in the Code Adoption Documents or alternatively, might be added as an addendum to an existing one.

ACTION: J. Marshall will follow up on BPV and Propane Advisory Council task group issue and will provide an update at the next meeting.

Card lock/key lock annual training: P. Maddox provided Council the background on this issue involving equivalent training for filling at propane and liquid fuels card-lock facilities. CPA will provide a proposal illustrating a proposed pathway from three years record of training to annual employee sign-off training by using a training equivalency clause from the regulation.

TSSA is waiting for the proposal on the annual training. There is a possibility this may require a regulation change.

J. Marshall stated that while an industry-wide exemption from the 3-year training may not be possible, he is inviting individual companies to apply for an exemption.

Review of other priority safety issues if any: Council noted that they would like to review a list of priority and other safety issues on annual basis.

The rail trains loading facilities and its associated risks will be noted as a standing item on the agenda.

Proposed changes to the regulation from the March 12, 2015 meeting will be sent to Council to prepare a list of priority safety they would like to review on annual basis. The offsite cylinders issue will be kept as other safety issues. The question of labels for OEM converted vehicles remains outstanding.

The question of how an OEM service facility can get conversion centre license when they don't convert vehicles, but need the license to service vehicles, remains outstanding.

ACTION: Rail trains loading facility and its associated risk will be added to the agenda as standing item.

ACTION: Council members will provide a list of other safety issues from regulation document with the track changes presented at the March 12, 2015 meeting. The documents will be distributed to Council with the minutes.



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11. Risk Based Scheduling

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, S. Mangalam provided enhanced approaches to inspections in the propane industry. The success of the changes in the other industry such as elevating devices was shared. Council discussed the changes and expressed support.

The changes shared today will be disseminated to the industry. Any other enhancements and/or changes will be shared with the Council.

TSSA will provide a presentation for the CPA to distribute to its members to explain in detail the changes.

ACTION: The risk based scheduling presentation will be sent to Council along with the minutes.

12. Risk Reduction Group (RRG) Update

There has been no meeting since the last Propane Advisory Council in October. The RRG matrix and meeting procedures are still a work in progress.

13. Canadian Propane Association (CPA) Update

P. Maddox provided high-level information around recent CPA activities, including working with the Provincial government pertaining to the following initiatives:

- The Ontario Energy Board hearings regarding natural gas expansion in rural areas
- Cap and trade issues facing the propane industry.
- pending changes to Waste Diversion Ontario

He also noted the upcoming National Propane Summit that is scheduled for June 2016 in Banff and the Ontario Chapter annual conference will be held at Hockley Valley in June as well.

14. Distributor Access to Level 1 Licenses

Council noted that it would be helpful for a distributor to be able to easily verify if a facility has a license and obtain a copy of the license for his record before conducting business with such a facility. He noted TSSA does not make this information easily available. From TSSA's perspective, the facility has the obligation to demonstrate to the distributor that they have a current license. Council was instructed to call TSSA to request the license status of a prospective facility and will be given a copy.

Moving forward, there will be a significant improvement in the process for similar issues under TSSA's 20/20 initiative.



15. Questions on Information Items and Other Business

Membership:

The Chair will follow up with D. Fines on his intention to renew his membership. The consumer representative will be determined by the Consumers Advisory Chair and is under consideration.

Larry Boyd had resigned and a replacement nomination will be requested from Ontario vehicle dealers association (OVDA). S. Jaggernath noted there was a person from the stakeholder consultation process for propane who may be interested and she will provide that person's contact information for follow up.

ACTION: Membership matrix will be revised to reflect changes approved by Council.

ACTION: D. Karn will follow up on D. Fines' intention to renew his term.

ACTION: J. Marshall to request a replacement for L. Boyd from Ontario Vehicle Dealers Association.

ACTION: S. Jaggernath will provide the contact information of a person interested in joining the Council.

Record of Training (ROT) Curriculum Standard Update: D. Karn noted that there have been changes to the ROT curriculum without notification to the Council. He highlighted the benefits of sharing the scope and the expansion of the curriculum in the future and reiterated that industry would like to be involved.

16. In Camera

Council met *in-camera* without TSSA and guests.

17. Adjournment

The meeting was terminated at approximately 1:14 p.m. The next meeting is scheduled for November 2, 2016 at 9:30 a.m. at 345 Carlingview Drive.