



Technical Standards and Safety Authority

Minutes of the Liquid Fuels Advisory Council Meeting on December 3, 2015

Minutes of the Liquid Fuels Advisory Council meeting of the Technical Standards and Safety Authority (TSSA) held in Boardroom 1434, 14th Floor, Centre Tower, 3300 Bloor Street West, Toronto, Ontario at 9:00 a.m. on the 3rd day of December 2015.

Present: Robert (Bob) Smith (Chair), Canadian Oil Heat Association, Terry Ablett, Wagg's Petroleum Equipment Ltd., Trish Anderson, CIPMA Eric Bristow, Canadian Fuels, Brent Francis, Francis Fuels Ltd., John Lastoria, Canadian Tire Corporation, Laurie Marcil, The Northern Ontario Tourist Outfitters Association (NOTO), Jane McCarthy, Consumers Advisory Council, and Jim Wood, McKeown & Wood Ltd.

In attendance: Michael Beard, President and CEO (items 1 to 9), Ann-Marie Barker, Engineer (all items except 18), Zenon Fraczkowski, Engineering Manager (all items except 18), Kristian Kennedy, Policy Advisor (all except items 18), Maram Khalif, Council Coordinator (all items except 18), John Marshall, Director Fuels Safety Program (all items except 18), Kavitha Ravindran, Performance Analyst (item 10), David Scriven, VP Research and Corporate Secretary (items all except 18), and Supraja Sridharan, Advisor, (item 9).

Regrets: Dereck Northcote, Farmers Mutual Insurance.

Guests: Brad Haggie, Global Western, Toronto Representative (all items except 18), Sarah Jeffrey-Hampton, Senior and Program Analyst, Ministry of Government and Consumer Services (MGCS) (all items except 18), Bob Lennox, Western Global (all items except 18), Elizabeth Kay-zorowski, Acting Director, MGCS (all items except 18), Stephen Koch, Canadian Oil Heat Association (COHA), (all items except 18), and Mark Taylor, Electrical Safety Authority (ESA), (item 10).

1. Constitution of Meeting

R. Smith, Chair, welcomed council members and called the meeting to order.

A roundtable introduction followed. E. Kay-zorowski was introduced as the Acting Director for Public Safety Branch of MGCS. B. Lennox and B. Haggie were introduced as representatives of Global Western, a company that installs portable generators in Ontario and United States of America. L. Marcil was also introduced as a new member representing the Northern Ontario Tourist Outfitters Association. J. McCarthy was also introduced as representative for the Consumer Advisory Council.

2. TSSA's Safety Reminder

J. Marshall provided information on the emergency evacuation procedures in case of fire during the meeting.

As part of the safety moment, council viewed a safety video highlighting two areas: extending safety outside of the workplace, and how incidents adversely affect the lives of others.

3. Approval of May 13, 2015 Agenda

Council members approved the agenda for the December 3, 2015 meeting as presented.



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4. Approval of the Minutes

Council members approved the minutes from the May 13, 2015 Liquid Fuels Advisory Council meeting, as presented, as being a true and correct record of that meeting.

5. Review Action Items From Last Meeting

A. Barker noted that all highlighted action items were completed. The outstanding items were updated as follows:

- The survey conducted by COHA was discussed under item 14 on the agenda.
- E. Bristow's recommendation for a Transporter member will be sent to J. Marshall offline.
- T. Anderson agreed to renew her membership for another term.
- ESA's representative, M. Taylor provided information on ESA's fee for permit under item 10 on the agenda.

6. Council Chair's Report

The Chair shared the major achievements of the Council for fiscal year 2014.

7. TSSA CEO'S Report

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

M. Beard highlighted the relocation of TSSA's Head Office in 2016, which will result in significant savings. The possibility of freezing the fee schedule for another year was also noted.

A video was shown highlighting the 2015 safety award recipients from TSSA's Annual General Meeting.

8. Issues and Incident Report

There was no incidents related to Liquid Fuels since the last meeting.

9. Annual State of Public Safety Report and Liquid Fuels Compliance (Priority Safety)

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, S. Sridharan provided an overview of TSSA's annual state of public safety, followed by J. Marshall who provided an update on the Liquid Fuels Safety Program.

There was general discussion regarding how the data was collected, how investigations were conducted and how the process could be improved.

The report shows that the two highest areas of risk are Carbon Monoxide (CO) releases in private and multi-residential dwellings from fuel appliances. To address the issue, Fuels Safety plans to continue to expand the CO awareness program by collaborating with other stakeholders like the Ontario Fire Marshal to educate the public on the importance of maintaining fuel-burning appliances. TSSA is also considering expanding the requirement for annual maintenance to the natural gas and propane codes.



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Council discussed a number of compliance related approaches to addressing the CO risk in private and multi-residential dwellings, recognizing that many are not practical since TSSA does not have the right to enter a dwelling unless invited.

J. Marshall provided updates on the Special Building pilot project and its next steps.

10. Electrical Safety Authority – Fee for Permit

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, M. Taylor provided an overview of ESA's fee for permit structure. He noted its advantages and areas in need of improvement. He reiterated this method was more transactional based rather than inspection based.

B. Smith suggested that TSSA to implement a similar permitting system for Fuel Oil installations. Council will discuss further on this issue in-camera.

11. Canadian Oil Heat Association (COHA)

S. Koch informed the council COHA's activities in various provinces in Canada. COHA is focusing on three areas:

- Data collection (for incidents);
- Providing information to homeowners regarding annual maintenance; and
- Reducing the mitigation response time for a spill to 48 hours or less.

S. Koch noted that TSSA has actively supported this initiative and agreed to provide the contact list, presentations and the implementation plans to TSSA.

12. Priority Safety Issues

Single wall fuel oil tank analysis: Information for single wall fuel oil tanks was included in the annual public safety performance report. There have been some activities since the last meeting including looking into technology solutions as well as engagement with the insurance sectors. S. Mangalam is leading this initiative and will be providing further updates at the next meeting.

13. Priority Safety Issues

Public Education: This item was deferred to the next meeting. Homeowners and private dwellings messaging will be the focus.

14. 10- Year Fuel Oil Inspection Working Group Update

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, J. Wood presented the findings of the COHA survey regarding the Oil Burner Technician shortage and its relation to the 10-year inspections.

Discussion ensued around the definition and the understanding of "comprehensive versus maintenance", which may have different implications in litigation. The council discussed how TSSA may help the industry resolve this issue. COHA expressed interest to work with MGCS and TSSA to arrive at a satisfactory solution. COHA was encouraged to present a plan from its members on how to approach this issue.



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15. Risk Reduction Group (RRG) Update

As part of the advanced materials for this meeting, council received the status of all RRG activities in the Fuels Safety Program as well the minutes for Liquid Fuels RRG (October 6, 2015), which was treated as read.

TSSA's Liquid Fuels Handling Code (LFHC) public consultation is complete and TSSA targets to publish the final document in 2016.

16. Ministry of Government and Consumer Services (MGCS)

As part of the advanced materials for this meeting, members received a report from MGCS, which was treated as read.

S. Jeffrey-Hampton informed Council that the Ontario College of Trades (OCOT) review was completed and the result have been posted on the Dean Review's website. She highlighted some of the key recommendations.

She also noted that a notice to amend the TSS Act was sent to all councils to provide feedback, which was due on October 20, 2015. The proposal is to align the appeal process for all Delegated Administrative Authorities by limiting the time to appeal an order to the Statutory Director to 30 days.

T. Ablett noted that a clear definition of what constitutes for appeal would be useful. 30 days post inspection may not be sufficient time to determine whether an order should be appealed.

17. Questions on Information Items and Other Business

Portable Generators: Portable Generators installation requirement were introduced. The fundamental issue is that there is no code dedicated to this type of device. Every portable generator installation in Ontario requires a variance because there is no specific code, which causes delays and unnecessary barriers.

B. Lennox indicated that Global Western is working with COHA and other stakeholders to develop a code specifically for portable generators in order to alleviate the delays relating to the variances. The drafting of the code will take 18 to 24 months. In the meantime, B. Lennox requested that TSSA grant a general variance for all portable generators (currently it is site specific). TSSA acknowledged the issues facing portable generators industry. Z. Fraczkowski noted that TSSA would work with the industry to develop code for portable generators after appropriate steps are taken. However, TSSA would need to discuss how to manage installations in the interim. This matter will be further discussed at the next Training and Certification Advisory Board. Z. Fraczkowski will notify R. Berkel and R. Sumabat.

ACTION: Z. Fraczkowski will notify R. Berkel and R. Sumabat about the upcoming proposal for developing a code for portable generators in Ontario and will bring its discussion to the next TCAB meeting.

18. In Camera

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



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19. Termination

The meeting was terminated at 2:30 p.m. The next meeting is scheduled for May 11, 2016.