



Technical Standards and Safety Authority

Meeting Notes of the Propane Advisory Council Meeting on March 21, 2012

Meeting Notes of the Propane Advisory Council meeting of the Technical Standards and Safety Authority (TSSA) held in Boardroom 1433/34, 14th Floor, Centre Tower, 3300 Bloor Street West, Toronto, Ontario at 1:00 p.m. on the 21st day of March 2012.

Present: David Karn (Chair), Dowler-Karn Limited, Gord Ellis, Ellis Management Group (alternate for Larry Boyd), Jim Facette, Canadian Propane Association, Keith Winslow, Consumers Advisory Council.

In attendance: Michael Beard, Vice President, Operations (all items), Bernadette Celis, Communication Advisor, Research and Education (all items), Zenon Fraczkowski, Engineering Manager (all items), Maileen Gan, Government Relations and Communications Advisor (all items), Judy Harrison, Project Coordinator (only for item 13), Maram Khalif, Council Coordinator (all items), John Marshall, Director, Fuels Safety Program (all items), Kathy Milsom, President and CEO (all items), Richard Smart, Chief Financial & Information Officer (only for item 7).

Judith Borts, Senior Policy and Program Analyst, Ministry of Consumer Services (MCS) (all items)

Regrets: Larry Boyd, Ontario Recreation Vehicle Dealers Association, Laverne Coulter, Coulter Heating & Air Conditioning, Ezio Sbrizzi, Coleman Canada, Ron Shoemaker, Superior Propane, G.R. Steven Sparling, Sparling's Propane Co. Ltd., Scott Sprack, PSL Facility Energy Management Services,

1. Constitution of Meeting

D. Karn, Chair, welcomed the council members and called the meeting to order. D. Karns noted the in-camera session for the council was held prior to the meeting at TSSA Head Office.

Due to the lack of quorum for the meeting, this meeting will be information only.

[Quorum defined in the terms of references as follows: A quorum for council recommendations shall consist of not less than sixty percent of the members of the council, or their approved alternates.]

2. Approval of Agenda

Due to the lack of quorum, council members made minor changes to the agenda of March 21, 2012 meeting as drafted without approval.

3. Approval of the Minutes

Due to the lack of quorum, the minutes of November 23, 2011 Propane Advisory Council meeting will be approved at the next meeting in November 2012.

4. Review Action Items From Last Meeting

J. Marshall reviewed the outstanding action items from previous meetings with council, noting that all were completed with the exception of providing an update on Risk & Safety Management Plans (RSMPs). RSMPs will be a standing item on the agenda and will be removed from action items as an outstanding item.



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5. Council Chair's Report

D. Karn indicated that he did not attend the last Committee of Council Chairs (CCC) meeting on January 11, 2012.

Discussion ensued around having a delegate for the Committee of Council Chairs. It was determined there may be challenges facing delegates who may not be fully prepared for CCC meetings in which all industry and sector's issues are discussed; however, the minutes from Committee of Council Chairs can be shared with council.

ACTION: CCC draft minutes from January 11, 2012 will be sent to the Propane Advisory Council.

6. TSSA President & CEO'S Report

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

The council requested to have a copy of the presentation made at National Public Safety Advisory Committee (NPSAC) in October 17-18, 2011 as noted in the CEO's report.

Discussion ensued around how Risk Informed Decision Making (RIDM) was applied to the propane industry. Further discussion ensued around the propane industry's struggle with submitting the required documentation for 2011 licence renewals in timely manner. As a result, TSSA has had to add several contract positions to manage the 2011 RSMP workload.

ACTION: A copy of documents presented at the NPSAC in October 2011 will be forwarded to the council.

7. Fee Review Framework and Process Update

With the aid of a PowerPoint presentation, R. Smart provided an overview of fee changes for the propane industry and timelines for feedback from council and decision milestones for TSSA and MCS.

He emphasized that TSSA is obligated to provide six months notice to industry as of November 1, 2012 before all changes go live on May 1, 2013.

The Chair informed the council that he shared the information provided at the first fee review subcommittee meeting held on March 7, 2012 with the rest of the council. He noted there was a lot of information to digest and not enough time to provide feedback by next fee subcommittee meeting on April 12, 2012.

R. Smart will review the schedule and advise council of the cut off date by which input is required for consideration by TSSA in setting the fees.

The council would like to provide a written feedback with series of questions for TSSA in timely manner. It was reiterated that TSSA encourages council provide their feedback before the deadline.

TSSA is willing to assist the council in their process of providing feedback and will answer questions in a timely manner. Council indicated they may invite TSSA members to their offsite meetings to discuss feedback for the fee review.

Further discussion ensued around how the council may expedite the process of providing feedback from industry and associations in a timely manner.



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ACTION: R. Smart will confirm the specific deadline for receiving input from industry for consideration in the fee review process.

8. Issues & Incidents Update

J. Marshall reported that two incidents occurred since the last council meeting as a result of explosions. He reported there was one involving a fire which resulted in two injuries. The other incident did not result in an injury but there was damage to the residence. He advised the incidents are still under investigation and progress updates will be provided at future council meetings until completion of the investigations.

A high level discussion ensued around how other regions were dealing with explosions involving properties. It was reported that the Calgary Construction Association is partnering with the Canadian Propane Association to require training in construction and promote education in this regard. The possibility of having similar partnership in Ontario was noted.

A brief discussion ensued around providing further details and the privacy issues surrounding incidents involving insurance investigation.

ACTION: J. Marshall to look into incidents involving insurance investigations and find ways to present further details as "lessons learned" without infringing on TSSA's investigations at the next propane meeting.

9. Safety Compliance Report

With the aid of a PowerPoint presentation, J. Marshall presented the quarterly safety compliance report as it applies to the propane industry.

He highlighted Periodic Inspections Passed, Orders Issued, and Cease & Desists. He also provided an update on the overall improvement of RSMP level one implementation. The information presented will be available based on annual results in TSSA Annual Public Safety Performance Report distributed in September.

Council expressed interest in having the quarterly safety compliance presentation at all meetings.

10. Risk & Safety Management Plan (RSMP) Update

Industry Update: There was no industry update.

TSSA Update: As part of the advance materials for this meeting, the council received a briefing note highlighting the status of RSMPs as of February 22, 2012, which was treated as read.

J. Marshall noted under "At risk of shutdown" the number has decreased from seven to two since submitting the briefing note. He also reiterated a licence cancelled by operator was referring to those who indicated they would not be renewing their licence. J. Marshall will follow up on licences cancelled numbers and reasons behind them and will update council. J. Facette indicated that there were many more than TSSA report shows.

MCS Update: J. Borts reported that MCS continues to track implementation of RSMPs. MCS has committed to considering data collected from small propane facilities and to determine if any additional safety requirements are needed for these facilities. She encouraged council members to submit any concerns related to RSMPs to MCS, in particular those that might be over and above the government's commitment to consider the data contained in L1 RSMPs.



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It was further noted the Office of the Fire Marshall and TSSA are partners in implementation of RSMPs, and are working together in meeting the government's commitment.

ACTION: J. Marshall will follow up on 'licences cancelled numbers' indicated on the RSMP note and reasons behind them and will update council at the next meeting.

11. Task Force for Propane Update

As part of the advance materials for this meeting, the council received discussion notes from the Task Force for Propane meeting held on February 16, 2012, which was treated as read.

Moving forward, council acknowledged directions will be given to the Task Force as necessary.

12. Canadian Propane Association (CPA) Update

J. Facette announced the hiring of Don Roach, who will join the CPA as a Director, Codes and Standards effective April 2012. He will be responsible for developing the CPA Code of Practice (COP) and will provide overall technical guidance to CPA members.

J. Facette reported details regarding the 2nd annual CPA Leadership Summit scheduled for May 7th-9th, 2012 in Victoria, British Columbia. Further details will be available on CPA website.

The council was informed about the upcoming CPA's regional meetings which are being held at various locations around Ontario and CPA's intention to invite TSSA. J. Facette will provide the dates and locations. CPA's annual regional caucus meetings are also coming soon in August/September and further details will be posted on its website.

ACTION: J. Facette will provide dates and locations for CPA's regional meetings.

13. Input Industry Trends & Issues

As part of the advance materials for this meeting, the council received a briefing note requesting input regarding propane industry trends and issues, which was treated as read.

With the aid of a PowerPoint presentation, J. Harrison provided an overview of emerging trends for propane industry and how TSSA assisted the council with some of the issues arose from this exercise at the last meeting.

High level discussion ensued on member attendance at the meetings and the lack of input from the majority of the council in surveys or setting priority safety issues. It was noted that the propane industry focused on review of risk based inspections coming in 2013; however, the need for council to have more attendance and re-start setting priority safety issues and strategic planning issues was noted.

The content of the agenda and ways to engage council members were discussed.

Council found having in camera session prior to the meeting to be beneficial. Having more time to share the agenda with members prior to distribution was also noted.

J. Harrison advised that all discussions around industry trends and issues will be taken into consideration and will be analyzed to support the propane industry as was highlighted at today's meeting.



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The council acknowledged its full responsibility to ensure sufficient attendance for quorum. The lack of council effectiveness without full attendance was further discussed.

14. Questions on Information Items and Other Business

Skills shortage updates (HRAI Career Promotions Committee Update): the committee's focus is still on developing tools to attract youth to skilled trades by training industry ambassadors to promote career in skilled trades in various schools.

J. Marshall provided an update on Skills Canada – TSSA is sponsoring the HRAI Skills Competition at the CMX Show March 22-25, 2012 in Toronto.

15. Membership - Nominations

K. Winslow advised that he would not be seeking an additional term on the Propane and Consumers Advisory Councils and today's meeting is his last attendance.

D. Karn and K. Milsom acknowledged K. Winslow's input and dedication and wished him luck in his next venture.

E. Nielsen of the Consumer Advisory Council will be the interim representative for the Consumer Advisory Council in the next meeting in November 2012.

The Chair announced E. Sbrizzi has resigned from council. The Chair will have discussion with L. Coulter about attendance.

Having a telephone interview with the prospective members was encouraged. Emphasizing commitment and dedication was also highlighted when recruiting new members.

ACTION: J. Marshall and D. Karn will discuss how to proceed with the recruitment process.

ACTION: D. Karn will follow up on L. Coulter and advise council of the outcome of the discussion at the next meeting.

16. Adjournment

The meeting was terminated at 3:15 p.m.

The next meeting is scheduled for **Wednesday, November 14, 2012 starting at 10:00 a.m. to 12:00 p.m. for in camera session followed by council meeting at 1:00 p.m. to 4:00 p.m.**