



# Technical Standards and Safety Authority

## Minutes of the Natural Gas Advisory Council Meeting on September 19 2012

Minutes of the Natural Gas Advisory Council meeting of the Technical Standards and Safety Authority (TSSA) held in Boardroom 1433/1434, 14<sup>th</sup> Floor, Centre Tower, 3300 Bloor Street West, Toronto, Ontario at 9:00 a.m. on the 19<sup>th</sup> day of September 2012.

**Present:** Bill Vale, Triple B Solutions (Chair); Scott Andrews, State Farm Insurance; Larry Ryan, Utility Brokers and Rental; Gianluca Arcari, Canadian Standard Association; Rick Delaney, Link-Line Group of Companies; Wally Malcolm, Kitchener Utilities; Dave McPherson, Rheem Canada Ltd.; Jaime Milner, Enbridge Gas Distribution; Elizabeth Nielsen, Consumer Advisory Council; Michael Shannon, Union Gas Ltd.; & Alan Reitzel, Reitzel Heating & Sheet Metal Ltd.

**In attendance:** Michael Beard, Vice President, Operations (all items except 17); Zenon Fraczkowski, Manager, Engineering (items 6 to 16); Judy Harrison, Project Coordinator (items 10 to 13); Maram Khalif, Recorder (all items except 17); John Marshall, Director, Fuels (all items except 17); Kathy Milsom, President and Chief Executive Officer (CEO) (items 1-7); David Scriven, Corporate Secretary (item 6 only); & Melissa Zanetta, Advisor, Government Relations (all items except 17).

**Guest:** Colleen Sonnenberg, Manager, Technical Safety Unit, Ministry of Consumer Services (MCS) (all items except 17).

**Regrets:** Martin Luymes, HRAI & Martin Rego, Reliance Limited Partnership.

### 1. Constitution of Meeting

B. Vale, Chair, called the meeting to order at 9:10 A.M. He informed the council he will remain Chair for another year.

The Chair introduced new members to the council: Gianluca Arcari and Dave McPherson.

### 2. Approval of Agenda

Council members approved the agenda of the September 19, 2012 as revised under item 15.

### 3. Approval of the Minutes

**The council approved the minutes of the April 25, 2012 meeting as revised, as being a true and correct record of that meeting.**

### 4. Membership

The Chair confirmed the only sector that needs to be filled was First Responders. J. Marshall informed council he approached the Office of the Fire Marshall of Ontario and due to resources restriction; they were unable to provide a membership at this point. J. Marshall also contacted President of Ontario Fire Chiefs Association to no avail. J. Milner offered to assist the recruitment for this sector.

All members whose terms were expiring were renewed for another three years term.



# Technical Standards and Safety Authority

## Minutes of the Natural Gas Advisory Council Meeting on September 19 2012

### 5. Review of Action Items From Last Meeting

J. Marshall informed council all outstanding action items were completed as was presented.

### 6. Council Chair's Report

As part of the advanced materials for this meeting, council received a report from the Chair to the President and CEO concerning council's activities over the last year which was treated as read.

Discussion ensued around the success and the challenges surrounding utility Cross Bore. Some members of the council reported that some municipalities were quite helpful and others may need more communication in regards to the "call before you dig" messaging.

The Chair requested to have the list of those participated the fee review subcommittees 2012. The Chair also acknowledged the amount of work needed for marketing and messaging Carbon Monoxide (CO). It was noted that TSSA had partnership with Liquor Control Board of Ontario (LCBO) in which CO brochures were distributed throughout the summer months. Council requested to have copies of the above mentioned brochures.

The Chair noted that moving forward; he will be involving the council when preparing the Chair's report to the President and CEO.

The Chair provided update from Committee of Council Chairs' meeting on September 12, 2012. He informed council the introduction of Robert Pope, Chief Information Officer who will focus on data governance framework and information technology. He also informed council about the new Chief Safety Risk Officer, Daniel Hoorenweg. He reminded council that the fee review framework communication was in progress and will be distributed in November 1, 2012.

The council discussed issues arising from the in-camera session of April 25, 2012 as follows:  
*Council engagement* – council would like to have three meetings per year.

*Strategic direction* – council would like to continue having council input on items for TSSA's strategic plans. They also would like TSSA to support a separate "state of the industry scan" to establish safety agenda. It was noted this was already in place as "input on industry trends and issues" item on the agenda.

*Lines of priorities* - council would like to see more communication to the advisory council from Risk Reduction Groups' mandate, milestones and updates. Council agreed this will address clearer expectation and help council advise appropriately.

*Agenda input* – Council would like to be involved in the agenda planning sessions and provide input two weeks prior to the agenda planning meeting for the Chair.

*Other recommendations from in camera session* - council recommended that TSSA addresses awareness and enforcement on cross bores with certain municipalities.

They also recommended setting up an Ombudsman Office for complaints from individuals or contractors. Discussion ensued around the Ombudsman Office request and it was acknowledged under the TSSA's Act, there were other ways of resolving issues and there were processes in place to deal with finding solutions such as focus groups (it was noted to rectify that focus groups results were not being shared with the Natural Gas Advisory Council). It was also noted in cases of systematic issues; both Ministry of Consumer Services (MCS) and CSRO were independent from TSSA to deal with those issues. It was reiterated there were mechanisms in place for resolving issues/complaints etc and only those that were systematic and had been



## Technical Standards and Safety Authority Minutes of the Natural Gas Advisory Council Meeting on September 19 2012

through the appropriate channels should reach the CSRO and MCS. Council would like to receive TSSA's conflict resolution process. Conflict resolution agenda item will be included in the next meeting's agenda.

Council noted the lack of understanding of Risk Information Decision Making (RIDM). They noted that TSSA could share data and have the council use it to assist setting council safety priorities.

Council also recommended the opportunity to establish engagements with Ontario Energy Board and influence them on safety investments. This step may be beneficial to the utility sector.

Council further discussed item 14 on the agenda (which related to the items from the in-camera session). D. Scriven provided a background on the item and informed council that all issues will be tracked and dealt with in timely manner. He acknowledged the length time between meetings and its disadvantages for sharing information and reported the process for developing a portal for all council.

**ACTION:** Council requested the list of those involved the fee review subcommittees.

**ACTION:** Natural Gas Advisory Council will have three meetings per year unless otherwise indicated.

**ACTION:** Council will be reminded two weeks prior of the upcoming agenda planning meeting to provide input on the agenda.

**ACTION:** Conflict resolution process will be put on the agenda for the next meeting and the process will be shared with the council prior to the next meeting.

### **7. TSSA CEO's Report**

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

K. Milsom acknowledged her appreciation for the council's support over the years.

K. Milsom acknowledged Srikanth Mangalam's work in RIDM and highlighted that two technical papers on innovative work carried out by the TSSA were presented at the Probabilistic Safety Assessment and Management (PSAM) conference in Helsinki in June.

She further informed council that TSSA's current contract with One Contact Inc. for contact centre services ends in January 2013 and RFP will be placed on MERX for open bidding in late October 2012. She also noted TSSA had renewed its contract with Ministry of Environment Spills Action Centre for another year. However, due to the significance of the Spills Action Centre fee increases, TSSA will include these services in the RFP for full contact centre services.

K. Milsom also highlighted the upcoming fee review communications in November 1, 2012 and acknowledged appreciation for those who were intricately involved in the fee review subcommittee.

### **8. Quarterly Safety Compliance Report**

With the aid of a Power Point presentation, J. Marshall provided an overview report on contractor audits, natural gas occurrences, and pipeline strikes occurrences.

Discussion ensued around distribution of causes for pipeline strikes. J. Marshall informed council that having public awareness can be more effective than prosecution. Further discussion ensued around repeated offenders and ways to mitigate this behaviour. It was noted shaping certain regulations such as Ontario One



# Technical Standards and Safety Authority

## Minutes of the Natural Gas Advisory Council Meeting on September 19 2012

Call Centre would help as well offering education in training in lieu of fines. The challenges with some municipalities and overall accountability were discussed.

Further discussion highlighted CO issues which were found to be based on user behaviour. TSSA was working diligently on its researches and educating the public.

### **9. Incident/Issues**

J. Marshall reported that there have been two significant incidents/issues involving natural gas explosions since last meeting. He reported one incident involved explosion (delayed ignition) and no critical injury reported. And the other involved fire with also no critical injury reported either. All these cases are open and under investigation and further information will be provided when appropriate.

### **Priority Safety Issues Update:**

### **10. Partnership/Prevention to Enhance Prevention Efforts regarding Gas Leaks**

J. Marshall provided update that ad hoc committee had been struck to manage this priority safety issue. He reported that the committee was working on environmental scan and information will be provided when it becomes available. He also noted that TSSA's Research and Education Department has been instrumental to this initiative and David Lisle, Director, Research & Education will be invited to the next ad hoc committee meeting.

### **11. Partnership with Contractors**

J. Marshall noted this item tied to the above item and highlighted that the need to develop a strategy to address contractor concerns about consistency and fairness in code interpretations and enforcement.

Next steps are to establish RRG to explore the contracts and have a meeting to develop a process for this initiative.

### **12. Regulation Efficiency**

J. Marshall reported this priority safety includes Code Adoption Documents and will be dealt with in December 2012. Further update will be provided at the next meeting.

### **13. Input on Industry Trends and Issues**

With the aid of a Power Point presentation, J. Harrison provided an introduction to the progress of this item, actions taken since last meeting, and highlighted the next steps.

J. Harrison informed council that a document containing all the issues and trends raised by the council will be sent between meetings for review and further input from council and will be tabled for discussion at the next meeting.



## Technical Standards and Safety Authority Minutes of the Natural Gas Advisory Council Meeting on September 19 2012

### **14. Evaluation and engagement Survey Results' and Chair's Report to the President and CEO' Action Items**

The action items of this agenda item were discussed in conjunction with the issues raised at the April 25, 2012 in camera session (under item 6).

### **15. Questions on Information Items and Other Business**

Item 22 of the information – TSSA Ontario One Call Act Briefing Note - was withdrawn by the Chair. Amendments will be made and it will be re-distributed.

#### *A. Risk Reduction Groups Update:*

As part of the advanced materials for this meeting, council members received information of the recent actions and activities of the associated RRGs, which was treated as read.

Z. Fraczkowski reported that major issues and proposed solutions for the new Code Adoption Document (CAD) for gaseous fuels have been finalized and will be published in October 2012. It will be effective on November 1, 2012.

For the Pipeline RRG, Z. Fraczkowski informed council that the new CAD were finalized and will be effective on November 1, 2012 with the exception of adoption of CSA Z246.1-09 (Security Management for Petroleum and Natural Gas Industry Systems) and high consequence area coverage in CSA Z2662-11 (Oil and Gas Pipeline Systems) which will be effective March 1, 2013. Digester, Landfill and Bio Gas and Propane RRG's CADs have been finalized as well and are expected to be published in October 2012 and will become effective on December 1, 2012.

For Fuel Oil RRG, a new code at the national level is being prepared to address large tanks and generator installations. TSSA will wait for the publication of the next national edition instead of adopting the current 2009 edition codes.

Liquid Fuels RRG, the revision of the Liquid Fuels Handling Code (LFHC) which will include adoption of new Underwriters Laboratories of Canada (ULC) standards, evaluating new technology (e.g. Flexwell pipe) has been published.

#### *B. Skills shortage update:*

J. Marshall presented the success of the HRAI Career developing a list of ambassadors in schools and having effective website.

J. Marshall also informed council that apprenticeship program for gas technician at the Ministry of Training, Colleges and Universities was completed; however, a new challenge had arose due to the new development of College of Trades having oversight of all Ontario trades. There are challenges with cost, impact on regulations and duplication of requirements. As more information comes forward, the council will be updated.

#### *C. Depressurization report:*

J. Marshall informed the council that there has not been any update on this report. There is a meeting being scheduled and will share information as it becomes available.

#### *D. Certificate Exams Cost:*

J. Marshall informed council that due to the findings of issues with the certificate exams' integrity at some colleges; all exams will be pulled and will be administered at TSSA. There will be fee of \$75.00 effective immediately for the Natural Gas. Liquid Fuels will be notified as soon as possible too.



# Technical Standards and Safety Authority

## Minutes of the Natural Gas Advisory Council Meeting on September 19 2012

### *E. Carbon Monoxide and International for Organization Standardization:*

E. Nielsen informed council that In relation to Carbon Monoxide (CO) initiatives of TSSA's Fuels Safety Program as was noted in the Chair's report to the CEO's report, E. Nielsen informed council that International Organization for Standardization (ISO) committee called COPOLCO was trying to find out more information about CO poisoning. She forwarded the CO information to TSSA already to be forwarded to the appropriate personnel at TSSA. Anyone interested in providing information was encouraged to contact E. Nielsen.

## **16. Ministry of Consumer Services Update**

C. Sonnenberg provided a brief update around MCS. She informed council that MCS was assigned the new responsibility for the Ontario Underground Infrastructure Notification System Act, 2012 (the Act). The MCS is still in discussion with Ontario One Call on implementation issues including whether regulations under the Act are needed. Additionally, MCS is also currently working with Ontario One Call on a stakeholder engagement plan which would set out how to engage stakeholders in the regulation development process. She asked council for any feedback as it would be taken back and will respond in a greater detail.

A high level discussion ensued in which C. Sonnenberg reiterated in order for MCS to review regulations, there has to be concrete research and evidence to back it up. Council would like to provide a solution framework and ways to facilitate recommendations were discussed.

## **17. In Camera**

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

## **18. Termination**

The meeting was terminated at approximately 12:48 p.m. **The next meeting date is February 27, 2013.**