



Technical Standards and Safety Authority

Minutes of the Natural Gas Advisory Council Meeting

February 24, 2015

Minutes of the Natural Gas Advisory Council teleconference meeting of the Technical Standards and Safety Authority (TSSA) and was held in-person in Boardroom 1434, 14th Floor, Centre Tower, 3300 Bloor Street West, Toronto, Ontario at 9:00 a.m. on 24th of February 2015.

Present: M. Shannon, Union Gas Ltd (Chair); John Dalton, Canadian Standard Association; David Hammond, Hot Water; Martin Luymes, Heating Refrigeration and Air Conditioning Institute of Canada (HRAI); Wally Malcolm, Kitchener Utilities; Dave McPherson, Rheem Canada Ltd.; Alan Reitzel, Reitzel Heating & Sheet Metal Ltd.; Martin Rego, Reliance Limited Partnership; and Larry Ryan, Utility Brokers and Rental.

In attendance: Michael Beard, President and CEO (all except item 13-15); Zenon Fraczkowski, Engineering Manager (all items except 16); Kristian Kennedy, Policy Advisor (all items except 16); Maram Khalif, Council Coordinator (all items except 16); Marek Kulik, Engineer, (all items except 16); John Marshall, Director, Fuels (all items except 16); Jessica Myrie, Intake Agent (item 70); David Scriven, VP Research and Corporate Secretary (all items except 16); Supraja Sridharan, Public Safety Risk Analyst (item 8); and Peter Wong, Vice President of Operations (all items except 16).

Guests: Sarah Jeffrey-Hampton, Senior Policy & Program Analyst, Ministry of Government and Consumer Services (MGCS).

Regrets: Elizabeth Nielsen, Consumer Advisory Council; Rick Delaney, Link-Line Group of Companies; and Jim Sanders, Enbridge Gas Distribution.

1. **Welcome and Constitution of Meeting**

Chair called the meeting to order. There was no report provided by the Council Chair.

2. **Safety Moment**

Council viewed and discussed a safety video about the prevention of Carbon Monoxide (CO). This video was targeted to the public and was shared with other partners in public safety, such as, the Office of the Ontario Fire Marshal.

Council requested a link of the video.

ACTION: A link of the CO video to be forwarded to council.

3. **Adoption of February 24, 2015 Agenda**

J. Marshall requested to add one item under item 14 – Training and Certification Advisory Board update. Council members approved the agenda of the February 24, 2015 meeting, as revised.

4. **Adoption of Minutes of the September 17, 2014 Meeting**

Council approved the minutes of the September 17, 2014 meeting, as revised, as being a true and correct record of that meeting.



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5. Review Action Items From the Last Meeting

J. Marshall reported that all outstanding action items have been completed as highlighted on the action plan document, except for an item that is still outstanding and will be discussed under item 8 of today's agenda.

6. TSSA President and CEO Report

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

M. Beard highlighted the progress of TSSA's 20/20 program, a key foundational initiative. He provided a brief overview of some of the technology highlights and processes, and further opportunities for innovation, such as, developing a paperless licencing process and having information scanned instantly by inspectors for some of the safety programs. This initiative will be completed in FY17.

7. TSSA's External Safety Award

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, J. Myrie provided an overview of the eligibility and the selection criteria, as well as the nomination and recognition processes.

The program will be launched in spring 2015 and will be communicated via TSSA's Exchange Blog, Twitter and other social media.

As the program progresses, it will be monitored and evaluated for success.

8. Natural Gas Compliance Safety Report

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, J. Marshall provided an overview of the status of natural gas compliance safety.

As per council's request at the last meeting regarding pipeline strikes, he provided data from TSSA and Ontario Regional Common Ground Alliance (ORCGA). The ORCGA had a slightly higher numbers of reports than TSSA. J. Marshall will look into the reasons for the differences in reports presented and will update the council at the next meeting.

One of the top five clauses cited under FY15Q1/Q2 – installation of appliance was discussed and council indicated their concerns around this issue in the industry.

ACTION: In regards to pipeline strikes, J. Marshall will provide information regarding the differences in reporting between TSSA and ORCGA at the next meeting.



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9. Incident/Issues Update

J. Marshall informed council that there were ten incidents recorded since the last meeting. Three involved explosions or delayed ignition. Two incidents were due to fire and the remaining five involved maintenance issues. There was one fatality and few injuries.

10. Priority Safety Issues:

Partnership/prevention to enhance prevention efforts regarding gas leaks: J. Marshall informed council that the majority of discussions focused on Carbon Monoxide (CO). The committee was working on ways to collaborate with other stakeholders and ways to expand the usage TSSA developed messaging and the COsafety.ca site. The need for a broader spectrum of stakeholder was identified, as well as, exploring other venues, such as, Health Canada and MGCS for support and collaboration.

Partnership with Contractors: New brochures for BBQ safety were distributed for the summer season. The committee is working on scheduling a meeting in the next few weeks.

11. Natural Gas Planning Session

As a starting point, D. Scriven highlighted TSSA's safety priorities as follows: Carbon Monoxide (CO) poisoning in residential buildings, CO and other fuels related risks at special buildings with vulnerable residents, and elevators in residential and commercial buildings. He highlighted that two of those priorities had a direct relation with the natural gas sector and J. Marshall, as the Statutory Director, confirmed that CO and special buildings were his top safety priorities.

With respect to CO, D. Scriven noted that two areas of focus have been identified. The first involved delivery of preventative messaging to homeowners, which is being achieved through both TSSA and partner efforts. The second involves working with the industry to ensure that when a homeowner takes the important step of calling a qualified technician to conduct an annual inspection, they receive a positive and clear response.

The Special Building Initiative (SBI) is still in the early stages of planning, with three phases identified. The first one is to focus on long-term care and retirement homes. The second phase will focus on schools and institutions and the third is to be determined.

Further discussions were facilitated and council provided input and requested to initiate a RRG (where appropriate) in the following areas of interest:

- New building (construction) issues. These issues include training issues, new hires, non-compliance and code issues. This issue might relate to the lack of training/apprenticeship in the industry.
- Cross Bore – the possibility of reviving the RRG. It was reiterated that the related risk is the same as last time – and a desire to increase awareness messaging for DIY retailers/renters was highlighted.
- The status of TSSA collaborating with Ontario Energy Board was to be considered.
- Liquefied Natural Gas distribution currently monitored by the Heating Refrigeration and Air Conditioning Institute (HRAI).

Council further discussed ways to improve the reporting from RRGs to the council. Having specific deadlines and defining deliverables for any RRGs was also recommended.



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Council was encouraged to select three priority safety issues from the list compiled at the meeting. Their selections would be considered as priority safety issues for the next three years. They were encouraged to be cognizant of the relation of those outstanding priority issues for TSSA and those submitted by the council. Council will discuss these issues in-camera and will provide recommendations.

In regards to the fee freeze, council were informed that it did not affect inspectors conducting inspections. The main duty of an inspector is to issue orders for non-compliance and is not involved in cost or charges.

ACTION: Council will select a list priority safety issues for the next three years during the in camera session today.

12. Ministry of Government and Consumer Services

S. Jeffrey-Hampton reported to council that the Ministry of Colleges and Universities appointed Tony Dean to conduct a review of the Ontario College of Trades. This is a one-year consultation process. Stakeholders can submit any questions by March 13, 2015 (the link has been posted on the Council Portal). Advisory Council members, industry in general, and TSSA can submit comments.

She also highlighted the MGCS' priorities for regulation review indicating that Liquefied Natural Gas (LNG) was a priority issue. The other two were the Operating Engineers regulation and Upholstered and Stuffed Articles regulation reviews.

13. Risk Reduction Group Update

As part of the advanced materials for this meeting, members received RRG minutes from the December 9, 2014 meeting, which was treated as read.

14. Training and Certification Advisory Board (TCAB)

J. Marshall reported to council that there were some issues identified by TSSA about the quality of training colleges. In particular, an increasing number of non-compliance in new construction sites indicated the need for mandatory training or offering refresher courses.

The TCAB will focus on these issues and present recommendations to the council. The benefits of utilizing apprenticeship, in relation to some of the issue arising from these situations, was reiterated. Some council members shared how their companies resolved the training quality issue by adopting a new hire strategy.

Tony Dean's review of Ontario College of Trades will also have an effect on the training and apprenticeship issues so waiting for the result of that review was encouraged.

15. Question on Information Items and Other Business

In response to a question regarding Northern Ontario, J. Marshall highlighted TSSA's Northern Fuels Strategy. He provided a brief background on the challenges northern fuel site operators face complying with fuels regulations, such as lack of contractors, a short construction season due to long winters, and seasonal operations of many of the sites. He noted that the Northern Fuels Strategy provides additional flexibility for owner/operators to comply with fuels regulations related to underground piping and sumps.



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16. In Camera

Council met in camera without TSSA and guests.

17. Termination

The meeting terminated at approximately 12:49 p.m. The next meeting date is September 22, 2015.