Minutes of the Operating Engineers Advisory Council (OEAC) meeting of the Technical Standards and Safety Authority (TSSA) held in Ontario Boardroom, First Floor, 345 Carlingview Drive, Toronto, Ontario at 9:30 a.m. on the 15\textsuperscript{th} of November 2016.

Present: Rod Philip (Chair), U.S. Steel Lake Erie Works, Greg Black, International Union of Operating Eng. (IUOE), Jaime Dreveny, Ontario Power Generation, Eli DiCredico, St. Clair College, Kevin Hillman, Portlands Energy Centre, Ralf Klopf, Toronto District School Board (TDSB) and Institute of Power Engineers (IPE), and Mark Menheere, Suncor Energy Products Inc.

In attendance: Mike Adams, Director BPV/OE (all except items 15), Michael Beard, President and CEO, (items 6, 7, 10, and 11), Brian Gee, Technical Advisor, (all items except 15), Maram Khalil, Council Coordinator (all except item 15), Humphrey Kisembe, Policy Analyst, Stakeholder Relations (all items except 15), David Scriven, VP Research and Corporate Secretary (items 4-6, and 7-12), Supraja Sridharan, Advisor (item 8), and Peter Wong VP Operations, (items 4-14).

Guests: Nathan Fahey, Senior Policy and Program Analyst, Ministry of Government and Consumer Services (all items except item 15).

Regrets: Robert Brady, Consumers Advisory Council.

1. Constitution of Meeting

R. Philip, Chair, welcomed Council members and called the meeting to order.

As part of the safety moment, Council viewed a safety video highlighting escalator safety.

B. Gee was introduced as the new Technical Advisor for the OE Safety Program. Brian is a First Class OE and will be involved in the expert panel for the regulation review.

2. Approval of Agenda

Council members approved the November 15, 2016 meeting agenda, as presented.

Some agenda items were moved up during the meeting; however, all item numbers were kept as indicated on the agenda.

3. Approval of the Minutes

Council members approved the minutes of April 27, 2016 for the OEAC meeting, as presented.

4. Review Action Items from Last Meeting

M. Adams reviewed the action items with Council members noting that all the highlighted items have been completed and will be removed from the list for the next meeting.
Other outstanding items were noted on the agenda for updates as numbered on the action plan.

The ongoing action items were updated as follows:

- Opportunity for OE to showcase in Ontario Technological Skills Competition (OTSC) was still in progress. T. More was no longer with TSSA, therefore, D. Scriven will provide an update at the next OEAC meeting.
- M. Adams noted some of the issues involving the ongoing initiative of finalizing the standardized orders action item. This item will be updated at the next OEAC meeting.

5. Council Chair’s Report

As part of the advanced materials for this meeting, Council received the Chair’s annual report to TSSA’s President and CEO highlighting Council’s accomplishments and opportunities, which was treated as read.

The Chair further highlighted the ongoing regulation review and the contributions of John Coulter, past Chief Officer at TSSA and Colin Andrews past OEAC Chair.

6. TSSA President and CEO’s Report

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

M. Beard provided a high-level update about the relocation of TSSA’s head office. He also highlighted the progress of TSSA’s 20/20 Program, focusing on improving TSSA’s business processes, data and supporting information systems.

A video of TSSA’s safety award recipients for 2016 was shared with Council.

7. Ministry of Government and Consumer Services (MGCS) Update

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

8. Annual State of Public Safety Report and Operating Engineers Safety Compliance

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, M. Adams and S. Sridharan provided an overview of the FY16 Annual State of Safety Report and additional operating engineers compliance results.

A communication will be sent from TSSA to inform industry that only Ontario’s certificate holders are legally allowed to work in Ontario as Operating Engineers. A discussion followed on how TSSA could determine fraudulent individuals.
9. **Priority Issues**

As part of the advanced materials for this meeting, Council received a historical list of issues, which was treated as read.

In light of the ongoing regulation review, Council would like to keep the same standing priority issues. However, they also would like to allot a time to discuss emerging trends and technology at the next OEAC meeting.

In light of the shortage of incident data to support an assessment of the OE safety risk in Ontario, Council discussed how to capture near miss data. In particular, Council identified an opportunity to enhance OE data drawing from information captured by the Workplace Safety and Insurance Board (WSIB).

In further discussions, Council suggested TSSA consider a public listing of all certified Operating Engineers in good standing to prevent employers hiring persons without certificates. Moving forward, this suggestion may be included in the TSSA’s 20/20 project. This will be an agenda item for future Council Meetings.

**ACTION:** Council will share emerging trends from their respective sectors at the next meeting.

10. **Priority Safety Issue: Operating Engineers Regulatory Review Update**

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, N. Fahey provided an overview of the regulation review process and next steps.

He further informed Council of the members of the expert panel for the OE regulation review. Representation on the expert panel was complemented by drawing from this Council. The guiding principles for the expert panel were also shared with Council.

11. **Priority Safety Issue: Future of Power Engineers Risk Reduction Group (RRG) Recommendation and Next Steps**

As part of the advanced materials for this meeting, Council received information regarding the OE program, the Risk Reduction Group recommendations, and supporting documents, which was treated as read.

D. Scriven advised that other Councils have provided an opportunity to the industry and TSSA inspectors to interact, by creating a committee for that purpose, for example the Field Advisory Council under Elevating Devices Advisory Council. The FAC is led by industry and has a member of Council attend and report back to the Council on matters discussed.

Council will discuss the idea of having inspectors at Council meetings in-camera.

M. Adams provided an update around the process of college audit and accreditation. Accredited colleges will be linked to the SOPEEC website. The challenges related to the lack of refrigerator training colleges in Ontario was thoroughly discussed.

Moving forward with the RRG's recommendation, M. Adams proposed a lead for each group of recommendations from the RRG as follows:

- MGCS and MTCU will be led by MGCS representative
Colleges will be led by E. DiCredico
TSSA will be led by M. Adams
Associations will be led by R. Klopf
Unions will be led by G. Black
Industry area was determined too large and no lead was selected at the meeting.

The following discussions were identified at the meeting for some of the above-mentioned groups:

- How regulations could be changed to impact the shortage of qualified operations engineers in the future was thoroughly discussed without any consensus in the Council;
- Challenges with mandating the education process for the profession;
- Ways the government may provide tax or other financial incentives to the industry to support increasing the number of skilled OEs;
- How risk may be increased as a result of an OE skills shortage and how this may impact the industry;
- Support for having succession planning at plants was well received.
- TSSA will provide blogs and information promoting OE safety led by M. Adams;
- The need to rectify refrigeration issues in the province and how to do so;
- Commitment from the industry to support ways to prevent the upcoming skills shortage and how industry should approach the skills shortage by providing co-op program or other financial incentives;
- Difficulties of demonstrating cost related benefits to businesses in an effort to prevent the shortage;
- How colleges conduct practical training versus computer training; and
- Retention of students to advance their career by studying longer and its challenges in today's economics.

The RRG members will provide future updates as needed.

12. Operating Engineers Advisory Council Evaluation and Engagement Survey Result

As part of the advanced materials for this meeting, Council received the OE evaluation and engagement survey result for 2016, which was treated as read.

D. Scriven provided additional comments on the purpose and value of the survey and highlighted some of the key results. In particular, he noted a commitment to leverage the technology in the new head office, such as virtual meetings that will be provided to future Council meetings.

Adding a refrigeration sector to the OE matrix was discussed.

Claroifications were made to the way J. Coulter's retirement communication was disseminated.

13. Council Discussion

*Status of variance:* J. Dreveny identified an issue relating to the status of an existing variance to non-sealed rating reduction. It was noted that all existing variances will be honored regardless of how they came to existence.
Record retention by plants: J. Dreveny enquired how long a plant should keep its records and was advised that the regulation mandates three years; however best practice may support longer retention and can vary depending on the particular record.

14. Questions and Other Business

No discussion under this item.

15. In Camera

Council met without TSSA’s management and guests.

16. Termination

The meeting was terminated at 1:10 p.m. The next meeting is scheduled for April 13, 2017 at 9:30 a.m. at TSSA Head Office: 345 Carlingview Drive, Toronto.