



Technical Standards and Safety Authority

Minutes of the Propane Advisory Council

Tuesday, April 1, 2025

Minutes of the Propane Advisory Council meeting for the Technical Standards and Safety Authority (TSSA) held by teleconference at **1:45 p.m.** on Tuesday, April 1, 2025

Present	
Dave Karn	Jeremy Mitchell
Rae Dulmage	Rob Loenhardt
Jeremy Mitchell	James Callow
TSSA	
Kelly Hart	Gary Highfield
Olga Sousa-Dias	Alexandra Campbell
Kristian Kennedy	
Guests	
Kevin Johnson	
Regrets	
Ryan McLachlan	

Action Items

Action: TSSA staff to connect offline with Chair to discuss advisory council membership composition.

Action: K. Hart to investigate other provinces and territories' equivalencies for labour mobility.

Action: K. Hart to connect R. Loenhardt on the process for labour mobility and Ontario requirements.

Action: G. Highfield to invite R. Loenhardt to a meeting to discuss the Quality Assurance (QA) Program Development in the Propane Industry.

All action items were completed.

1. Constitution of Meeting

1.1. Safety Moment

The chair showed a video about spring safety.

1.2. Council Administration

1.2.1. PAC Membership Matrix

1.2.2. Membership Renewal – James Callow

1.2.3. Vacancy – Maintenance Contractor



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1.2.4. Vacancy – Owners/Operators/Distributors – Bulk Cylinder Exchange Operator

1.2.5. Vacancy – Transporter/Carrier

J. Callow renewed his membership. K. Kennedy noted two candidates were proposed for the contractor and distributor vacancies.

It was agreed to leave the Transporter/Carrier: category vacant for now as it doesn't directly affect the TSSA regulatory remit. The Chair requested clarity on the status of Superior Propane's status.

Action: K. Kennedy to follow up with D. Karn on the status of Superior Propane's membership of the advisory council.

2. Adoption of the Agenda

2.1. The agenda was adopted as presented.

3. Approval of Minutes

3.1. The council approved the minutes as presented.

4. Chair Report

The Chair did not have an update.

He noted that R. Loenhardt is the new chair starting the next meeting. D. Karn will co-host.

5. Propane Compliance Standard

S. Cooke provided the update, providing a background on the purpose of TSSA compliance standards, how they are developed and the next steps, noting an April 14 in-force date.

For the Record of Training (ROT) non-compliance, S. Cooke was asked if regulated customers will be required to produce their ROT on demand. In some instances, it is not practical to do so. S. Cooke said the regulation says the ROT documentation should be physically on the individual. Transport Canada, by contrast, requires that certain items, like paper or wallets, are not on the person while on site at facilities. There was a discussion on what "readily accessible"



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means in practice. S. Cooke explained that TSSA will be reasonable in requesting the ROTs.

6. Issue Prioritization Update

G. Highfield provided an update on the priorities from previous meetings.

J. Mitchell asked what TSSA's objective is for truck licensing for TSSA, especially since Transport Canada not only licenses trucks but does more oversight than TSSA. TSSA only does an initial inspection. G. Highfield indicated that the goal is licensing and to build up an information database on regulated customers' fleet vehicles. D. Karn noted that the issue is the fee, rather than licensing and databases per se. R. Loenhardt asked if he can find out what it is that TSSA looks for in its initial inspection so that he can possibly add the requirements to the Transport Canada standard for bulk trucks. It was noted that the proposal for distributor licences could include reporting of trucks under the distributor licence.

For the GUT (gas distributor technician) certification, there was a discussion about the nature and scope of the certificate. TSSA is reviewing regulatory restrictions internally. K. Johnson suggested going back to Brent Caren to make sure PAC and TSSA have accurately characterized the issue as he sees it.

On quality assurance, CPA will put out a communication in the CPA newsletter indicating that quality assurance programs are an option and what the next steps are.

R. Loenhardt raised off-agenda issues. One was TSSA inspections where inspectors are demanding National Board requirements for bulk plants. G. Highfield had suggested as a solution for the bulk plants industry, might want to consider the best practices for bulk tank inspections. Industry can create a working group then come back to TSSA with proposals so it can be included in the CAD amendment. S. Ko is aware that this information will be forthcoming. D. Karn noted that this issue is identified in the Compliance Standard. G. Highfield will raise it with O. Kennedy.

For incident reporting, R. Loenhardt asked about anonymous examples of incidents from incident reporting for training purposes. Real life scenarios are invaluable for training.



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Action: TSSA provides examples of propane-related incidents.

J. Callow asked about orders for not being able to produce paperwork. He recommends advance notice so that paperwork can be sent out to company sites well in advance of the inspection and paperwork housed at head office can be furnished. K. Hart suggested that so long as the documentation can be eventually produced TSSA will be reasonable.

7. Adjournment

7.1. The meeting adjourned at approximately 2:45 PM