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DATE: August 16, 2010

REPORT TITLE: **DESIGNATION OF "DIRECTOR OF THE CORPORATION" FOR THE PURPOSES OF LICENSING OF REGION OWNED PROPANE REFILLING STATION**

FROM: Dan Labrecque, Commissioner of Public Works

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## RECOMMENDATION

**That the Director of Operations Support division in the Public Works department be delegated the authority to make applications for propane filling stations and the duty to ensure that the operation of any such filling station, after being licensed, complies with all applicable legislation.**

### REPORT HIGHLIGHTS

- The Region of Peel operates a propane filling station at the Mavis Road location associated with the TransHelp operation.
- Recent changes to the regulations governing these stations require that a Director or Officer of the Corporation receive training and be qualified in the operation of the facility.
- The Director of Operations Support (Shaun Hewitt) is accountable for the Public Works facilities (and has received the appropriate training) to operate propane filling stations, and therefore it is appropriate that Council delegate to the Director of Operations Support the responsibility for obtaining propane filling station licenses and the responsibility for the proper operation of propane filling stations.

## DISCUSSION

### 1. Background

The Region of Peel operates a propane filling station at the Mavis Road facility (3190 Mavis Road, in the City of Mississauga). It is primarily used by the TransHelp operation for its dual fuel vehicles (propane and gasoline) as part of their operation. It is possible that the Region will operate propane filling stations at other locations within Peel in the future.

The station has operated without incident over the years and the use of propane continues to be cost effective. All impacted personnel are trained and certified in the use and handling of the fuel to ensure the continued safe operation.

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**2. Discussion**

Propane fueling stations are regulated through the Province of Ontario and essentially are administered and enforced by the Technical Safety Standards Association (TSSA).

Recent changes in the Regulations governing the licensing of propane refilling stations (O.Reg 440/08) now require that, on application for a license for a filling plant, at least one person who is considered "an officer or director in the case of a corporation" hold a certificate that is at least at the highest level of certificates required for the operation of the referenced facility.

Essentially this means that a senior staff member needs to be trained and certified in the handling of propane and that Council needs to delegate to that director its powers to make applications for and responsibility for the operation of propane filling stations. Given that the Director of Operations Support in the Public Works department is accountable for the various Public Works facilities, it is appropriate that the person in that position be delegated this responsibility.

Therefore it is recommended that Council delegate the Director of Operations Support (currently Shaun Hewitt) as the responsible party with regard to the propane fueling stations operated by the Region. Mr. Hewitt has successfully obtained his certification.



Mr Dan Labrecque  
Commissioner of Public Works

**Approved for Submission:**



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D. Szwarc, Chief Administrative Officer

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c. Legislative Services