



ECRA Advisory Council Meeting
 Minutes of Meeting
 February 13, 2018

ECRA Advisory Council Members

Larry Allison	ESA Consumer Advisory Council
Cameron Hann	Electrical Contractors (OEL)
Sean Bell	Utility Contractor Association
Joe Kurpe	Electrical Contractors (ECAO)
Larry Shaver	Electrical Contractors (ECAO)
Brian Smith	Electrical Safety Authority
Catherine Taylor	Community At Large

ECRA Advisory Council Members - Absent

Debra Mattina	Municipalities

ESA Staff

Normand Breton	David Rinaldo
Farrah Bourre	Shannon Paine
Shana Hole	Scott Eason
Tracy Durant	
Allison Trenholm	

Guests

Mary Beth Fazzari	MGCS

1 Notice & Quorum

- The meeting had quorum

2 Minutes of ECRA Meeting

The following motion was carried:

Motion: To accept the minutes of the November 20 and 21 2017 meeting

Motioned by: Larry Allison

Second: Catherine Taylor

Motion carried.

3 Review of open action items

- Action Item 2017-01-01: How to best capture the interests of the public/consumer when publishing Contractor information
 - o Open Data will be on the ESA FY19 Regulatory workplan
- Action Item 2017-03-02: Recommendation on Open Data for permit information to the Regulatory Affairs and Governance Committee (RAGC)
 - o This item is in early discussion internally at ESA
- Action Item 2017-03-03: Discuss at the next ECRA meeting the best way to go about renewing terms of ECRA members
 - o Membership Update on the agenda for this meeting
- Action Item 2017-04-01: ESA will complete a multijurisdictional review of continuing education requirements and present the findings at the next ECRA meeting
 - o Jurisdictional Review on Education/Training Requirements on the agenda for this meeting

4 Membership Update – Normand Breton (Action Item 2017-03-03)

- New Member Recruitment
 - o A number of potential candidates for the OEL and ESA positions are being reviewed
 - o ESA is holding interviews at the beginning of March and anticipate the OEL and ESA nominated positions being filled for the June 2018 meeting
- Sean Bell and Brian Smith are both up for renewal of their term on ECRA
- UCAO and ESA have both indicated that they would like Sean and Brian to continue to represent them at ECRA
- Sean Bell indicated his desire to continue as the representative for Utility Contractor Association and excused himself for Council to vote

The following motion was carried:

Motion: Renew Sean Bell for another term on ECRA

Motioned by: Larry Shaver

Second: Larry Allison

Motion carried.

- Brian Smith indicated his desire to continue as the representative for ESA and excused himself for Council to vote

The following motion was carried:

Motion: Renew Brian Smith for another term on ECRA

Motioned by: Cameron Hann

Second: Larry Shaver

Motion carried.

5 **Commercial Renovation Investigation Program – Shana Hole**

- This program has been running since October 2017 and will end in March 2018 and the goal is 250 investigations
- ESA uses building department records, leads from local fire department and referrals from local distribution companies to identify active commercial renovation sites.
- ESA has noticed that compliance issues exist in about 50% of the leads an inspector investigates
- ESA has also noticed a spike in the number of commercial renovation permits in an area once contractors are aware that ESA is actively seeking out sites where no wiring permit has been issued
- ECRA was asked if they had any suggestions for modifications to the program
 - o It was suggested that ESA should make contractors aware of ESAs intention to actively seek out locations where work is being done and no wiring permit exists
 - o ECRA also suggested to finish the program without any changes for consistency and statistical analysis when planning out future implementations of the program
- ECRA asked why this is not a full time program across the province
 - o ESA is currently ramping up to make this a province wide initiative
- ESA was asked if contractors from Quebec had been caught in this program
 - o Yes, a couple of contractors have been caught doing electrical work without the required wiring permits
- The Commercial Renovation Investigation Program target addresses where work is being done, as opposed to targeting specific contractors, and current statistics show the majority of electrical work being done without the required electrical inspection permits is being done by Licensed Electrical Contractors
- ECRA indicated that there is a knowledge gap with property managers having electrical work done
 - o ESA Communications and Stakeholder Relations is aware of the knowledge gap with property managers and is currently looking at how to best reach this demographic and target them with the proper message

6 ME Exam – Scott Eason

- ESA completed another search for providers, that meet ESAs requirement, to host the ME Exam and was able to find several providers that meet the requirements
- Through the process of testing the different platforms OWL Testing Software was the successful provider
 - o OWL is an international company that provides its services to many different organizations
- The electronic exam draws on a bank of questions that allow for an unlimited number of exam question combinations
- At this time anyone wanting to take the exam in French would still have to write the exam in paper copy. French exams only number about 4 or 5 per year.
- ESA is planning for a soft launch in March 2018, and will roll out the 60% for each section and 70% overall to pass criteria after it has been communicated to our stakeholders
- ESA was asked about the location of the servers that store all the examinee information and if it is in the US and subject to US laws is ESA ok with this and do we need to advise all exam candidates of this
 - o The servers are currently in the US
 - o ESA agreed that enough personal information on the examinees will be on the servers that ESA should investigate this further

ACTION: ESA will review privacy concerns internally and with OWL and report back to ECRA. – Scott Eason (Action Item #2018-01-01)

7 Enforcement and Discipline – Shana Hole and Jodie Ritchie

- Enforcement: Directed at those who operate or hold themselves out as operating (advertising) an electrical contracting business or act as a Master Electrician without a valid ECRA/ESA licence.
- Discipline: Directed at those who hold an Electrical Contractor or Master Electrician licence but are no longer meeting their obligations
- Complaints received year over year are holding fairly steady
- Every complaint received is reviewed and tracked (all complaints received are used to provide history and a better understanding on what is happening)
- Statistics on compliance and enforcement
 - o 1648 complaints received resulting in 585 Enforcement actions and 612 Discipline actions
 - o 98 Formal investigations were completed resulting in 21 convictions and 47 charges with a fine amount on Reg 570/05 convictions totalling \$99,164

8 Guideline for LECs and MEs – Shana Hole

- The [Regulation](#) was updated as of January 1, 2018
- ESAs [website](#) has been updated with the current The Guideline to the Duties and Responsibilities of Licensed Electrical Contractors (LECs) and Designated Master Electricians (DMEs) that includes the updated Regulation and the Standards of Conduct and Guideline to the Duties and Responsibilities

9 Changes at the [Ontario College of Trades \(OCOT\)](#) – Normand Breton

- George Gritziotis has been appointed as Registrar and CEO, effective October 16, 2017

10 Jurisdictional Review on Education/Training Requirements – Shana Hole (Action Item 2017-04-01)

- Before tackling the issue of continuing education it was important to get a understanding of what requirements other jurisdictions have around continuing education
- Other provincial licensing bodies (Alberta, Saskatchewan, and British Columbia), Professional organizations in Ontario (Law Society, PEO, CPA) and Other Delegated Administrative Authorities (MNVIC, TICO, RECO) and Administrative Authorities (TSSA) were reviewed. The newly formed Condominium Management Regulatory Authority of Ontario (CMRAO) was not reviewed.
- The Council discussed continuing education requirements for both ECs and MEs and agreed topics to consider for continuing education could include safety, business, and technical (Code) training courses
- ESA was questioned on the need for LECs to undergo continuing education
 - o LECs have the same responsibilities as MEs and more under the regulation and as a result should also be subject to any continuing education requirements
- The Council asked ESA for background on why we are considering implementing a continuing education requirement for EC and ME licences
 - o In ESAs dealings with LECs and MEs it was noticed there was a gap in safety, business and code knowledge
 - o When investigating further ESA noticed that other regulatory organizations had already implemented or are in the process of implementing a continuing education component as a requirement of their licence
- ESA was asked if we had any information on the type of training or who is providing the training in the jurisdictions reviewed
 - o This information was not available and ESA can investigate further to find out more about what type of continuing education is required/recommended and who is providing the training
- ESA was asked if the other provinces not reviewed had any continuing education requirements
 - o The other provinces do not have a system for licensing of Electrical Contractors and Master Electricians
- There was a consensus that if continuing education became a requirement it should include new code training for all licensees

- Contractor members are hesitant about introducing a continuing education requirement, and the other members did not feel they had enough information to come to a decision about implementing a continuing education requirement

ACTION: ESA will contact the other jurisdictions it reviewed for continuing education requirement to determine a) What type of continuing education is required and b) Who is providing the continuing education. – Shana Hole (Action Item # 2018-01-02)

11 Overview of Regulatory Affairs and Governance Committee (RAGC) – David Rinaldo and Shannon Paine

- The ECRA Co Vice-Chairs will be attending the RAGC meeting on March 27, 2018 to provide a high level update on the activities and accomplishments of ECRA
- A high level overview of RAGC, what RAGC is expecting and what the ECRA Co Vice-Chairs can expect at the meeting

12 ECRA Accomplishments for Regulatory Affairs and Governance Committee Meeting – Farrah Bourre

- Ideas of topics to present at RAGC
 - o Code of Conduct and Discipline Guideline
 - o ME Exam – 60% for each section and 70% overall pass criteria
 - o Five year licensing
 - o Terms of Reference changes
 - o Licence Holder Meetings
 - o Continuing education requirements
 - o Recent updates to Regulation 570/05
 - o Functional Council

13 New Business

- The Council asked about the consistency of meetings for the Master Examining Committee (MEC)
 - o It was noted there have been two challenges ESA is looking at
 - Member attendance
 - Lack of items to discuss

Motion: To Adjourn the meeting

Motioned by: Larry Shaver

Second: Cameron Hann