



ECRA Advisory Council Meeting
 Minutes of Meeting
 November 26, 2018

ECRA Advisory Council Members

Larry Allison	ESA Consumer Advisory Council
Cameron Hann	Electrical Contractors (OEL)
Joe Kurpe	Electrical Contractors (ECAO)
Larry Shaver	Electrical Contractors (ECAO)
Brian Smith	Electrical Safety Authority
Debra Mattina	Municipalities
Leo Grelette	Electrical Safety Authority
Steve Del Guidice	Electrical Contractors (OEL)

ECRA Advisory Council Members - Absent

Sean Bell	Utility Contractor Association
Catherine Taylor	Community At Large

ESA Staff

Normand Breton	
Farrah Bourre	
Shana Hole	
Carita Edwards	

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 October 15, 2018 and October 16, 2018 meetings

Motioned by: Brian Smith

Second: Debra Mattina

Motion carried.

3 Review of open action items

- Action Item 2018-03-01: Proposal to the Ministry of Municipal Affairs re Notification requirement in building/occupancy permit process
 - o Is on the agenda to be discussed
- Action Item 2018-03-02: ECRA AC will provide comments and feedback to ESA on the Licensing Strategy v2 181017 by November 15, 2018
 - o on the agenda to be discussed

4 MEC is requesting ECRA update the Terms Of Reference 'Attachment A Master Examining Committee' to include a non-voting member on the MEC – Normand Breton

- The MEC passed the following motion at the September 25, 2018 meeting with the action item for ESA to bring this to the next ECRA AC meeting
 - o The MEC is asking ECRA to update the Terms of Reference to allow for, but not require, a non voting member at large on the MEC.
- Background
 - o ECRA received a request about 3 years ago from a Master Electrician (ME), not represented by an organization (OEL or ECAO), to participate on the MEC
 - o ECRA agreed to the request on a trial basis where the ME could attend the MEC meetings as a guest
 - o This ME has attended all the MEC meetings and has provided quite a bit of feedback during the meetings
 - o The Terms of Reference (TOR) do not currently allow for a guest to attend the MEC meetings
 - o There are currently about 13,500 MEs and about 1/3 are represented by either the OEL or ECAO
- ECRA had questions about the motion from the MEC:
 - o Why was the motion for a non-voting member as opposed to a voting member?
 - o What is the purpose of the motion? Is there a need to update the TOR or is this to add a specific person to the MEC?

- The contractor members of ECRA raised concerns with an unrepresented ME becoming a voting member of the MEC, and were more open to looking at the possibility of an unrepresented ME being a non-voting member of the MEC
- ECRA had questions about how a non represented ME position on the MEC would be filled
 - o ESA currently has a mechanism in place to request and vet applicants before bringing the nominated applicant to the Board and ECRA for approval. It was explained by the Registrar that MEC applicants and the process for approving was with the ECRA AC
- ECRA was asked if they would like the Chair of the MEC to attend the next meeting to provide more insight as to the reason for the request

Motion: ECRA requests ESA to amend the Terms of Reference with the request from the MEC and bring it back to the February 2019 meeting for further discussion. The Chair of the MEC can also attend this discussion to provide the MECs perspective on the requested change.

Motioned by: Larry Allison

Second: Larry Shaver

Motion Carried

ACTION: ESA to amend the Terms of Reference with the request from the MEC and bring it back to the February 2019 meeting for further discussion. Normand Breton (Action Item # 2018-04-01)

ACTION: ESA to invite the Chair of the MEC to the February 12, 2019 ECRA meeting to be a part of the discussion related to the modification of the Terms of Reference to allow for a non represented Master Electrician on the MEC. Shana Hole (Action Item # 2018-04-02)

5 Proposal to the Ministry of Municipal Affairs re Notification requirement in building/occupancy permit process – Carita Edwards

- ECRA had discussed opportunities for increasing awareness of requirements under the OESC and Building Code Permits (building and occupancy) was one of the options discussed as a way to tackle the underground economy
- Some items to consider include
 - o Strategic priorities and objectives of ESA, the Licensing Registrar, the Ministry of Municipal Affairs
 - o Code Cycles
 - o Policy development process
 - o Stakeholder consultations
- There are many ways to approach a situation and find a solution and different options are beneficial when trying to influence a process that is outside ESAs area of responsibility
- Some of the questions that need to be answered when making a policy change
 - o Problem/ Issue identification (what are we trying to solve? magnitude?)
 - o Why is government action needed now? (urgency, why is it a priority?)
 - o Options to address issue (likely benefits, cons, available data to support option, types of regulatory tools, are there existing tools to respond, does the option require regulation change or are there alternatives?, etc)

- Regulatory impact assessment (consider data, weigh burden on business, administrative costs, safety benefit, etc)
- Compliance and enforcement (who is the lead regulator responsible?, what role do different regulators play?, how can we measure success of option? Application to 400+ cities etc)
- Stakeholder consultation (who is impacted by change? public, businesses, regulators, safety partners, etc.)
- Other Jurisdictions (is this proposal unique compared to approach of other jurisdictions? if so why?)
- Recommended change (Licensing Registrar review, ESA Board approves recommended change)
- Government approval (provincial government appetite for change and approval of change)
- Data from programs like the Commercial Renovation Investigation Program can be used to provide evidence of the issue(s)

6 Review Of Licensing Strategy Document – Normand Breton

- Feedback from the OEL and ECAO was reviewed by the ECRA AC and incorporated into the Licensing Strategy document
- The document timelines were updated

7 Ontario Electrical Safety Report – Saad Pervez

- A brief overview of the [Ontario Electrical Safety Report](#) was provided to ECRA highlighting some of the trends that ESA is seeing.

8 Hire a LEC Campaign Update – Saira Hussain

- The [Power Your Life](#) campaign was discussed
- Partnerships with [Kimberley Seldon](#), [Frank Ferragine](#), and [Mark Saltzman](#) were discussed and how ESA has been able to leverage these partnerships
- ESAs campaigns and content can be found on



9 New Business

- Locations for the 2019 Licence Holder meetings were discussed
- ESA will work to try and improve the schedule between RBO Town Hall meetings for 2019 and the Licence Holder meetings

Motion: To Adjourn the meeting

Motioned by: Larry Shaver

Second: Debra Mattina



ECRA Advisory Council Meeting

Minutes of Meeting

November 27, 2018

ECRA Advisory Council Members

Larry Allison	ESA Consumer Advisory Council
Cameron Hann	Electrical Contractors (OEL)
Joe Kurpe	Electrical Contractors (ECAO)
Larry Shaver	Electrical Contractors (ECAO)
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Leo Grelette	Electrical Safety Authority
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ECRA Advisory Council Members - Absent

Catherine Taylor	Community At Large
Sean Bell	Utility Contractor Association
Brian Smith	Electrical Safety Authority

ESA Staff

Normand Breton	
Farrah Bourre	
Shana Hole	
Carita Edwards	
Soussanna Karas	

Guests

Mary Beth Fazzari	MGCS
Erin Rogers	Leader of Client Education, Technical Safety BC
Annette Bergeron	Chair ESA Regulatory Affairs and Governance Committee

1 Notice & Quorum

- The meeting had quorum

2 Orientation for Newly Certified and Licensed Individuals – Erin Rogers (Leader of Client Education, Technical Safety BC)

- Erin led us through the journey Technical Safety BC has taken from the start of providing client education to where they are now and some of their plans for the future
- How they segmented their client base, where clients fell on the client spectrum and the associated challenges were discussed
- How educating their clients was approached, the reason for choosing their approaches and the feedback they received (and how they went about getting the feedback) were reviewed
- How technology is being implemented and plans for future technology implementation were also discussed

3 Appeals Administration Review Project – Soussanna Karas

- As part of ESA's review and modernization of its appeals process, ESA is expanding and diversifying ESA's Review Panel Roster. We are seeking individuals with adjudicative experience as well as members with expertise in relevant industries regulated by ESA, including product safety, licensing and certification, utilities, standards, and the Ontario Electrical Safety Code.
- More information about the Appeals Administration Review Project can be found on the [ESA website](#)

Motion: To Adjourn the meeting

Motioned by: Cameron Hann

Second: Larry Shaver