



ECRA Advisory Council Meeting

Minutes of Meeting

February 20, 2019

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)
Brian Smith	Electrical Safety Authority
Catherine Taylor	Community At Large
Steve Del Guidice	Electrical Contractors (OEL)

ECRA Advisory Council Members - Absent

Debra Mattina	Municipalities
Leo Grelette	Electrical Safety Authority
Larry Shaver	Electrical Contractors (ECAO)

ESA Staff

Normand Breton	
Farrah Bourre	
Shana Hole	
Tracy Durant	
Soussanna Karas	
Maureen Smith	
Shannon Paine	

Guests

Sharmila Uruthiranandasivam	MGCS

1 Notice & Quorum

- The meeting had quorum

2 Agenda of ECRA AC Meeting

The following motion was carried:

Motion: To approve the agenda for the February 20, 2019 meeting

Motioned by: Larry Allison

Second: Brian Smith

Motion carried.

Minutes of ECRA AC Meeting

The following motion was carried:

Motion: To accept the minutes of the November 26, 2019 and November 27, 2019 meetings

Motioned by: Brain Smith

Second: Cameron Hann

Motion carried.

3 Review of open action items

- Action Item 2018-04-01: ESA to ammend the Terms of Reference with the request from the MEC and bring it back to the February 2019 meeting for further discussion
 - o Still in progress
- Action Item 2018-04-02: ESA to invite the Chair of the MEC to the February 12, 2019 ECRA AC 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
 - o The Chair and Vice-Chair of the MEC are not available for the February 2019 meeting. The Chair has been invited to the June 2019 meeting.

4 ECRA AC Workplan – Farrah Bourre

- The workplan should be included in the pre read materials for every meeting
- The workplan is a living document that can be updated at any time to reflect changes
- ECRA AC would like a standard item added to the agenda, like New Business, that is for the workplan
- The item 'Relationship with OCOT' should be maintained on the workplan as a place holder for whatever organizations assumes responsibility for CofQ for the electrical trades as we will have to have a good working relationship with that organization
- ECRA AC noted that we should add a Terms of Reference (TOR) discussion to the June meeting on the workplan as we will be discussion changing the TOR with respect to the Master Examining Committee (MEC)
- Encouraging safe work practices was directed towards the electrical trades
- ECRA AC would like to see this item remain on the workplan as safety is ESAs mandate

ACTION: Workplan to be updated to include Relationship with OCOTs successor, Terms of Reference discussion for June 2019, and Safe Work Practices. – Farrah Bourre (Action Item # 2019-01-01)

5 ECRA AC Member Survey Review – Farrah Bourre

- ECRA AC had a 100% response rate which is great
- ECRA AC is a small size for a survey where 1 or 2 responses can make a big difference in the results
- ESA will be reviewing the survey questions for the next Advisory Council survey as ESA has been using these questions for a while
- Overall ECRA AC is satisfied with ECRA's direction and contributions
- Areas ECRA AC would like to see changes include increasing public awareness around licensing and permits, more involvement in setting ECRA's direction, more representation from the public and contractors not affiliated with an organization

6 Review of Expense Procedure – Jason Lay

- When completing the council expense reimbursement form, itemized receipts are required for expenses
- ESA is reminding all councils that expenses incurred during the fiscal year (April 1 to March 30) must be submitted in that fiscal year in order to be reimbursed

7 RAGC Feedback – Joe Kurpe and Normand Breton

- Joe, as Chair of ECRA AC, presented to the RAGC on December 12, 2018 to provide the Advisory Council recommendations to the 5 year Licensing strategy
- ECRA feels the following areas are important to focus on in the next 5 years
 - o Protect Consumers
 - o Improve Worker/Business Competency
 - o Increase compliance (discipline and enforcement) with Regulation 570/05
 - o Make sure ESA is agile and adaptable to change
 - o Equal opportunity for LECs
 - o Crack down on the underground economy
 - o Foster a fair and competitive industry, and
 - o Be prepared for political shifts

8 Licensing Strategy – Normand Breton and Soussanna Karas

- ECRA AC has created an outline of 8 recommendations that they would like to see ECRA AC and Licensing to consider in the next 5 years. The various contractor associations have provided preliminary feedback to ECRA on these 8 recommendations.
- Joe presented these 8 recommendations to the RAGC in December.
- The Licensing Strategy will build off Harm Reduction 2.0 priorities such as increased awareness and understanding of regulatory obligations, motivate compliance, improve ESA's own processes and requirements in order to create a smooth transition into the Corporate Strategy 2012-2015
- Further, it is important that the Licensing Strategy is aligned with ESA Corporate Strategic Plan 2021-2025. Priorities such as Risk Based Oversight (RBO), working together with licensed community to improve compliance and continuous pursuit of underground economy have been identified

- ESA has organized a Working Group (WG) tasked with review, analysis and drafting of the Licensing Strategy. The WG will work closely with ECRA in order to ensure that ECRA's recommendations and feedback are heard and considered
- There was the thought the the term 'Labour Accessibility' may not accurately represent what ESA is referring to
 - o ESA is referring to barriers that prevent a contractor from another province opening an electrical contracting business in Ontario
- ECRA AC expressed some concerns about the timelines for draft documents, consultations and finalizing the 5 year licensing strategy and if it would provide enough of an opportunity for ECRA to provide meaningful feedback
- OEL, ECAO and UCAO to provide Farrah with upcoming meeting dates where ESA can attend and present the draft document to their organizations

ACTION: Licensing Strategy to be added to the workplan. – Farrah Bourre (Action Item # 2019-01-02)

ACTION: ECRA AC would like an additional meeting towards the end of April 2019 where they can review the 5 years licensing strategy document. – Normand Breton (Action Item # 2019-01-03)

ACTION: OEL, ECAO and UCAO to provide Farrah with upcoming meeting dates where ESA can attend and present the draft document to their organizations. - OEL, ECAO and UCAO (Action Item # 2019-01-04)

ACTION: ESA will send ECRA AC the draft licensing strategy document as soon as it is ready so members can review it. (Action Item # 2019-01-05)

9 Appeals Administration Review Project (AARP) – Soussanna Karas

- The selection process has been carried out
 - o 94 applications were reviewed, 30 interviews conducted and 17 candidates selected
- The selected candidates will be presented to the ESA Board in March 2019 for approval with the candidates appointment term beginning April 1, 2019
- It was suggested that an email to unsuccessful applicants be sent out as there have been questions to some ECRA members about the process as they are not aware of what is happening
- ESA informed all applicants that only applicants selected for an interview will be contacted

10 Updates at ESA – Normand Breton

- ECRA was advised of the Executive, Management and Board changes that have take place at ESA over the last few months

11 Continuing Education – Shana Hole

- Continuing education requirements in BC, Saskatchewan and Alberta were reviewed and some of the approaches taken in implementing continuing education were discussed
- In Ontario newer DAAs have mandatory education written into their respective regulations
- The process for proposing a regulatory policy change for government consideration was reviewed

- The Electricity Act currently provides the ability for Government to make a regulation pertaining to the training requirements for a licence holder
- ECRA expressed their concern that ESA should stick to training on what it's mandate is (OESC, regulations, etc.) and not train on what other organizations, like the MOL, are responsible for
- It was explained that ESA may not be the provider of the training but we may choose to recognize training completed with different organizations, such as safety training done with the MOL
- ECRA was asked if a working group would be the best option for discussing what continuing education would look like?

The following motion was carried:

Motion: To strike a working group to look at the details of continuing education for LECs and MEs

Motioned by: Cameron Hann

Second: Brian Smith

Motion carried.

Members of the working group: Sean Bell, Brian Smith, Steve Del Guidice, Cameron Hann and Joe Kurpe in addition to ESA staff.

12 Proposed change to the Guideline to the Duties and Responsibilities of Licensed Electrical Contractors (LECs) and Designated Master Electricians (DMEs) – Normand Breton

- The Guideline needs to be updated to reflect changes to the OESC
- ESA is considering having the Licensing documentation available in multiple languages and is currently looking into the costs associated with doing this
- Many references to OCOT in the Guideline will need to be updated once a decision is made by the Government
- It was suggested at the last MEC meeting that business cards, with a QR code on the back that links the the Guideline on the ESA website, could be used to hand out to LECs and MEs for them to easily reference the Guideline
- ECRA felt this was worth looking more into

13 Licence Holder Meeting October 2019 – Normand Breton

- At the previous ECRA meeting it was decided to look into the Chatham area for the next Licence Holder Meeting (LHM)
- After reviewing the number of LECs and MEs in the Chatham and surrounding area ESA felt there may not be enough numbers to support a meeting
- Looking at other areas in South Western Ontario ESA realized that the St. Catharines area has not had a LHM and there was a large concentration of LECs and MEs in the Niagara region
- ECRA provided their support for scheduling the October 2019 LHM in the Niagara region



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15 New Business – Chair

- ESA was asked if we knew the status of OCOT
- The government has indicated that OCOT will continue to fulfil its core obligations until a decision has been made, and they anticipate a decision will be made in the spring of 2019

Motion: To Adjourn the meeting

Motioned by: Catherine Taylor

Second: Sean Bell