
June 10, 2020**9:30 a.m. to 11:30 p.m.****Meeting via Video-conference**

Present: Rod Skinkle (Chair) Sandy Manners (Co-chair)
Larry Allison Julia Budahazy
Sunaina Menezes

Regrets: Tammie Orifa

Guests: Sharmila Uruthirandasivam

ESA Staff: Borjana Bulajic Carol Keiley
Allison Hawkins Aisling O'Doherty

1. APPROVAL OF AGENDA AND MINUTES

Motion to approve the agenda by: Larry Allison

Seconded by: Sandy Manners

Motion to approve the Mar. 26, 2020 meeting minutes by: Sandy Manners

Seconded by: Larry Allison

CARRIED

Conflict of interest declaration – none identified.

A reminder of the importance of risk management was given.

2. CONSUMER ADVISORY COUNCIL TERMS OF REFERENCE REVIEW

Borjana Bulajic led the Council on an in-depth discussion on the Council's Terms of Reference (TOR), which were last updated in 2017.

Borjana provided an overview of the Corporate Goals for the new strategy 2020-2025 to provide context for the discussion. In addition, a brief overview of ESA's response to COVID-19 was provided with directions on where to find the information on esasafe.com.

A thorough review of the current TOR 2017 was done and all agreed on the need to modernize the TOR to align with ESA's corporate strategy 2020-2025.

The question was put to the Council that given the corporate goals and keeping those in mind where would the Council be five years from now?

- Membership requirements (numbers and representation) – should this be altered?
- Term lengths – are they appropriate?
- Should the appointment of the Chair and Vice-Chair be updated?
- Frequency of meetings?
- Competence of members?
- Diversity and Inclusion

The Council requires a minimum of nine members; currently have six. What additional members are needed?

Council members commented that the current membership is very GTA-focused; need more geographical representation. Members should also be more ethnically diverse, and include Indigenous people – more reflective of Ontarians.

The Council recommended recruiting younger members with a digital mindset, who can bring a fresh approach and help align the CAC with ESA's new Strategic Plan 2020-2025. CAC members could also take the proactive approach in helping to recruit new members through their own social networks.

Mandate – The Council agreed that the Mandate was fine.

It was clarified that the CAC reports to EMT. The EMT is responsible for reporting CAC activities to the Board as it does currently with the summary of the minutes.

Objectives – In terms of providing advice and guidance on emerging issues, there was some concern about the sufficiency of information available to the members on trends, and the expertise required to be proactive on the topic.

ESA expects two-way communication – Council members should bring expertise and provide information on trends and concerns to ESA, and ESA incorporates those trends into its activities. In turn, ESA also brings topics to CAC for their input and expertise.

Some Council members mentioned they felt most engaged and provided the most input during facilitated discussions. It was suggested that a facilitated session on future trends and/or ESA's goals would help. Leadership and guidance is needed to assist Council in aligning their objectives with ESA's.

It was also mentioned that ESA and partakes in various councils with industry stakeholders to gain a broad perspective of issues that may impact the organization.

It was suggested that the Ministry of Energy might be able to provide a potential member with expertise on the environment.

ACTION: Find out if website offers notification option and if Google Alerts can be set up for CAC members.

Appointments and Terms – Council commented the length of Terms were fine; however, composition should change from 9-15 members to 10-12.

Also, the *Representation* section could be updated to include specialties such as:

- Environmental/Climate change
- AI and robotics technology
- Renewable energy
- Ministry of Environment and Conservation
- Agriculture

Appointment of the Chair and Vice-Chair – This section regarding “the option for ESA to renew the position for one additional two-year term” needs to be clearer.

Member Expectations – Council suggested updating this section to “attend up to four (4) meetings per year in-person or via video-conference.”

It was also recommended that expectations include:

- Play an active role in member recruitment
- Suggest meeting topics and inviting guest speakers – proactively represent consumer and public interests by bringing forward topics for Council discussion

Council Reporting – Members suggested replacing “provide the CEO with an annual report...” with “provide the CEO with meeting minutes...”

Consumer Advisory Council Review – Council agreed that this section was okay.

The Council requested ESA’s support in recruitment – need a recruitment package and call to action for potential members.

ACTION: ESA to provide members with a summer recruitment package.

Council members will have until September 30, 2020 to provide additional feedback on changes to the TOR. The goal is to finalize the TOR at the October 9, 2020 meeting.

ACTION: ESA will provide an updated TOR document with track changes after it has been reviewed by the Chair and Vice-Chair.

ACTION: Corporate Goals to be reviewed one-by-one and Council to review role and how Council can advise on Goals.

ESA Support

Council requested clarity on what expenses would be covered by ESA, particularly if members were recruited outside GTA and required additional travel expenses.

Council had a question about how members were nominated to represent CAC on other councils.

ACTION: ESA to provide clarity on expenses that will be covered.

ACTION: ESA to provide clarity on how Council nominates representatives for other councils.

3. OTHER BUSINESS

UAC Update – Sandy Manners provided Council with an update from the June 4 meeting. Topics from the UAC meeting included ESA communication and safety materials updated for accessibility standards; and COVID-19 impact and ESA’s response.

ECRA Update from Larry Allison – no update as the June meeting had not yet occurred.

WRAP UP & ADJOURNMENT

Motion to adjourn by: Julia Budahazy

Seconded by: Sandy Manners

Carried

End of Consumer Advisory Council Meeting

Council members should send comments and suggestions for the next agenda to the Council Chair, Rod Skinkle, who will consolidate all input.

Next Meeting: October 9, 2020

Location: Zoom call