
November 25, 2020**9:30 a.m. to 11:00 p.m.**

Meeting via Video-conference

Present:

Dave Ackison, OEL	Ryan Delisle, ECAO
Clint Attard, OEL	Shawn Blacklock, OEL
Tony Minna, ECAO	Rob Sloan, OEL
Ron Bergeron, OEL	Larry Shaver, ECAO
Robert Smith, ECAO	Mark Hopkins, ECAO

Regrets:

Dan Williams, LEC
Joe Kurpe, ECAO (Chair)

Guests: Sharmila Uruthirandasivam, MGCS

ESA Staff:

Borjana Bulajic	Earl Davison
Soussanna Karas	Carol Keiley
Allison Hawkins	Will Barrett
Ted Olechna	Steve Habermehl

PRELIMINARIES

As the Chair was unable to attend the meeting, a volunteer was requested to act as Chair for the meeting. Dave Ackison agreed to Chair the meeting.

A member asked why the conflict of interest declaration was in the agenda. An example was provided, and it was explained that this was a standard request at the beginning of all advisory council meetings.

A member requested to add Council Survey as a topic to the agenda.

A member requested edits to the agenda and provided a summary. Edits were incorporated to the minutes.

Conflict of interest declaration – none declared.

1. APPROVAL OF AGENDA AND MINUTES

Motion to Approve Agenda

MOTION to approve agenda Ron Bergeron

Seconded by Rob Sloan

Carried

Motion to Approve Minutes

MOTION to approve Oct. 15, 2020 minutes by Ron Bergeron

Seconded by Rob Sloan

Carried

2. Review of Outstanding Action Items

Election of Chair and Vice Chair was delayed until January meeting in 2021.

Director of Communications, Government and Stakeholder Relations informed the council that four members' terms will be expiring in 2021 and that those members had served the maximum time permitted by the Terms of Reference and could not be renewed. ESA will be working with our stakeholders to fill those positions. The members with expiring terms are:

Clint Attard – June 2021 – OEL

Rob Sloan – June 2021 – OEL

Larry Shaver – February 2021 – ECAO

Tony Minna – April 2021 - GTECA

3. RISK-BASED OVERSIGHT AND OPERATIONS UPDATE

Vice President, Operations provided the Council with an update on the Operations and Risk-Based Oversight (RBO) activities to date. (please see attached presentation and RBO Guidebook)

RBO Update:

- Customer Service Centre (CSC) call targets (70% answered in 30 secs) has been achieved in last few weeks. Call numbers into CSC have returned to normal levels.
- Notifications have returned to pre-Covid levels. In-person inspections have been reduced to 70-80% of normal visit levels due to Covid-19. Ability to attend sites has been restricted due to access issues.
- ESA has conducted close to 800 inspections using video and photos. This method will continue after Covid restrictions have been lifted. Look for an expansion of the program

- Notifications that are inspected through video or photos will receive a “certificate of acceptance” rather than a “certificate of inspection”.
- Auditor General will be publishing report the week of December 2nd and it’s expected it will include some recommendations regarding inspections.

No Access Defects

- Data for the last three years (Nov-Dec) was pulled to see the trend in “no access defects”.
- The data shows that the number of defects written has decreased over the past three years. Some of the decline in the past year can be attributed to Covid and the initial drop in notifications. The province-wide data does not indicate that more “no access” defects are being written.
- As previously indicated the policy has not changed since the launch of RBO. In order to contact the appropriate person, the mobile number of the site contact should be included when taking out the notification. If the number is incorrect, for an office representative for example, and the inspector cannot find the appropriate person at the site a “no access” defect will be noted.
- Individual issues with No Access Defects should be sent via email to be addressed.

Communication Notices from Inspectors

- The notices from Inspectors indicating “not coming out to site” have increased steadily since the launch of RBO. In some cases, the preferred method of contact is email which means the inspector sees that as the contact information rather than a cell phone number.
- Are looking to make updates that will allow for specification of contact options for different types of communication. Also improvements to allow for multiple contact individuals. Right now need the contact number of the individual responsible for the notification at the site.
- Member commented that sometimes it’s necessary to provide the contact information of the electrician for technical questions, but the client will be the contact for the visit. ESA is looking to improve functionality to allow for multiple contact numbers but that is not an option currently.

Scheduling of Inspections

- Are working on improving scheduling so that inspectors are assigned what can be accomplished in an 8-hour day. Are working on reducing the amount of time spent on low risk notifications so that more time can be spent on inspections of medium and high risk notifications.
- Are looking to improve functionality to allow for in-day notification and a two-hour window or a 45 minute heads up for inspection time.

Pole Line Maintenance

- Member indicated that since RBO launched it seems difficult to meet the required threshold for “pass no visit” for pole line maintenance. The inspectors are visiting more

often, and it's an added cost. The understanding was that permits would carry forward in the calculation but that doesn't seem to have happened. Work has also declined due to Covid.

- Senior Inspector, Business Planning and Improvement did some initial review on this topic and the calculation may have been slightly altered with the launch of RBO.

ACTION: Senior Inspector, Business Planning and Improvement will look into the Pole Line eligibility requirements with Pole Line Committee and report back to council.

4. LICENSING UPDATE

Director, Licensing provided the Council with an update on the guidelines for LECs that were developed with ECRA in 2017.

Licensing highlights:

- Annual License Holder Meeting was held on November 24, 2020 with 320 contractors in attendance.
- ESA started to review and refresh Standard of Conduct and Guidelines for License Holders (Guidelines). Goal is to make them simpler to understand and easier to use. Intention is to form a working group, including educators, to help achieve goals. Had a plan and framework in place to move forward on the project.
- Decision was to put the project on hold pending the release of the Auditor General's Report. It is expected that there will be recommendations within the report that will take priority and the Guidelines will be revisited in 2021.
- **"Electrical Requirements for Property Managers" bulletin:** Member commented that the bulletin and the summary on the website was being misinterpreted by some property managers as meaning that any employee of the management company could perform electrical work. The specific wording "or employee of property management" provided a loophole.
- ESA indicated that any changes would have to be in compliance with what the regulation allows.
- Member indicated that the Ministry of Labour "Green Book" provided a detailed description of the term "deemed competent" for Occupational Health and Safety that could be used for these purposes.

ACTION: Council members to provide suggested wording for the website page in relation to Property Owner Obligations to Director of Licensing.

ACTION: Director of Licensing to review the suggested language against the regulatory requirements with regards to Property Managers.

5. SUBMISSIONS OF ELECTRICAL PLAN FOR REVIEW

Plan Review Manager provided an overview of the process and new online portal as well as statistics on submissions and non-compliance.(see attached presentation)

- Plan Review recently launched a portal that allows electronic submission of plans. Paper versions will be phased out over the next year. Anyone interested in setting up an online account should contact the plan review department. Friday mornings from 10-11 are running training sessions for the new portal for those who are interested.
- Plan Review is not an approval of the submission; it is a review for code compliance and a report is issued at the end. Any code issues are identified in the report and brought to the attention of the client. It is up to the client to determine what changes need to be made to bring the plan into compliance.
- Plan Review usually focuses on larger parts of the installation, but with some plans (a condominium for example) will take an audit approach and review certain per cent of smaller installations for compliance. Some issues will require the client to submit more information in order for the report to be completed, but other non-compliance issues may just receive a comment in the report. Plan Review tries to provide detailed descriptions about any concerns in the report.
- Once the report is issued, the file is closed and the authority passes to the inspector.
- Plan Review reports are valid for the current and last edition of the Code. Afterwards a new submission is required.
- In fiscal 2020, there were 2,641 submissions of which 1,706 received non-compliance comments.
- The turn-around for LV work is 10-20 business days and 20-30 business days for HV work.
- Member asked why the reports were not available to LECs.
- ESA takes the position that the report belongs to the client and it is up to them to share it. ESA encourages the client to provide this information but cannot compel them to do so. It was suggested that this might be a good discussion to have with the Professional Engineers.

6. OTHER BUSINESS

Member asked about the council survey, specifically: why it was distributed, what were the questions, how many members had filled it in.

- ESA responded that the survey was sent out bi-annually as per the Terms of Reference. In order to compare year-over-year results, the questions were the same. The questions are generic in nature and address how the council functions.
- ESA reiterated that is an opportunity to provide anonymous feedback on the council and constructive feedback to allow for continuous improvement.
- The survey is voluntary, and if any member has feedback on the survey itself, to please provide that to ESA.
- Few members have clicked on the link and filled it in at this point. Members were encouraged to revisit the survey and fill it in.
- A member suggested that there may be an issue with survey considering the low completion.

Member asked who should be contacted at ESA with regards to Delta Wye issues. Vice President, Operations provided a contact name.

ACTION: Council has requested access to a Deloitte Report including recommendations on disclosure. Vice President, Operations will look into whether this report can be provided to the council – COMPLETE.

WRAP UP & ADJOURNMENT

Motion to adjourn by Tony Minna

Seconded by Rob Sloan

End of Contractor Advisory Council Meeting

If there are any discrepancies to these minutes, please report them by email to Chair and Carol Keiley.

Next Meeting: January 28, 2021

Location: ZOOM Conference Call