



Minutes of the ECRA Advisory Council Special Meeting

Re: Licensing Department Plan

Date: Friday, April 3, 2020
Time: 10:00am – 12:00pm
Location: Videoconference – Via Zoom

Attendees:	Joe Kurpe (Chair) – Electrical Contractors (ECAO) Sean Bell (Vice Chair) – Utility Contractors Association Larry Allison – ESA Consumer Advisory Council Steve Del Guidice – Electrical Contractors (OEL) Leo Grellette – ESA Appointee Cameron Hann – Electrical Contractors (OEL) Debra Mattina – Municipalities Brian Smith – ESA Appointee Larry Shaver - Electrical Contractors (ECAO) Catherine Taylor – Communities at Large Soussanna Karas – ESA Staff Scott Eason – ESA Staff Shana Hole – ESA Staff Kelly Clairmont – ESA Staff Cynthia Magill – ESA Staff
Regrets:	
Guests:	Graeme Aitken – Executive Director (ECAO) Stephen Sell – President (OEL) Matthew Aston – Municipalities Vince De Gasperis – Utility Contractor Association
Minutes Recorded:	Miliana Savovic – ESA, amended by Tracey Gauley, ESA



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Re: Licensing Department Plan

Chair Opening Notes:

- There is Quorum for today's meeting
- Minutes from February 20, 2020, ECRA AC Meeting will be approved at next meeting on June 15, 2020
- This is a Special Meeting called to review and approve Licensing Department Plan

Agenda Item: 2 Welcome of New ECRA AC Members		
	Presenters: Joe Kurpe, Chair, Soussanna Karas, ESA	
Discussion	<p><u>ESA Board has approved two (2) new members of ECRA AC who are joining today's meeting:</u></p> <ol style="list-style-type: none"> 1. Vince De Gasperis – representing the Utility Contractor Association position A brief bio was provided with Vince's credentials. Vince will be replacing Sean Bell, whose term is up October 19, 2020. Vince will be attending ECRA AC meetings as a guest during this transition period, until Sean's term expires October 19, 2020. 2. Matthew Aston – representing the Association of Municipal Clerks and Treasurers of Ontario (AMCTO). A brief bio was provided to the Council with Matthew's credentials. He will be replacing Debra Mattina, and will start with ECRA AC immediately and Debra will support him through his transition including the next meeting in June 2020. 	
Conclusions	<ul style="list-style-type: none"> • 	
Motions	<ul style="list-style-type: none"> • 	
Action Items	Person Responsible	Deadline

Agenda Item: 3 ESA Response to COVID-19		
	Presenter: Soussanna Karas, ESA	
Discussion		
	<ol style="list-style-type: none"> 1. Soussanna Karas provided an update with respect to ESA's response to challenges presented by the COVID-19 outbreak. 2. For more details, please refer to pages 3-5 of the handout 3. ESA is always updating their website with response to COVID-19 events, and the Council was encouraged to refer to www.esasafe.com 	
Conclusions		
	<ul style="list-style-type: none"> • 	
Motions		
	<ul style="list-style-type: none"> • 	
Action Items	Person Responsible	Deadline

Agenda Item: 4 Listening Tour Update		
	Presenter: Soussanna Karas, ESA	
Discussion		
	<ul style="list-style-type: none"> • As a result of the feedback received from all three (3) working group meetings, (ECAO, OEL and ECRA AC), ESA is preparing a draft of the Recommendations addressing comments received. Regretfully, the events related to COVID-19 have delayed the issuance of the draft, but ESA will strive to finalize and share the Recommendations with the ECAO, OEL and ECRA AC by April 20, 2020. 	
Conclusions		
	<ul style="list-style-type: none"> • 	
Motions		
	<ul style="list-style-type: none"> • 	
Action Items	Person Responsible	Deadline

Agenda Item: 5 Highlight of Most Recent Revisions Throughout the Plan		
	Presenter: Soussanna Karas, ESA	
Discussion		
	<p><u>Change of name from Licensing Strategy to Licensing Department Plan:</u></p> <ol style="list-style-type: none"> a) The Council questioned why the name was recently changed from "Licensing Strategy" to "Licensing Department Plan" b) Soussanna Karas explained that based on the feedback received during the Listening Tour and review of the Licensing Department Plan, the title 'Plan' rather 	

than 'Strategy' would better reflect the intent of the document.

ECRA AC is not Acknowledged in Licensing Department Plan:

- A. A few members of the Council were concerned that there was no mention of ECRA AC in the Licensing Department Plan as an entity
- B. It was suggested by a Council member that ECRA AC's contribution should be acknowledged by the Plan

"Ensuring a Level Playing Field":

- A. Some of the council members were concerned with use of the phrase "ensure a level playing field" (slide 11)
- B. They explained that this term has been used before and they expressed their concern in the past
- C. Some council members preferred that the term "fairness in the field" be used
- D. The overall concern is that suggesting a "level" playing field gives credibility to those that are not properly licensed
- E. ESA did explain that "ensure a level playing field" is terminology often used by ministries to suggest that those operating in the underground economy should not receive the same benefits and the same recognition as those who follow the rules.
- F. One council member explained that many regulators use this phrase, as a suggestion to ensure that all practitioners are licensed
- G. Some council members suggested eliminating the entire last sentence of the Licensing Purpose

Conclusions	1. Soussanna Karas indicated that she would take these suggestions back as recommendations		
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Motions			
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Action Items	Person Responsible	Deadline	

Agenda Item: 6-8 Initiatives 1, 2, 3

	Presenter: Soussanna Karas, ESA	
Discussion		

Continuing Professional Development, Initiative 1 or 2:

- A. There was discussion from the Council as to which initiative Voluntary Continuing Professional Development should be placed under. Currently it is listed as Initiative #1, some council members felt it should go under Initiative # 2, and others felt that it straddles both initiatives.
- B. An argument to move it to Initiative #2 is that continuing aeducation and professional

development is what gives LEC's confidence.

- C. Another argument to move to Initiative #2 is that currently there is no educational program to be compliant with.
- D. The Council also wanted to ensure that the Licensing Department Plan's continuing education shows more emphasis on their consultations with ECRA.
- E. The Council was assured that ESA did provide two sessions of discussion surrounding continuing education, one of which was a full day working group.
- F. The Council asked what kind of courses ESA will roll out and how?
- G. ESA explained that there is a working group under Nansy Hanna, and ECRA's suggestions were brought back to this working group, and they would have further sessions with ECRA representatives for consultation.

ECRA's Role in Licensing:

- A. Graeme Aitken, Executive Director of ECAO and guest to this meeting, expressed that ECRA should have a role in licensing, and that the Listening Tour was brought to light because ECRA's role is being diminished.
- B. ESA explained that ECRA is an Advisory Council to ESA, which was established by ESA in order to receive expert advice and suggestions as they relate to issues of licensing of electrical contractors and master electricians.
- C. The Council asked how ECRA was changed from a Board to an Advisory Council in year 2010.
- D. A brief summary was provided in that when the regulation shifted in 2010, ECRA was part of the ECAO. As part of the new licensing framework, ESA wanted to continue to hear contractor's voices and established ECRA Advisory Council. ESA purchased ECRA's trademark which allows ESA legal use of the ECRA logo. However, it is important to note that the Ministry delegated ESA the authority to administer Regulation 570/05 and licensing of ME's and LEC's.

Publishing Information of Revoked/Suspended/Expired Licenses

- A. A Council member asked if ESA will be providing information as to why an LEC was suspended.
- B. ESA indicated that they have not made a decision on this yet.

Communications with ESA Board & Achievement of Objectives:

- A. Concerns were expressed by the Council that ECRA AC does not receive any feedback from the ESA Board.
- B. ESA did note that one of the recommendations that came as a result of the Listening Tour would be that the Chair of the Regulatory Affairs Committee ("RAC"), conducts exit interviews with members of ECRA AC, and a suggestion made is to have the members of RAC attend ECRA AC Meetings.
- C. It was suggested that in the Licensing Department Plan, it should be highlighted that all stakeholders should be consulted.
- D. The Council expressed that in the Plan there are no measures for accountability, success, and no mention of an Annual Report.
- E. ESA did note that they do publish Annual Reports, however this comment will be taken into consideration. The Council also noted that ECRA AC is not included in the reporting process, and an evaluation/feedback of how ECRA AC is succeeding.

F. The Council agreed that hearing some feedback, even negative, is a normal part of development and growth.		
Conclusions	<ol style="list-style-type: none"> 1. Overall the Council is encouraged by the Licensing Plan and changes that are being implemented. 2. ESA will take ECRA AC's recommendations from this meeting into consideration and will amend the Licensing Department Plan accordingly. 	
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Motions		
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Action Items	Person Responsible	Deadline

Agenda Item: 9 Approval of Licensing Department Plan		
	Presenter: Soussanna Karas, ESA	
Discussion		
	<ol style="list-style-type: none"> A) Soussanna Karas asked all Council members to verbally confirm their approval to continue with the Licensing Department Plan as was presented after considering comments and suggestions voiced during the meeting. B) Each Council member confirmed their support C) Once the final draft of the Licensing Department Plan is prepared, ESA will share it with the ECRA AC. 	
Conclusions		
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Motions		
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Action Items	Person Responsible	Deadline