



Minutes of the ECRA Advisory Council Meeting
 Wednesday, January 27, 2021
 Virtual Meeting (Zoom Platform), 9:00am

COUNCIL MEMBERS PRESENT	ESA EMPLOYEES PRESENT
Joe Kurpe, Chair	Soussanna Karas
Vince De Gasperis, Utility Contractors Association	Borjana Bulajic
Larry Allison, Consumer Advisory Council	Shana Hole
Cameron Hann, OEL	Carita Edwards
Larry Shaver, ECAO	Jodie Ritchie
Catherine Taylor, Community at Large Representative	Emily Larose
Steve Del Guidice, OEL	Scott Eason
Brian Smith, ESA	Serge Laflamme
GUESTS	REGRETS
Sharmila Uruthiranandasivam, MGCS	Matthew Aston, AMCTO
Alexandra Campbell, TSSA	Leo Grellette, ESA
Kristian Kennedy, TSSA	
	MINUTES
	Allison Hawkins, ESA

**Agenda Item: Call to Order
 Notice & Quorum
 No conflicts were declared with the Agenda**

Presenters: Chair

The Chair welcomed everyone, opened the meeting for business and briefly mentioned some of the topics to be discussed.

Action items from October 28 meeting were reviewed. The following action items remain open:

- **Review and draft the Chair/Vice-Chair Job Description before end of year. (draft was attached in pre-read materials – final version to be provided) – Director of Licensing**
- **Management to show year over year numbers from the last year to compare (in terms of fines, convictions & investigations) for next meeting and the LHM in March - Director of Licensing**
- **Confirm fees amounts in private meeting with Vice Chair (Analysis ongoing – no update at this time) - Director of Finance**
- **Provide the Council with last year’s general actuals for comparable review and will provide in new format (Year-end is March 31 – financials will be available in May/June meeting) – Director of Finance**



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- **Send 10 copies of the Guideline to Chair (link to electronic version sent – Licensing Advisor to confirm with Chair if paper copies are required)**
- **In light of many ongoing projects and upcoming AG report, postpone creation of the Guidelines Working Group. Licensing Advisor to provide updates on projected timelines and appreciates that LECs would like to see it updated as soon as possible.**

Conclusions:

Motions:

The following motion was carried:

Motion: To accept the minutes of the October 28, 2020 meeting

Motioned by: Cameron Hann

Second: Brian Smith

Motion carried.

Action Items:	Person Responsible	Deadline
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Agenda Item: Virtual/Remote Inspections

Presenters: Assistant General Counsel

- See presentation for details
- Remote inspections are not new to ESA, however during COVID a more formalized process was started.
- ESA Surveyed LECs who had participated in remote inspections during COVID to get feedback. Responses were very positive.
- Remote inspection helps in areas such as burden reduction and health and safety as inspectors can still review installations that they may have had difficulty visiting in past.
- ESA is currently gathering data on remote inspection and will use it to improve knowledge and processes going forward.
- ESA is examining the opportunity to formalize the remote inspection model and make it an integrated part of the inspection program.
- Next steps will be to gather more data, look into other jurisdictions for best practices, and evaluating potential models.

Comments:

- Member suggested that remote inspections have huge potential. Suggested looking at gas fitters for possible models and using company MEs more in the process.
- Assistant General Counsel asked members if they had a preference for photos or videos.
- Member responded that it would likely depend on the installation and its complexity.



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- Vice Chair asked if there could be a method of two-way communication that would allow inspectors to provide feedback or ask questions to the contractor rather than just the ability for the contractor to upload photos or videos.
- Vice Chair also indicated that there may be an additional cost for data due to uploads. Some contractors could have multiple uploads and different sites which would affect their data costs.
- Vice Chair suggested that when surveys are being offered that Director of Licensing could assist in reaching out to associations and widening possible feedback.
- Member also indicated that some regions have less reliable internet/phone coverage.
- Assistant General Counsel indicated that the coverage issue had been considered but that the issue of data cost had not been considered. Will take costs into consideration.
- Member offered that although COVID has negatively affected many businesses, it has also offered the opportunity to focus and improve.

Motions:

Conclusions:

Action Items: January 27, 2021	Person Responsible	Deadline
Assistant General Counsel to come back to ECRA with updates as project progresses.	Assistant General Counsel	On-going
Asked members to consider process and provide feedback.	Members	

Agenda Item: Admin Items

Presenters: ECRA Chair

- Member terms expiring in 2021
 - Three members' terms are expiring in 2021. Two of the members began in 2018 and other member started in 2015. All members are permitted to continue on the council under the Terms of Reference, and ESA will reach out to the members individually. Should they wish to continue, the council will vote to extend for an additional term of three years.
- Advisory Council Expense Guidelines
 - Expense guideline form was included in pre-read materials.
 - It is very important to submit invoices for time reimbursement as soon as possible.
 - Please review and submit forms no later than 30 days after the meeting.
 - Please note that if the invoice is submitted outside of 30 days deadline, it will not be processed.

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Comments:

- Member asked when the last time the bursaries for the council were increased. It was suggested that an increase may help to attract new members.
- Director of Licensing indicated that there was a review and comparison of bursaries offered by other volunteer boards two years ago and ESA's was in line with industry practice.
- MEC update
 - Last ECRA meeting the MEC Chair provided an update on activities. Since that presentation, MEC had a meeting in December where ME exam and ME exam questions were reviewed.
 - ESA is putting together a working group to address the recommendation regarding the Master Electrician Exam in the Auditor General's Report. MEC members will be part of the Working Group.
- The scope of work for the Working Group will be to review the pool of questions, increase the number of questions, and ensure that the virtually proctored exam retains its integrity and works as intended. ESA will also retain an expert in Adult Learning, Psychometrics, Exam Design and Implementation to guide the Working Group.

Comments:

- Member felt that one issue was limitation of questions to the OESC with no questions on the CEC.
- Director of Licensing responded that MEC members had also expressed concern about this issue, and it was a discussion item for the next meeting. Policy is also looking into it and if required will reach out to the Ministry.
- MGCS representative indicated that the government would rely on ESA to provide a package on the issue for its consideration.
- Member also commented that the Auditor General had recommendation with regards to rigour and frequency of rewrites and indicated this should also be reviewed.
- Member asked if current practice was to only allow an applicant to write twice.
- Licensing Advisor responded that this was the practice but it was not formalized and ESA was looking into formalizing that process.
- ECRA Member Survey
 - Stakeholder Consultant thanked all who participated in the council survey and indicated that there were not sufficient submissions to evaluate from a statistical standpoint.
 - Chair and Vice Chair expressed disappointment, reiterated the importance of the survey and requested that the survey be recirculated. They requested that all members participate and provide honest, thoughtful feedback.
 - Member requested that a reminder be sent before the survey closes.

Conclusions:

Motions:

Action Items: January 27, 2021	Person Responsible	Deadline
Look into when bursaries were last increased.	Director of Communications, Government and Stakeholder Relations	March 27, 2021



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January 27, 2021 **COMPLETE**

Stakeholder Relations to recirculate the survey and provide a reminder prior to closing of survey on February 5.

Stakeholder Relations

Agenda Item: Chair/Vice Chair job description and Code of Conduct

Presenters: Director of Licensing

- Director of Licensing indicated that the documents had been shared with the Council prior to the meeting. As a matter of good housekeeping, ESA had conducted a review of best practices for volunteer Boards and Advisory Councils and have formalized some of the processes.
- To assist with orientation, and as part of recommended best practices for councils, ESA drafted a Chair/Vice Chair job description with feedback from ECRA Chair and Vice Chair. It will be included in an orientation package.
- In addition, a Code of Conduct was drafted for Council members. Several documents were used to guide the draft, including the ESA Board of Director's Code of Conduct.
- The section on "quasi-fiduciary responsibility" was noted. Director of Licensing indicated that it was the role of members to represent the industry, license holders and stakeholders the members were nominated to represent.
- Code of Conduct also provides the opportunity to raise issues to ESA if there is a concern the Code is not being followed.
- One section is specific to ECRA as it is the only Advisory Council that reports to the Board and has its members appointed by the Board. This is the only difference from other Councils. Code is identical otherwise.
- Duties of Chair and Vice Chair were developed to formalize the positions and provide guidance for those new to the role.
- Will add both documents to the updated orientation package for new members.

Comments:

- Member commented that this was consistent with other boards.
- Member commented that the terms of reference only allowed an electrician to be elected as Chair or Vice Chair and questioned why this was the case.
- Member commented that ECRA existed prior to ESA and was a contractor council.
- Member commented that when ECRA became part of ESA, it may have been part of the negotiation to restrict these positions to electrician only.

Action Items: January 27, 2021

Person Responsible

Deadline

Put together a document highlighting the history of ECRA and have a presentation at next meeting.

Director of Licensing

March 27, 2021

Review and sign Code of Conduct and return to ESA.

Members

February 12, 2021

Agenda Item: Continuing Education

Presenters: Training Development Specialist

- Training Development Specialist provided an update on continuing education. In fall provided a presentation on project called code training.
- Since that time, the Auditor General's Report was released and it included a recommendation regarding mandatory continuing education for licence holders.
- As a result of the recommendation ESA has paused the project and is considering how to respond. ESA recognizes the importance of stakeholder engagement on this topic and will keep the Council informed and engage in consultations as the project moves forward.

Conclusions:

Motions:

Action Items:	Person Responsible	Deadline
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Agenda Item: Update on Auditor General's Report

Presenters: Director of Licensing

- For details please see presentation
- AG audited ESA for about a year with the goal of finding gaps and areas for improvement. Theme was "value for money".
- ESA is putting together an action plan. It is being reviewed by the Ministry and once approved, it will be publicly posted.
- Auditor General will return in two years and audit ESA to see how it has progressed on the recommendations.
- Director of Licensing highlighted some of the recommendations specific to licensing.

Comments:

- Member asked if the Action Plan would involve ECRA and if the council would be permitted to provide meaningful feedback.
- Director of Communications, Government and Stakeholder Relations responded that the Action Plan is being prepared now and will involve stakeholder consultations on action items relevant to stakeholder interests.
- Member asked if Auditor General had looked at other DAAs and if the recommendations for ESA were over and above recommendations made to other DAAs.
- Director of Communications, Government and Stakeholder Relations responded that the Auditor General reported on a number of DAAs in the same report as ESA and the recommendations to

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ESA are similar with those made to other DAAs. Many of the recommendations to ESA were in alignment with the Corporate Strategy launched in April 2020 and were already being addressed.

- Member commented that the Auditor General's report only addressed the obvious issues, for example the fact that license holders only have to pass the exam once and then are not required to do anything else after for as long as they hold a license.
- Director of Licensing responded that the continuing education recommendation indicated the program should be mandatory. It is a widespread practice in other regulated professions that the continuous education is broad and includes various courses, in addition to technical. As a result, one of the consideration for continuous education is to go beyond the OESC. Recognizing this will be a large project and wanting to ensure it will be successful, it will likely roll out over a number of years to expand course offerings.
- Member commented that the mandatory continuing education was a positive step.
- Director of Licensing indicated that a consultation plan was being developed and it will be streamlined to ensure effective communication and feedback.

Conclusions

Motions		
Action Items	Person Responsible	Deadline

Agenda Item: Workplan Review and Council Meeting Scheduling		
Presenter: Director of Communications, Government and Stakeholder Relations		
<ul style="list-style-type: none"> • Director of Communications, Government and Stakeholder Relations presented the workplan for 2021-2022 for review. • Director of Communications, Government and Stakeholder Relations requested that meetings for the remainder of the year be booked. The following dates were agreed upon: <ul style="list-style-type: none"> ○ March 24, 2021 ○ May 18, 2021 ○ September 22, 2021 ○ November 24, 2021 • Member asked if the meetings would be 9am-12pm. • Director of Communications, Government and Stakeholder Relations responded that some meetings may be extended to the full day (9am-3pm) but members would be notified well in advance if this was required. 		
Conclusions		

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<ul style="list-style-type: none"> n/a 		
Motions		
<p>The following motion was carried: Motion: To Accept ECRA Workplan for 2021-2022 Motioned by: Catherine Taylor Second: Brian Smith</p> <p style="text-align: right;">Motion Carried</p>		
Action Items	Person Responsible	Deadline
<ul style="list-style-type: none"> n/a 		
Agenda Item: New Business		
Presenter: Chair		
<ul style="list-style-type: none"> Member requested if members could be advised if information presented in the meeting is confidential to be clear on what can be shared and what cannot be shared. Guests from TSSA were recognized. 		
Conclusions		
<ul style="list-style-type: none"> n/a 		
Motions		
<p>The following motion was carried: Motion: To Adjourn the meeting Motioned by: Larry Allison Second: Steve Del Guidice</p> <p style="text-align: right;">Motion Carried</p>		
Action Items	Person Responsible	Deadline
Provide clear guidelines on confidentiality for members.	Director of Licensing	March 24, 2021

Termination of Meeting

There being no further business the meeting ended.

Next Meeting: March 24, 2021.