



Minutes of the ECRA Advisory Council Meeting
 Wednesday, March 24, 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	Emily Larose
Larry Shaver, ECAO	Scott Eason
Catherine Taylor, Community at Large Representative	
Steve Del Guidice, OEL	
Brian Smith, ESA	
Matthew Aston, AMCTO	
Leo Grellette, ESA	
GUESTS	REGRETS
Amanda Garofalo, MGCS	
	MINUTES
	Allison Hawkins, ESA
	Claire Loucks, 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 January 27, 2021 meeting were reviewed. The following action items remain open:

- **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 November - Director of Licensing**
- **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**
- **Working group for guidelines will be formed to update existing document – ongoing**
- **Members to provide ongoing feedback to ESA on remote inspections – ongoing**

Comments:

Members provided feedback on remote inspections and indicated that the remote inspections have generally been positive.

Member commented that it was important to have a process in place for remote inspections for consistency.



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Director of Licensing and Training provided an update on the review of bursaries and indicated that ESA is in line with other similar organizations. Some organizations have completely voluntary councils but those who provide a bursary have a similar pay structure to ESA.

Conclusions:

Motions:

The following motion was carried:

Motion: To accept the minutes of the January 27, 2021 meeting

Motioned by: Catherine Taylor

Second: Brian Smith

Motion carried.

Action Items:	Person Responsible	Deadline
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Agenda Item: Administrative Monetary Penalties

Presenters: Assistant General Counsel

- See presentation for details.
- Administrative monetary penalties (“AMPs”) are used in many jurisdictions as an enforcement tool by other regulatory bodies to provide additional mechanisms to ensure compliance.
- One of the Auditor General recommendations was that the MGCS grant ESA authority with respect to AMPs.
- Next steps will be to gather more information on scope of application and discuss further at subsequent meetings.

Comments:

- Member stated that the introduction of administrative monetary penalties was previously discussed and the research should be available.
- Assistant General Council indicated that this material had been found and reviewed.
- Member asked which entity would be responsible for administering and collecting administrative penalty amounts.
- Assistant General Counsel advised that further direction will be determined in conjunction with MGCS.
- Member asked if AMPs were in addition to prosecution.
- Assistant General Council responded that it would be an added tool for enforcement but that individuals were not generally punished twice for the same offence.
- Member commented that there are already fines for working without a permit.
- Licensing Advisor responded that some fees were applied from inspection with regards to the time spent to investigate when it is suspected a notification was not filed.

Motions:

Conclusions:

Action Items: March 24, 2021	Person Responsible	Deadline
Assistant General Counsel to come back to ECRA with updates as project progresses.	Assistant General Counsel	On-going
Members will be given more information and asked to consider process and provide feedback.	Members	TBD

Agenda Item: Administrative Items

Presenters: ECRA Chair

- Two members with terms expiring were endorsed and approved for additional three year terms.
- Members were reminded to submit expenses before ESA year-end.
- MEC update: two members with terms expiring were endorsed and approved for additional three year terms.
- ECRA member survey update results provided.

Comments:

- Members indicated that
 - Transparency and communication have improved.
 - The meetings have vastly improved, with the new Director of Licensing in this role and ESA staff.
 - The way information is shared is much better.
 - They really like the energy of the new people coming on board, especially the Director of Licensing Department.
- Members suggested that a survey in 2022 would provide more comparison as the Director of Licensing and Training had only recently taken over administration of ECRA.
- Member indicated that they were concerned the survey suggested some members were not being heard.
- Members indicated that it would be helpful to bring projects to the council at an earlier stage so that the members could provide useful input and feedback. Projects are often brought when they are near completion.

Conclusions:

Motions:

Action Items: March 24, 2021	Person Responsible	Deadline
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Agenda Item: Confidentiality Guidelines

Presenters: Director of Licensing

- Director of Licensing reviewed the Confidentiality Guidelines and asked members to sign Code of Conduct and return to ESA.

Comments:

Member commented that any guests, including association members, should leave the meeting when confidential discussions are taking place.

Member asked if the confidentiality guidelines should be added to the terms of reference.

Director of Licensing and Training responded that they were meant only as general guidelines.

Conclusions:

Motions:

Action Items: March 24, 2021	Person Responsible	Deadline
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Agenda Item: History of ECRA

Presenters: Director of Licensing

- Director of Licensing provided a history of ECRA as an introduction and orientation for new members and discussed ECRA's mandate.

Comments:

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.
- Director of Licensing and Training highlighted recommendations specific to licensing and ESA's public action plan to comply with the Auditor General's recommendations.

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- Director of Licensing introduced the Project Specialist as the lead on AG recommendation on continuing education.
- Director of Licensing discussed the AG recommendation to review low-risk work and determine if master electricians and certified electricians could be permitted to perform the work. She indicated that the first step would be to define “low-risk work” and that all relevant stakeholders would be consulted during the process. MGCS would make the final determination.
- Members completed a short 3-question survey regarding continuing education.

Comments:

- Member stated that ECRA will require time in advance of consultations to review and understand the recommendations and proposed approaches, before being able to provide feedback.
- Director of Licensing indicated that consultations on the Auditor General recommendations will be aligned with the on-going ECRA meeting schedule to ensure effective communication and feedback.
- Member asked if OEL would be added to the consultation list for the recommendation on expansion of allowances for low-risk work.
- Member commented that “low-risk” work was concerning as it could be interpreted a number of ways.
- Director of Licensing and Training responded that a stakeholder engagement consultant had been engaged to help ensure that there is meaningful consultations with stakeholders.
- Member suggested that requirement for continuing education could be aligned with licensing requirements, i.e. every three years.
- Member suggested that all involved in the electrical trade should be involved in continuing education.
- Project Specialist responded that the relevant ministries had been engaged to ensure everyone is working together to achieve a consensus.
- Member suggested that adding Occupational Health and Safety to training would be beneficial.

Conclusions:

Motions:

Action Items: March 24, 2021	Person Responsible	Deadline
Director of Licensing to come back to ECRA with updates as project progresses.	Director of Licensing	On-going
Asked members to consider process and provide feedback.	Members	On-going



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Agenda Item: Update on Sunnybrook Hospital Donation

Presenters: Director of Licensing

- For details please see presentation.
- Director of Licensing presented information on ESA's donations to Sunnybrook Hospital in support of the Ross Tilley Burn Centre. ESA has donated \$250,000 between 2016 and 2021.

Comments:

Member asked if Sunnybrook had requested that ESA enter into another agreement for funding. Director of Licensing and Training responded that they had but it requires Board discussion first and had not been brought to the board as yet.

Conclusions:

Motions:

Action Items: March 24, 2021	Person Responsible	Deadline
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Agenda Item: Update on Online Exam and Virtual Proctoring

Presenters: Licensing

- For details please see presentation.
- Licensing provided an update on the online exam and virtual proctoring process, which will launch on April 9, 2021. The majority of online exam sessions are already full or quickly filling up, indicating a positive uptake rate.

Comments:

- Licensing indicated that there will be an opportunity to review the content and format of the exam.
- Director of Licensing and Training indicated that MGCS had given approval to test on the full CEC and not just the amendments and that once the ME exam Working Group has met and ready to share the results, update would be presented to ECRA for feedback.
- Member asked about the security features to prevent cheating on the virtual exam.
- Licensing Advisor provided an overview of the AI features of the program.

Conclusions:

Motions:

Action Items: March 24, 2021	Person Responsible	Deadline
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Agenda Item: Update on Underground Economy

Presenters: Licensing

Licensing Advisor introduced the Enforcement Project Coordinator as the new lead for Underground Economy initiatives (Kijiji)

Licensing Advisor provided an update on the Kijiji project and WSIB project (on hold due to Covid) (see presentation)

Licensing Advisor highlighted a new project for EV chargers

Comments:

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Conclusions:

Motions:

Action Items: March 24, 2021	Person Responsible	Deadline
Members to think of new name for enforcement program	members	June 2021

Agenda Item: New Business

Presenters: Chair

- Director of Licensing encouraged members to register for electronic communications, in order to ensure timely communications and updates.
- Director of Licensing reminded members to complete and return the Code of Conduct.

Comments:

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Conclusions:

Motions:

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Termination of Meeting

There being no further business the meeting ended.

Next Meeting: May 26, 2021.