

**Contractor Advisory Council**  
Minutes of Meeting

June 2, 2022  
9:00 am via Zoom

**Present:**

<b>Contractors</b>		<b>ESA</b>	<b>MGCS</b>	<b>Regrets</b>
Dave Ackison		Will Barrett		Amanda Garofalo
Ron Bergeron		Raymond Chan		Joe Kurpe
Shawn Blacklock		Steve Habermehl		James McKellar
Ryan Delisle		Eric Kingston		Dan Williams
Steve Green		Claire Loucks		
Mark Hopkins		Karen Ras		
Doug McGinley				
Chris Ruber				
Rob Smith				
Scott Yemen				

<b>ITEM</b>	<b>SUBJECT</b>	<b>ACTION</b>
1	<p><b>Preliminaries</b></p> <p><i>Motion:</i>  <i>Ron Bergeron to act as chair for the meeting.</i>  <i>Moved by: Doug McGinley</i>  <i>Seconded: Steve Green</i>  <i>Carried.</i></p> <p><i>No conflicts of interest were declared.</i></p> <p><i>Motion:</i>  <i>The Agenda be approved.</i>  <i>Moved by: Scott Yemen</i>  <i>Seconded: Doug McGinley</i>  <i>Carried.</i></p> <p><i>Motion:</i>  <i>Minutes of April 19, 2022 meeting be approved</i>  <i>Moved by: Mark Hopkins</i>  <i>Seconded: Steve Green</i>  <i>Carried.</i></p>	

2	<p><b>Stoppage of Services – Warning Method</b></p> <ol style="list-style-type: none"><li>1) Scott Yemen spoke to this</li><li>2) There was discussion on account blocking and the method of warning contractors.</li></ol> <p><i>Motion:</i> <i>Regarding the stoppage of services, the third notification from ESA to the LEC is to be by registered mail or courier. Following acknowledged receipt, contractors will have 30 days to contact ESA to start resolution.</i></p> <p><i>Moved by: Scott Yemen</i> <i>Seconded by: Dave Ackison</i> <i>Carried</i></p> <p><i>Motion:</i> <i>To amend the motion to 5 days instead of 30 days</i> <i>Moved by: Ryan Delisle</i> <i>Seconded by : Mark Hopkins</i> <i>Carried</i></p> <p>Recorded vote was requested on the motion as amended</p> <p>In favour : <i>Shawn Blacklock, Ryan Delisle, Mark Hopkins, Doug McGinley, Rob Smith, Scott Yemen</i></p> <p>Opposed : <i>Dave Ackison, Steve Green</i></p> <ol style="list-style-type: none"><li>3) Eric Kingston advised<ol style="list-style-type: none"><li>a) ESA is running a pilot project for 6 months providing an additional communication step utilizing courier services.</li><li>b) Account blocking statistics for the months of April and May. Year to date: Accounts : 3 Defects : 30 Licensing : 119</li></ol></li><li>4) Contractors requested that data be also provided in rolling year format for comparison purposes.</li></ol>	
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3	<p><b>Plan Review Clarification</b></p> <p>Dave Ackison took over as Chair</p> <p>A)</p> <ol style="list-style-type: none"><li>1) Eric Kingston provided a summary of the plan review process.</li><li>2) There was discussion on notifications and the conflicts that arise. Specifically, if an LEC doesn't agree with Plan Review, no inspection is scheduled.</li><li>3) Contractor Don McKay joined the meeting and shared his experience with plan review and how it affected his business.</li></ol> <p>B) Ron Bergeron presented his views:</p> <ol style="list-style-type: none"><li>1) There should be no permit comparisons to drawings.</li><li>2) Audits should be conducted of plans with discrepancies</li><li>3) Authors of drawings submitted should show proof of Code training including Code upgrade courses</li><li>4) Authors showing discrepancies should be reported to their provincial organizations</li></ol> <p>C) Steve Green suggested that if inspectors notice something that was not noted at plan review, it should be done at the rough in stage and not the final stage.</p> <p>This will be discussed with ESA The outcome of the discussion to be shared with CoAC</p> <p>Ron Bergeron returned as Chair</p>	
4	<p><b>Inspection Inconsistency</b></p> <ol style="list-style-type: none"><li>1) Doug McGinley raised the issue of an inspector not passing installations passed by a previous inspector one year before. Retrofits were required. Question that arises: What does the Certificate of Acceptance mean?</li><li>2) Eric Kingston spoke to this<ol style="list-style-type: none"><li>a) The situation was reviewed, and a <i>postponement</i> was issued</li><li>b) This means retrofitting is not required but future installations must comply.</li></ol></li></ol>	Steve Habermehl

5	<b>Reporting Non-Compliance</b>  Contractors gave examples of non-compliance reports being submitted. The lack of feedback from ESA discourages reporting.	
6	<b>Incident Report Distribution</b>  <ol style="list-style-type: none"><li>1) Contractors noted that distributing information about electrical incidents would assist LECs in enhancing safety in their firms.</li><li>2) Monthly emails with industry updates (incident reports, recalls etc.) are being sent in one area by the senior inspector</li><li>3) A sample email will be sent to Karen Ras</li><li>4) ESA's view on these incidents would be useful for prevention.</li></ol>	Ryan Delisle
7	<b>Future CoAC meetings:</b>  <ol style="list-style-type: none"><li>1) Contractors proposed the following dates: Thursdays: Jun 23, Sep 22, Oct 27, Dec 8</li><li>2) Caucus meetings are held on Tuesdays of the prior week</li><li>3) ESA to advise if Minutes can be approved electronically. If so, the meeting of June 23 will be cancelled</li></ol>	Ray Chan Chair
8	<b>Storm Update from May 21<sup>st</sup>.</b>  Eric Kingston spoke to this <ol style="list-style-type: none"><li>1) There was significant infrastructure damage.</li><li>2) ESA opened the CSC for pre- authorizations</li><li>3) LDCs and LECs assisted each other in sharing materials.</li><li>4) ESA communications advised homeowners to hire LEC's.</li></ol>	

9	<p><b>Property Management Update</b></p> <ol style="list-style-type: none"><li>1) The updated ESA website was viewed</li><li>2) Contractors noted it appeared property management companies are still able to use their own staff for commercial work. LECs should be utilized.</li><li>3) This will be forwarded to ECRA for review</li></ol> <p><i>Motion:</i> <i>To adjourn the meeting</i> <i>Moved by: Ryan Delisle.</i> <i>Seconded by: Mark Hopkins</i> <i>Carried.</i></p> <p><b>Future meeting dates</b> September 22, 2022 October 27, 2022 December 8, 2022</p>	Chair
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