



DRAFT - Minutes of the ECRA Advisory Council Meeting

November 22, 2022

9:00 a.m. to 1:10 p.m.

Meeting via Zoom Videoconference

COUNCIL MEMBERS PRESENT	ESA EMPLOYEES PRESENT
Joe Kurpe, ECAO, Chair	Patience Cathcart
Cameron Hann, OEL, Vice Chair	Ray Chan
Larry Allison, CAC	Scott Eason
Matthew Aston, AMCTO	Alejandro Gonzalez
Vince De Gasperis, Utility Contractors Association	Esau Habibulla
Steve Del Guidice, OEL	Saira Hussain
Leo Grellette, ESA	Shana Hole
Larry Shaver, ECAO	Soussanna Karas
Cathy Taylor, Community at Large	Serge Laflamme
Brian Smith, ESA	
GUESTS	
Doug McGinley, Chair of MEC	
Esther Turner, MPBSD	REGRETS
	MINUTES
	Claire Loucks, ESA

AGENDA ITEM	Call to Order Notice & Quorum No conflicts were declared with the Agenda
PRESENTER	Chair

WELCOME AND INTRODUCTIONS

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MOTION	The motion to accept the minutes of the September 27, 2022 meeting.
MOTIONED SECONDED	Leo Grellette Brian Smith

Motion carried

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Review of Open Action Items:

1. Working Group for guidelines will be formed to update existing document:
Ongoing
2. Members to provide ongoing feedback to ESA on remote inspections (see item #4): *Ongoing*
3. Update on AGR 12: *Ongoing, pending government decision*
4. Update on AGR 15: *Ongoing, pending government decision*
5. Update on AGR 17.1: *Ongoing, pending government decision*
6. Update on AGR 20.3: *Ongoing, intended completion in 2023*
7. Update on Property Managers
 - Vice Chair: the fact that property managers can deem employees competent to conduct electrical work is the problem.
 - Chair: they treat them as industrial establishments and they are not.

Action item: ESA will add the topic of property managers, competent employees, owner hiring third party to manage the property and do electrical work to next meeting's agenda.

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AGENDA ITEM	MEC Chair's Report
PRESENTER	Chair of MEC

Doug McGinley (MEC Chair) presented a report on the MEC's composition and achievements over the past year, including updating the ME exam, the ME competency framework, the virtual ME exam and ME licence obligations.

Comments:

- Members discussed the length of time it takes to receive ME exam results and suggested that as Certificate of Qualification exam results (Red Seal) are received in three business days, it should not take three weeks to receive ME exam results.
 - Manager of Licensing confirmed that it is standard for it to take three weeks. If the exam is written virtually, it has to be submitted for review to ensure that the individual did not cheat. We try to release all results from the same exam session at the same time.
 - A member suggested that for the Certified Technologist, it is typical to take up to 3 weeks to get results of the exam.
 - Chair of MEC responded that MEC will consider this.
- Members discussed the jurisprudence exam and the different types of licensing regimes in different provinces.

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AGENDA ITEM	Review of the Work Plan
PRESENTER	Director of Licensing and Training

Soussanna Karas (Director of Licensing and Training) reviewed the 2023 ECRA AC work plan.

Comments:

- For AGR – suggestion to add update and ability to track progress (timelines)
- Add: Governance update session every 1-2 years
- Add Updates from MEC and CE committee
- Briefing Information Session – topics of interest – discuss this when the final Workplan is being discussed

Action Item: Final version of the Workplan will be presented in 2023 for approval.

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AGENDA ITEM	Remote Inspections
PRESENTER	Director Data Science and Public Safety Officer and Territory Manager-Northern

Patience Cathcart (Director Data Science and Public Safety Officer) discussed ESA's work to standardize and simplify submission of photos and videos for LECs; remote inspections are a more efficient way to conduct low-risk inspections. ESA conducted a survey in June 2022 of LECs who have been using remote inspections to solicit feedback on their experience with the process.

- 93.3% of respondents rated the process to be excellent and good in the last two months.
- Defect correction, services, rough-ins were the most common types of remote inspections.
- Respondents interested in participating in more remote inspections if they were incorporated into ESA's oversight program.
- 9% of respondents indicated cell signal or mobile connection issues

Serge Laflamme (General Manager-Northern) discussed defining expectations and barriers for acceptance in order to less burden on business, including guide indicating which elements of specific installations should be captured; what photos are needed and when.

- LECs would like to see an app or online portal for photo and video submissions.



Comments:

- Members discussed developing record retention policies for the photos and videos submitted and how privacy and liability are impacted.
 - General Manager-Northern responded that all documents will be saved in a repository, with associated notification; Legal is reviewing the appropriate requirements.
- Members discussed introducing the app at the next LHM as a “how to” lesson.
 - General Manager-Northern responded that ESA is hoping to start trials in the next fiscal year.
- Members discussed what response times will be for submitted photos.
 - General Manager-Northern responded that it will be similar to what is it now. Inspectors will be able to see photos available as part of their daily work flow.

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AGENDA ITEM	ESA Board Meeting and LHM: ECRA Chair Presentations
PRESENTER	Director of Licensing and Training

Joe Kurpe (Chair of ECRA AC) presented the reports that he will give to ESA’s Board and the LHM.

Comments:

- Vice Chair expressed thanks for changing up the content; happy to see information being added to the LHM that will be useful to contractors.

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AGENDA ITEM	ME ID Card Requirements
PRESENTER	Director of Licensing and Training

Director of Licensing and Training discussed the value of removing the photo requirement for ME ID cards and transitioning to a digital format.

Comments:

- Members agreed that the photo does not need to be kept.
- Members agreed that there is an appetite to move to digital ID cards; however, there should be a transition and/or an option to keep physical cards in the interim.

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AGENDA ITEM	ESA Safety Campaigns
PRESENTER	Manager of Internal and External Communications

Saira Hussain (Manager of Internal and External Communications) provided an overview of:

- ESA’s communications campaign, including the Youth Safety Campaign and the Hire an LEC collaboration with RECO.
- EV Charger Campaign, with partnerships such as with auto dealers, EV Society and Plug’n Drive and ESA’s presence at trade and auto shows.

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AGENDA ITEM	Bi-annual Survey of ECRA AC members
PRESENTER	Stakeholder Advisor

Claire Loucks (Stakeholder Advisor) reminded members to complete the survey; feedback is important and helps to guide the council’s operations.

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AGENDA ITEM	Compliant DME Module - Demo Presentation
PRESENTER	Training Program Manager

Alejandro Gonzalez (Training Program Manager) showed the demo and the scenarios created to emphasize compliance in various instances. The module is currently being finalized. Once all parts are ready for review, additional feedback will be sought from the group.

Comments:

- Members discussed how DMEs can play such a varied role, depending on the type of business they work for and that LECs need education as well, in order to understand their responsibilities and accountabilities.
 - Director of Licensing and Training agreed that it is a joint responsibility between DME and LEC.

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AGENDA ITEM	IN CAMERA DISCUSSION: Financial Reporting
PRESENTER	Director of Finance

Esau Habibulla (Director of Finance) provided a report on ESA’s financial standing.

After the In-Camera discussion was concluded, Director of Finance discussed licensing fee structure and potential increase of the licensing fees.

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AGENDA ITEM	Farewell to Outgoing Chair
PRESENTER	Director of Licensing and Training

Members thanked Joe Kurpe for his work and contributions as Chair. Joe Kurpe expressed his thanks for the opportunity and all that he has learned during his term.

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AGENDA ITEM	2023 ECRA AC Meeting Dates and LHM
PRESENTER	Director of Licensing and Training

Director of Licensing and Training discussed shifting the LHM from November to February. Members discussed the logistics of this; overall, members preferred keeping the November date.

Members agreed to the following meeting dates for 2023:

- February 2, 2023
- April 4, 2023
- June 15, 2023
- September 19, 2023
- November 16, 2023
- LHM: November 22, 2023

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AGENDA ITEM	New Business
PRESENTER	Chair

Vice Chair stated that the message from the Director of Licensing and Training in the latest PluggedIn raised concerns from LECs; the message stated that ESA will be able to open up contractors' books but what was missing was that it was directed towards non-compliant contractors.

- Director of Licensing and Training responded that ESA also received similar concerns; The Director of Licensing apologized for the confusion and inconvenience – perhaps the message was not clear. Inspection of books and records of LECs is intended as escalation of compliance measures against non-compliant LECs and the message was not directed at all LECs. A correction has been issued, but will be reiterated at the next PluggedIn.

Vice Chair asked if it would be possible to split the ECRA AC and ESA donation to the Sunnybrook Burn Centre and donate half to the newly opened burn centre in Hamilton.

- Director of Licensing and Training responded that a five-year contract was recently signed with Sunnybrook, so it may not be possible to rework the

donation at this time. We can look into the Hamilton burn centre to make sure they are on ESA radar as well.

Member asked if it is possible to have at least one in-person meeting in 2023.

- Stakeholder Advisor responded that ESA is in the process of developing advisory council budgets for 2023, which include allocations for in-person meetings.
- Director of Licensing and Training stated that perhaps these meetings could occur in June or September.

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MOTION	To adjourn meeting.
MOTIONED	Larry Shaver Cameron Hann
SECONDED	<i>Motion carried</i>

ADJOURNMENT: 1:10 p.m.

End of ECRA AC meeting

If there are any discrepancies to these minutes, please report them by email to the Chair or Claire Loucks.

Next Meeting: February 2, 2023

Location: Zoom Videoconferencing