



September 27, 2022

9:00 a.m. to 11:49 a.m.

Meeting via Zoom Videoconference

COUNCIL MEMBERS PRESENT	ESA EMPLOYEES PRESENT
Joe Kurpe, ECAO, Chair	Raymond Chan
Cameron Hann, OEL, Vice Chair	Scott Eason
Matthew Aston, AMCTO	James Fraser
Leo Grellette, ESA	Shana Hole
Larry Shaver, ECAO	Jonathan Hurter
Catherine Taylor, Community at Large	Alexander Janack
	Soussanna Karas
	Sarah Kempel
	Emily Larose
	Cynthia Magill
	Christine Small
GUESTS	REGRETS
Steve Green, ECAO	Larry Allison, CAC
Keith Johnson	Vince De Gasperis, Utility Contractors Association
Giedre Johnson	Steve Del Guidice, OEL
	Brian Smith, ESA
	MINUTES
	Claire Loucks, ESA

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

WELCOME AND INTRODUCTIONS

ECRA members and ESA staff introduced themselves.

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MOTION	The motion to accept the minutes of the May 26, 2022 meeting.
MOTIONED SECONDED	Cameron Hann Catherine Taylor

Motion carried

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Review of Open Action Items:

1. Working Group for guidelines will be formed to update existing document:
Ongoing (see Competency Profile Update)
2. Members to provide ongoing feedback to ESA on remote inspections: *Ongoing*
 - Chair has not heard any negative feedback to date.
 - Vice Chair stated different inspectors may have different requirements. As a result, it would be helpful to have a standard checklist of requirements for various types of inspections (including how many and what types of photographs are required by inspectors), particularly when accessing remote/rural sites.
 - Chair responded that inspectors in the Hamilton region provide this kind of list and it works well.
 - Ray Chan (Manager, Government and Stakeholder Relations) responded that ESA will send out high level update in mid-October, with an anticipated implementation date of mid-March. ESA will continually message out to contractors and stakeholders. This is good feedback regarding the requirement inconsistencies; ESA will develop guidelines on requirements for contractors to follow.
3. Update on AGR 12: *Ongoing*
 - Soussanna Karas (Director of Licensing and Training) stated that ESA's recommendation to the Ministry of Public and Business Service Delivery (MPBSD) was to keep the status quo and not introduce additional categories of electrical work that can be done by unlicensed electricians. The Ministry has been in contact with ESA and are working on this file. As soon as we receive an update from the Ministry on this recommendation, we will share it with the Council. We will keep this as an ongoing item until we can close this recommendation.
4. Update on AGR 15: *Ongoing* (see DME Verification Pilot Process)
 - On AGR 15.2, Director of Licensing and Training stated that the Regulatory Compliance Program (RCP) has been hard at work conducting various projects to address electrical safety, compliance and illegal electrical installations.
 - On AGR 15.1 – see update from the AMP working group (see AMPs Update)
5. Update on AGR 17.1: *Ongoing* (see Update re CE Committee; Training Solutions Update)
 - Director of Licensing and Training stated that work on this recommendation has been delayed as a result of the June election and the introduction of a new Minister. ESA and MPBSD are working on this recommendation. See update from Program Coordinator – Continuing Education, below. The Ministry is supportive of continuing education and sees this as a priority; The Ministry is currently reviewing public consultation feedback collected earlier this year. A few responses from the public consultation indicated that the contractors see mandatory continuing education as additional burden. The Ministry has asked ESA to

provide our position on this comment. ESA remains committed to continuing education as part of electrical safety framework. However, recognizing the public consultation feedback, ESA suggested to amend mandatory continuing education framework to start with Code update courses with electives being introduced at a later stage, to ease burden and not overload contractors.

6. Update on AGR 20.3: *Ongoing*

- After an extensive consultation with ECRA and other key stakeholders, eight categories of publicly discloseable information about LECs have been developed. ESA currently is in the process of working with IT to implement these changes to the contractor locator tool.

7. Update on Property Managers

- Director of Licensing and Training stated that this issue has been raised by CoAC, who flagged that ESA’s website information is not entirely clear regarding property manager responsibilities.
- Manager, Government and Stakeholder Relations informed that new information and an updated flyer have been developed and published on the ESA website.
- Vice Chair stated that CoAC has passed this issue on to ECRA, as they believe ECRA to be better suited to address it. Vice Chair wants this left on the agenda as an ongoing issue.

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AGENDA ITEM	MEC Vacancies Discussions
PRESENTER	Director of Licensing and Training

Director of Licensing and Training discussed the current vacancies on MEC and the candidates to fill them.

1. To fill the ECAO vacancy, ECAO has nominated Roy Ellis-Callow.

MOTION	The motion to approve Roy Ellis-Callow’s membership on MEC.
MOTIONED SECONDED	Larry Shaver Cameron Hann

Motion carried

2. To fill the ESA vacancy, ESA has nominated Jeff Johnson, who is the Health and Safety Specialist.

MOTION	The motion to approve Jeff Johnson’s membership on MEC.
MOTIONED SECONDED	Cameron Hann Larry Shaver

Motion carried

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AGENDA ITEM	Election of Chair of ECRA AC
PRESENTER	Director of Licensing and Training

Cameron Hann has been nominated for the position of the Chair of ECRA. Director of Licensing and Training reminded that Cameron’s resume has been attached as a pre-read material. Cameron was asked to say a few words about his interests in being appointed a Chair of ECRA.

Cameron Hann thanked the Chair for his contributions to ECRA AC and discussed his passion for the industry and public safety.

The current Chair thanked Cameron Hann for his words. An in camera discussion and vote was held.

MOTION	To approve Cameron Hann’s nomination as Chair of ECRA AC. All in favour.
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Motion carried

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AGENDA ITEM	DME Verification Pilot Process
PRESENTER	Enforcement Coordinator

Cynthia Magill (Enforcement Coordinator) introduced the pilot and acknowledged that the trend was flagged by ECRA and is another great example of the valuable partnership between ECRA and ESA. Starting in October 2022, ESA will issue requests for information to 20% of LECs in each region, requiring proof of DME employment, such as T4s. If the LEC does not respond to the first attempt, ESA first will reach out again via email and then via a phone call. If the LEC is found to not be in compliance, ESA will address through compliance actions to determine the appropriate response. ESA will report back on the results of this audit.

Comments:

- Vice Chair stated approval for the pilot.
- Director of Licensing and Training stated that the biggest impact of the pilot is to serve as a deterrent to others in the industry. The DME role is very important and if the LEC is not in compliance, that raises concerns.
- Chair stated that it is important to ensure that non-compliant LECs and DMEs are flagged and addressed. They tarnish the reputation of LECs and DMEs in good standing and undermine consumer trust in the profession.

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AGENDA ITEM	License Holder Meeting Update
PRESENTER	Licensing Manager

Shana Hole (Licensing Manager) stated that invitations to register will be sent out a month prior to the meeting date. The focus this year's event will be on new and emerging technologies; LECs are looking at how to prepare themselves to the future and equip their businesses to new demands. There will be a guest speaker from Lakeland Solutions, who are in the process of building a Net Zero community and will discuss how electrical is part of that. We also hope to have a speaker from Plug'n Drive to discuss EV chargers.

Comments:

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

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AGENDA ITEM	AMPs Presentation
PRESENTER	Policy Analyst and Legal Counsel, Litigation

Alexander Janack (Policy Analyst):

- provided a review of the AMP recommendation;
- discussed AMP and contravention default tier list;

Comments:

- Member asked if the fine amounts are sufficiently deterrent. They seem small as a penalty for a major safety incident.
 - Chair responded that for the margins contractors operate on, a \$1000 fine is significant.
- Emily Larose (Vice President Regulatory & General Counsel) responded that there would be circumstances where multiple AMPs could apply to the same incident.

Jonathan Hurter (Legal Counsel, Litigation):

- discussed AMP scenarios (tier and amount calculations)

Comments:

Members discussed:

- The appropriateness of certain contraventions in certain tiers;
- The impact of ignoring an order;
- Tracking contraventions by homeowners and LECs separately;



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- The manners in which ESA could be made aware of homeowner contraventions; and
- The need to educate homeowners through communications campaigns, which will be funded through the monies collected through the AMPs program.

Policy Analyst:

- discussed the publication of AMP orders

Comments:

- Member stated that all contraventions should be published. A lot of investigative work goes into it and when a penalty is levied, it has been proven. Will the search tool for LECs be impacted by the publication of AMPs?
 - Policy Analyst responded that work is underway to centralize all of that information on LECs and orders issued on them.
 - Scott Eason (Policy Advisor) responded that an AMP would not necessarily result in an LEC being removed from ESA's website but we are looking into consolidating the information. AMPs likely to be underway before that work is complete so AMP info will be initially collected on one page.
 - Member asked if is there a way to flag LECs, until all of the information is linked. People will not always know where to look; they are told to hire a *licensed* electrical contractor but do not have information on the quality of the LEC.
 - Policy Advisor responded that is a good point to review.
 - Member asked if insurance companies ever ask after this. Insurance going up is something LECs will pay attention to.
 - Legal Counsel, Litigation responded that ESA will not proactively inform insurers; if they want to check up on the insured using the information ESA publishes, they can; however, we cannot say whether that will impact premiums.
Chair stated that once insurance companies are made aware of this and do their due diligence, they will be interested in it.
 - Vice Chair suggested the creation of abstracts for all LECs, similar to driver abstracts that insurance companies check. LECs could use it to try to lower their insurance.
 - Member cautioned the need to violate privacy requirements when publishing information on homeowners.

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AGENDA ITEM	Update re CE Committee; Training Solutions Update
PRESENTER	Program Coordinator – Continuing Education

Sarah Kempel (Program Coordinator - Continuing Education) provided an update on ESA’s response to the Auditor General’s recommendation to implement continuing education for master electricians and highlighted the feedback received during public consultations on the topic, which included:

- The need for flexibility and a range of course options;
- Simplicity; and
- Affordability.

Program Coordinator - Continuing Education also discussed the formation of the Continuing Education Committee as a sub-committee of the ECRA AC as a key part of the program’s development.

Comments:

Member discussed potential topics for inclusion in continuing education courses, including light harvesting, Section 64 of the OESC and loading and demand factor issues related to the EV market.

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AGENDA ITEM	Competency Profile Update
PRESENTER	Consultant

Keith Johnson (Consultant):

- Provided an update of the work completed and the methodology used to inform the work;
- Reviewed the draft developed by SMEs; and
- Discussed the structure and timing of the validation survey.

Comments:

- Chair asked if ECAO members are also on the working group, not just OEL.
 - Vice Chair responded yes, they have been part of this work
- Vice Chair suggested using associations to circulate the survey.
 - Director of Training and Licensing responded that is a good suggestion. ESA will send a mass email to all MEs on ESA records; we also have been talking to OEL and ECAO about this and will ask the associations to support this and spread the word.

In discussing the draft ME Competency Profile, members discussed:

- Being aware of unconscious bias
- Diversity and inclusion



Comments:

- Vice Chair stated that the survey timelines need to be extended; three weeks are not long enough to respond to the survey.

Consultant responded that there is some flexibility on timelines.

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AGENDA ITEM	New Business
PRESENTER	Chair

Manager, Government and Stakeholder Relations stated that two ECRA AC members' terms expired at the end of June and have been reappointed. Larry Allison was cross-appointed by CAC at their May meeting. Larry Shaver has been reappointed by the ECAO. Steve Green, also ECAO appointee, will take over for Joe Kurpe when his term expires in October 2024. Steve Green introduced himself, his career and his interest in industry advocacy.

Claire Loucks (Stakeholder Advisor) reminded members to use the updated invoice form and submission process.

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MOTION	To adjourn meeting.
MOTIONED	Matt Aston Larry Shaver
SECONDED	<i>Motion carried</i>

ADJOURNMENT: 11:49 a.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: November 22, 2022

Location: Zoom Videoconferencing