



April 4, 2023

9:00 a.m. to 12:35 p.m.

Meeting via Zoom Videoconference

COUNCIL MEMBERS PRESENT	ESA EMPLOYEES PRESENT
Cameron Hann, OEL, Chair	Soussanna Karas
Larry Allison, CAC	Scott Eason
Matthew Aston, AMCTO	Cynthia Magill
Vince De Gasperis, Utility Contractors Association	Shana Hole
Steve Del Guidice, OEL	Christine Small
Leo Grellette, ESA	Alicia Smith
Larry Shaver, ECAO	
Joe Kurpe, ECAO	
Cathy Taylor, Community at Large	
Brian Smith, ESA	
GUESTS	REGRETS
David Arbuckle, AMCTO	
Doug McGinley, Chair of MEC	
Anna Dunscombe, MPBSD	MINUTES
	Claire Loucks, ESA

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

WELCOME AND INTRODUCTIONS

Chair informed ECRA AC that this will be Matt Aston’s final meeting. Matt Aston thanked the council for the opportunity to work with everyone.

Soussanna Karas (Director of Licensing and Training) introduced David Arbuckle, Executive Director of AMCTO, who is attending as a guest.

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MOTION	The motion to accept the minutes of the February 2, 2023 meeting.
MOTIONED SECONDED	Steve Del Guidice Joe Kurpe

Motion carried

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Review of Open Action Items:

1. Working Group for Guidelines will be formed to update existing document:
Ongoing
 - The work on review and amendment of the Guidelines was paused while the ME Competency Profile (CP) was in development. Now that ME CP has been completed, Licensing is looking into planning this work for this fiscal year.
2. Members to provide ongoing feedback to ESA on remote inspections: *see item #7*
3. Update on Administrative Monetary Penalties (AGR 15): *see item #4*
4. Update on Continuing Education (AGR 17.1): Director of Licensing and Training shared direction received from the Ministry: MPBSD continues to assess how best to respond to the AGR 17, in light of feedback received; Internal ESA projects aimed to implement mandatory Continuing Education (CE) have been paused.
 - Chair asked if it would change the situation if the training was non-mandatory instead of a mandatory requirement.
 - Director of Licensing and Training responded that ESA is going to review work previously completed by the working group created with ECRA AC a few years ago and brainstorm what other options are available; will present suggestions at the next ECRA AC meeting.
 - Chair expressed disappointment in the decision.
 - Director of Licensing and Training agreed and stated that ESA is not giving up on continuing education.
 - Member stated that it could be helpful to discuss with a representative from the Ministry of Red Tape Reduction, as they could potentially see a conflict between their goals and ECRA AC's goal.
 - Anna Dunscombe (MPBSD) stated that although she cannot speak to how or why the decision was made, continuing education is still an important issue and the Ministry appreciates all the work that has been done to date.
 - Members discussed sending a letter to the Ministry outlining the council's perspective and the potential for ECAO and OEL to do the same.

Action item: Discussion of the letter to the Ministry to be included on the next meeting's agenda.

5. Update on Public Disclosure of LEC Information (AGR 20.3): The IT project aimed to improve current Contractor Locator Tool has been launched in April, 2023. The work is *ongoing, intended completion in 2024*
6. Update on property managers: *ongoing*
7. Work plan: *see item #5*

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AGENDA ITEM	MEC Updates
PRESENTER	Chair of MEC

Doug McGinley (Chair of MEC) discussed the work by MEC to:

- Revise the prep material and information available to exam takers on the ESA website; update the repeat writers' policy; continue work on the competency profile, regardless of what happens with continuing education.

Comments:

- None.

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AGENDA ITEM	Licensing Strategy Implementation Update
PRESENTER	Director of Licensing and Training

Director of Licensing and Training reviewed the strategy's initiatives and achievements:

- Motivate compliance by licence holders
 - Simplify licensing forms, virtual ME exam and new exam questions, director's bulletins
- Maintain public confidence in the LEC and ME community
 - ME competency profile, updated LEC store, educational campaigns, work to promote continuing education
- Progressive enforcement against the underground economy
 - Regulatory Compliance Program and pilot projects, anonymous reporting portal

Comments:

- Members acknowledged the work done by the Licensing team.
- Director of Licensing and Training thanked ECRA AC for their input.

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AGENDA ITEM	Administrative Penalty Orders Update
PRESENTER	Policy Advisor

Scott Eason (Policy Advisor) reminded members that APOs came into effect on April 1, 2023 and discussed their use against contraventions and the process of applying APOs.

Comments:

- Member asked what is the timeline for appeals.
 - Policy Advisory responded that it depends, depending on the complexity of the appeal and the size of the review panel required.

- Guest stated that it is important to go after the people who are hiring the unlicensed workers; could help to stop it a lot quicker.
- Member asked if “*LEC operating without a DME for a prolonged period*” should be a higher Tier. Chair added if we can be more specific about the 90 day timeframe to name a DME. [Note: the Regulation allows for 60 days for a LEC to designate a new ME, if they have properly notified ESA.]
 - Policy Advisor responded that ESA will review this.
- Chair asked to have more information on the composition of the review panel at the next meeting.
 - Policy Advisor responded yes and ESA is looking to increase the roster.
- Member asked if APOs are in effect and if members can share the presentation with their associations.
 - Policy Advisor responded yes to both.

Action item: Include Appeals process update for future meeting.

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AGENDA ITEM	ECRA Work Plan
PRESENTER	Manager, Government & Stakeholder Relations (Acting)

Claire Loucks Manager, Government & Stakeholder Relations (Acting) presented the draft work plan and solicited comments from members.

Comments:

- Chair asked that ECRA AC’s letter in support of continuing education be included.

Action item: Manager, Government & Stakeholder Relations (Acting) to revise the work plan accordingly.

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AGENDA ITEM	Remote Inspections Update
PRESENTER	Wiring Program Coordinator

Alicia Smith (Wiring Program Coordinator) discussed the development of the remote inspections app and its release to contractors, the guidance documents that have been developed and showed a demo of the app.

Comments:

- Member asked if ECRA AC and CoAC could get access to the app for feedback.
 - Wiring Program Coordinator responded that ESA will look into this; it would be great for feedback.
- Chair asked if ESA has asked contractors how much this adds to their data plan.

- Wiring Program Coordinator responded no, as it would depend on usage and the type of evidence uploaded.

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AGENDA ITEM	2023 License Holder Meeting
PRESENTER	Licensing Manager

Shana Hole (Licensing Manager) asked members for their input on what has worked well and what they would like to see at this year's meeting.

Comments:

- Chair suggested inviting the MOL to discuss blitzes for the upcoming year; WSIB.

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AGENDA ITEM	Update Your Contact Information with Licensing Initiative
PRESENTER	Director of Licensing and Training and Licensing Project Specialist

Director of Licensing and Training discussed holding the June ECRA AC meeting in-person at the ESA provincial office. Members agreed.

Director of Licensing and Training discussed a new annual campaign to encourage MEs and LECs to update their contact information with ESA's Licensing department, including the need to update email addresses.

Comments:

- Member suggested roll out of a program where there is an advanced notice to the licence holders that mail/fax will no longer be accepted. Give licence holders time to adapt and then provide a deadline and then go paperless.
- Chair suggested the use of read-receipts on email; only being able to have one contact per company for certificates of acceptance is a problem.
- Member suggested that in situations of renewals by mail, they should be told they can only renew by calling the Customer Service Centre and at that point, get their email.
- Member suggested sending receipts only via email may encourage the transition.

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AGENDA ITEM	RCP Update and Workshop
PRESENTER	Enforcement Coordinator

Cynthia Magill (Enforcement Coordinator) provided an update on the results of RCP pilots:

- Pot Lights

- No Longer an LEC
- Low Notifications by LECs
- Building Permits
- DME Verification
- Kijiji/Facebook
- Online Reporting Tool
- LEC Site Contact

Comments:

- Members discussed HVAC installations and asked why they can do electrical work.
 - Enforcement Coordinator stated they are exempt from contractor licensing requirements as long as they work within the scope of their qualification.
 - Policy Advisor stated they still require notifications and concerns can be reported via online complaint button.
- On future initiatives, members discussed how to address general contractors doing electrical work; the involvement of insurance companies; stakeouts at electrical supply stores; redoing the DME Verification pilot.

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AGENDA ITEM	Roundtable Discussion on Licensing Issues
PRESENTER	ECRA AC

Members discussed:

- The remote inspections app
- Support for the various RCP projects to address the underground economy
- Increasing input from utility representatives

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MOTION	To adjourn meeting.
MOTIONED	Cathy Taylor
SECONDED	Larry Shaver

Motion carried

ADJOURNMENT: 12:35 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: June 15, 2023

Location: ESA Provincial Office