



February 2, 2023

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

Meeting via Zoom Videoconference

COUNCIL MEMBERS PRESENT	ESA EMPLOYEES PRESENT
Cameron Hann, OEL, Chair	Ray Chan
Larry Allison, CAC	Scott Eason
Matthew Aston, AMCTO	Soussanna Karas
Vince De Gasperis, Utility Contractors Association	Freda Lam
Steve Del Guidice, OEL	
Leo Grellette, ESA	
Larry Shaver, ECAO	
Joe Kurpe, ECAO	
Cathy Taylor, Community at Large	
Brian Smith, ESA	
GUESTS	REGRETS
Amanda Garofalo, MPBSD	
	MINUTES
	Claire Loucks, ESA

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

**WELCOME AND INTRODUCTIONS**

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<b>MOTION</b>	The motion to accept the minutes of the November 22, 2022 meeting.
<b>MOTIONED</b>	Cathy Taylor
<b>SECONDED</b>	Leo Grellette

**Motion carried**

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Review of Open Action Items:

1. Working Group for guidelines will be formed to update existing document: *Ongoing*
  - ME competency profile will inform these guidelines; the work is in progress for this fiscal year.
2. Members to provide ongoing feedback to ESA on remote inspections: *Ongoing*

- Remote inspection app is being developed and tested with a group of contractors; ESA is also looking to implement the ability to book inspections through the app.
  - The app will launch March 17, 2023.
3. Update on Administrative Monetary Penalties (AGR 15): *Ongoing*
- AMPs regulation has passed and is now on E-Laws: <https://www.ontario.ca/laws/regulation/090187>. AMPs will come into force on April 1, 2023.
  - Members discussed:
    - The application of AMPs to a set number of infractions;
    - Monies collected through must be used to fund safety campaigns;
    - The use of AMPs by other AHJ such as Tarion and the MOL.
  - Chair congratulated ESA's Regulatory and Legal teams on this achievement and for listening to ECRA AC's input.
4. Update on Continuing Education (AGR 17.1): *Ongoing, pending government decision*
- ESA continues to work with the Ministry on the implementation of regulatory amendments, with an anticipated public consultation in February/March 2023. ESA anticipates a January 2024 effective date.
5. Update on Public Disclosure of LEC Information (AGR 20.3): *Ongoing, working with the IT team to clarify timelines; This project is on the FY24 Project List*
- Additions to the website as previously discussed. Waiting for internal IT to begin building this project; discussions will commence before the end of fiscal/end of March 2023.

*Action Item: ESA to provide an overview and walk through of new Remote Inspections app at the April meeting.*

*Action Item: ESA to describe Auditor General related initiatives in agendas and minutes, rather than referring to their number.*

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<b>AGENDA ITEM</b>	Election of Vice Chair
<b>PRESENTER</b>	Director of Licensing and Training

Soussanna Karas (Director of Licensing and Training) presented two candidates for Vice Chair; Vince De Gasperis and Larry Shaver were asked to present their candidacy and experience related to the position.

Comments:

- Following an in-camera discussion and vote, Larry Shaver was elected as Vice Chair of ECRA AC. This term will begin with today's meeting and run for two years until 2025.

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<b>AGENDA ITEM</b>	Member Update
<b>PRESENTER</b>	Director of Licensing and Training

Director of Licensing and Training informed members that:

- Brian Smith’s final term will expire in April 2023 and will stay on until June 2023, when a new candidate has been selected; as the ESA appointee, ESA will solicit for candidates, with RAC interviewing candidates and making a final determination.
  - Brian Smith expressed his pleasure working on ECRA AC; a lot has been accomplished during this time and he appreciates the opportunity to share input. Thanked Soussanna Karas for her leadership.
  - Members of the Council thanked Brian for his input and contribution to ECRA AC over the years
- Cathy Taylor’s second term will expire in February 2023.

Comments:

- Following an in-camera discussion and unanimous vote, Cathy Taylor’s term was renewed for another three years until 2026.

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<b>AGENDA ITEM</b>	Ontario Electrical Safety Report and Harm Life Cycle
<b>PRESENTER</b>	Manager of Safety Programs

Freda Lam (Manager of Safety Programs) presented the Ontario Electrical Safety Report 2021, highlighting trends and concerns across electrical, utility equipment and powerline related fatalities, along with occupational and non-occupational incidents and fatalities.

Comments:

- Members discussed:
  - The increase in housing with a decrease in incidents;
  - The impact of aging infrastructure on incidents; and
  - The classification of fires as being caused by electrical;

Manager of Safety Programs introduced the Harm Life Cycle as an objective, evidence-based tool to examine harms and discussed the process for evaluating harms, once they have been identified, and how to address the harm.

Comments:

- Chair suggested adding a survey to the LHM to gather input from the contractors as to what do they perceive as top harms.

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<b>AGENDA ITEM</b>	Update on Allowing MEs and Certified Electricians to Conduct Electrical Work (AGR 12)
<b>PRESENTER</b>	Director of Licensing and Training

Director of Licensing and Training discussed that ESA submitted a report to the Ministry, recommending that no changes be made to the regulations to allow this kind of work. The Ministry has reviewed the recommendation and has agreed that no changes will be made; only LECs can conduct electrical work, subject to a number of exemptions, as currently outlined in the Regulation 570/05.

Comments:

- The Chair thanked ESA for being diligent on this issue.

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<b>AGENDA ITEM</b>	ECRA AC Member Survey Results 2022
<b>PRESENTER</b>	Stakeholder Advisor

Claire Loucks (Stakeholder Advisor) presented the results of the 2022 member survey, which highlighted satisfaction with the council's work and suggestions for improvements.

Comments:

- Members discussed:
  - The value of holding a strategic session; Leadership has improved and ECRA AC is a well functioning committee with strong understanding of the industry and the ability to make quick decisions as a result; members stated that the Director of Licensing and Training is to thank for some of this;
  - Appreciating the transparency and increased insight into budgeting and strategic objectives; and
  - The importance of having more time to address important topics and formulate recommendations.

*Action item: Add agenda item to June 2023 in person meeting to have more in-depth discussion of the survey results, allowing each member to provide specific feedback.*

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<b>AGENDA ITEM</b>	Property Owner and Manager Obligations
<b>PRESENTER</b>	Director of Licensing and Training and Chair

The Chair discussed that property managers can deem someone competent to do electrical maintenance work in their buildings and raised concerns about safety of this work.

Comments:

- Members discussed their concerns about the safety of this work and the issues that can arise as a result of a lack of proper electrical maintenance; property managers should not be allowed to deem someone capable of working with electrical.
- Members discussed that this must be focus for ESA and ECRA AC to increase safety in the province; perhaps involved the MOL and Skilled Trades Ontario.
- Director of Licensing and Training stated the ESA will review the legislation and data; making changes can be complex when oversight is shared amongst several ministries or JHAs.
- Director of Licensing and Training advised that after a discussion initiated by CoAC, ESA updated its website and guidance to property managers to ensure clear understanding and compliance.
- Members discussed that when a new CSS customer is enrolled, ESA should conduct an audit of that building and CSS inspectors should focus on these buildings.
- Members discussed the lack of transparency regarding who is conducting this work when a property is not enrolled in CSS.

*Action item: ESA to add this topic as an on-going action item to all future agendas.*

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<b>AGENDA ITEM</b>	2023 ECRA AC Work Plan
<b>PRESENTER</b>	Stakeholder Advisor

Stakeholder Advisor presented the draft 2023 ECRA AC work plan, which sets out objectives, timeframes and parties responsible for achieving them.

Comments:

- Members suggested:
  - Inviting representatives from MEC and CEC to provide updates at every ECRA AC meeting; and
  - Additional AG recommendations should be included.

*Action item: ESA will revise the work plan to reflect these suggestions and will circulate the approved version to ECRA AC members.*

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<b>AGENDA ITEM</b>	ME Competency Profile
<b>PRESENTER</b>	Director of Licensing and Training

Director of Licensing and Training provided an update on the ME competency profile and how it has been developed in collaboration with industry, including an online survey of MEs.

Comments:

Members discussed:

- Overall thoughts on the competency profile, including:
  - Including a overarching policy statement emphasizing the importance of ensuring the health and safety of works and the public;
  - Clarity of expectations – the level of proficiency with these requirements will depend on the size of the company and the level of experience of the ME and to use plain language to describe the competencies;
  - In order to help ME to understand these competencies, suggestion to create a document and use a checklist for each category and ensuring that competencies are met; and
  - Competency profile should be a living document that is continuously reviewed and updated.
- Tools to support MEs to develop and improve competencies, including:
  - Providing mentorship opportunities with experienced MEs;
  - Internship for those who passed the ME exam but do not yet feel comfortable assuming the full range of responsibilities
  - Using a variety of mediums to provide training and information;
  - Ensure that LECs are also invested in the process and support MEs and DMEs in developing these competencies
  - Webpage with chat functions to share advice and information
  - Leverage existing apprenticeship competency profile for ME competency
- Ensuring compliance with legal requirements, including:
  - How DME license, insurance and WSIB will be monitored;
  - Completion of health and safety programs and certifications;
  - Prompt Payment Ontario program



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<b>MOTION</b>	To adjourn meeting.
<b>MOTIONED</b>	Joe Kurpe Larry Shaver
<b>SECONDED</b>	<i>Motion carried</i>

**ADJOURNMENT: 1:00 p.m.**

**End of ECRA AC meeting**

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

Next Meeting: April 4, 2023

Location: Zoom Videoconferencing

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