

Present:

Contractors	ESA	MPBSD	Regrets
Doug McGinley	Serge LaFlamme	Anna Dunscombe	Rob Smith
Mat Scratch	Raymond Chan		Serge LaFlamme
Joe Kurpe	Eric Kingston		James McKellar
Ryan Delisle	Emily Larose		Chris Ruber
Jeff Scott	Karen Ras		Esther Turner
Shawn Blacklock	Keith Bartlett		Declan Doyle
Scott Yemen	Claire Loucks		Laura Campbell
Dave Ackison			

ITEM	SUBJECT	ACTION
1.	<p>Preliminaries</p> <p>Chair: The chair attended via conference call and was not able to actively participate. As a result, COAC declared an interim chair for the duration of the meeting, Doug McGinley</p> <p><i>No conflicts of interest were declared.</i></p> <p>Motion: <i>The agenda be approved and minutes of December 14, 2023 meeting be approved.</i> <i>Moved By: Joe Kurpe</i> <i>Seconded: Mat Scratch</i> <i>Carried.</i></p>	
2.	<p>Action Item Update</p> <p>New “Future Topics” list to be implemented. Two items from list to be chosen and discussed at the end of every meeting going forward.</p> <p>Action items list to be moved to end of minutes.</p>	
3.	<p>Terms of Reference (ToR)</p> <p>Raymond Chan spoke to this. The revisions noted from the December meeting have been incorporated into this draft.</p> <p>There was discussion with contractors advising as follows:</p>	

	<p>1) Revise wording when specifying number of meetings (“should” to be changed to “minimum”).</p> <p>2) Discussion on ESA membership on council to be specified (titles only).</p> <p>3) Specify that guests to attend meetings at the discretion of ESA as well.</p> <p>The above listed revisions were discussed and incorporated. A motion to approve the revised terms of reference was called.</p> <p>Motion: <i>The Terms of Reference be approved.</i> <i>Moved By: Jeff Scott</i> <i>Seconded: Joe Kurpe</i> <i>Carried.</i></p> <p>Chair and Vice Chair to be elected at next meeting and begin serving their terms.</p> <p>4. Notification Validation (Plan Review) Emily Larose provided an update on items related to Plan Review.</p> <p>Previous concerns regarding blocking / notification validation process inhibiting appropriate progress of work have been addressed. Process changes have been made so inspections aren’t being held up while validation process is underway.</p> <p>Contractors commented:</p> <p>1) This is a big improvement, a step in the right direction.</p> <p>2) Plan review discrepancies/fee estimate should be shared with LEC’s before a defect is issued.</p> <p>5. Feedback on Deviations / Bulletins Keith Bartlett spoke to this. This is still a work in progress, options to be used going forward are being reviewed. ESA is open to feedback/suggestions.</p> <p>6. EV Campaign Karen Ras provided an update on the EV charger campaign and shared the pre-campaign survey results.</p>	
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	<p>ESA has begun sending out dealership toolkits and have had positive feedback thus far. Dealerships have been reaching out to learn more about safe charging practices.</p> <p>7. Underground Economy Eric Kingston provided an update.</p> <ol style="list-style-type: none">1) EV campaign to continue into next fiscal year.2) Increasing campaign target after future discussion with board.3) Data showing EV campaign is having a positive impact. <p>Contractors commented:</p> <ol style="list-style-type: none">1) Making good progress.2) Concerns regarding HVAC technician limitations - to be brought forward in future discussions.3) Government grant/rebate process for EV's – Can you require proof of license, proof of inspection etc. before funding is issued? <p>8. Wiring Discussion Serge Laflamme provided an explanation of the defect escalation process.</p> <p>Contact information for area General Managers to be provided to CoAC members.</p> <p>9. Meetings in 2024 The following dates were proposed for future meetings:</p> <p>April 12, June 11, Sept 12 (1pm to 4pm), Nov 6</p> <p>The next meeting is to be held in person on April 12 (details to come - hybrid option available).</p> <p>Wrap Up Feedback is being requested by ESA regarding the new code cycle, process, and amendments. The consultation can be found on the ESA website.</p>	
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