

**Present:**

<b>Contractors</b>	<b>ESA</b>	<b>MPBSD</b>	<b>Regrets</b>
Mat Scratch (Vice-Chair) Shawn Blacklock Ryan Delisle Jeff Scott Scott Yemen	Declan Doyle Sylvia Gaidauskas Eric Kingston Alicia Smith  Presenters: Stephanie Dunn Scott Eason Shana Hole Alexander Janack Trevor Tremblay	Esther Turner	Chris Ruber (Chair) Dave Ackison Joe Kurpe Doug McGinley James McKellar

<b>ITEM</b>	<b>SUBJECT</b>	<b>ACTION</b>
1.	<p><b>Welcome and Preliminaries</b></p> <p>Chair was not available to join the meeting. Vice Chair opened the meeting and welcomed meeting participants.</p> <p>No conflicts of interest were declared.</p> <p>Motion: <i>Approval of the agenda for November 6, 2024</i> <i>Moved by: Scott Yemen</i> <i>Seconded: Jeff Scott</i> <i>Carried</i></p> <p>Motion: <i>Approval of the Minutes of Meeting for September 11, 2024</i> <i>Moved by: Jeff Scott</i> <i>Seconded: Scott Yemen</i> <i>Carried</i></p>	
2.	<p><b>ESA ON Mobile App</b></p> <p>Stephanie Dunn provided updates on the status of the mobile app followed by contractor questions and comments.</p>	

	<ul style="list-style-type: none"><li>• New features will be added once current app has been proven, and CoAC members asked for their opportunity to provide input to inform priorities.</li><li>• Members reported blank white screens, rolling loading screens, lack of connectivity and off-line functionality. Members referenced a specific ESA app review session, as an example, where the system was unavailable due to maintenance.</li><li>• There are challenges with uploading photos for remote inspection and members comments as to whether existing commercially available or commonly-used programs with geo stamps can be used or interfaced with the ON Mobile app. Alternative measures need to be in place moving forward in the event of system unavailability (app crashes, IT maintenance, connection issues) for critical work notifications and urgent for remote work.</li><li>• Members noted that awareness of the app is low amongst contractors.</li><li>• Members also noted that the process for timely review of remote inspections, resources and reporting should be reviewed, and mentioned the potential of dedicated inspector time for review of remote inspections. Specifically, inadequate labour allocations to remote work notifications lead to frustrated customers and very limited schedule opportunities to serve them.</li></ul>	
3.	<p><b>Administrative Penalty Orders (APO) Update</b></p> <p>Alexander Janack provided an update on APOs.</p> <p>In the discussion with members:</p> <ul style="list-style-type: none"><li>• Two of the APOs were against HVAC installers for working without a permit / notification</li><li>• ESA is notified of contraventions through various avenues including through inspectors and public reporting of non-compliance</li><li>• APOs are published on ESA website: <a href="https://esasafe.com/contractors/penalties-convictions/">https://esasafe.com/contractors/penalties-convictions/</a></li></ul>	
4.	<p><b>Licensing Technology Platform Update</b></p> <p>Scott Eason provided an overview of the Licensing Technology Platform development to fulfill responsibilities under the</p>	

	<p>Licensing Regulation and to allow for more digital and efficient processes. A data migration strategy, communication plan and internal change management plan are being developed.</p> <p>In response to a question, a clarification was provided regarding license expiration. A grace period of one-year is still in effect (with notices sent 30 and 300 days after expiration).</p>	
5.	<p><b>Other Business</b></p> <p>License Holder Meeting will be held on November 20<sup>th</sup>, 2024. A link to the event was shared: <a href="https://esasafe.com/meetings-events/">https://esasafe.com/meetings-events/</a></p> <p>As a follow up to previous CoAC discussions, a message on transferring temporary connections message will be included in the next edition of <i>PluggedIn</i> (distributed by the end of November).</p> <p>Trevor Tremblay provided an overview of Meter Base Direction Change (Bulletin 10-15*) which will be issued published by the end of November and the change will be aligned with the new code cycle May 1<sup>st</sup>, 2025, and discussed communication options.</p> <p>Contractors commented on timely and effective communication, including leveraging association newsletters, distributors network, ESA website landing page, and CSC hold messaging. In response to a question, push notifications are not available on the ESA app but is identified as a high priority.</p> <p>Declan Doyle provide a Safety Awards Recap with a link shared with the council: <a href="https://esasafe.com/meetings-events/safety-awards/">https://esasafe.com/meetings-events/safety-awards/</a> A warning for the next nomination period for awards should be shared in a future CoAC meeting.</p>	
6.	<p><b>New Business</b></p> <p>Timely release of bulletins, and the handoff between ESA and CSA, was identified as an opportunity for improvement. Contractors mentioned that lack of notice of bulletins can impact contractors project costs when quoting projects. Follow-up on this topic is needed.</p>	

	<p>OESR (Ontario Electrical Safety Report) was published in mid-September. Key highlights will be presented at a future meeting and has been added to the Future Topics list.</p> <p>CoAC 2025 Scheduling process was discussed, and members preferred five or six meetings per year, with a break over the summer, and one in-person meeting. Members acknowledged that full attendance make the meetings more effective so continued tracking and diligence on attendance is needed.</p> <p>The working list of future agenda topics will also be circulated with CoAC members for continued transparency.</p> <p><b>Meeting Adjournment</b></p> <p>Motion:</p> <p style="padding-left: 40px;"><i>Adjourn Meeting at 10:45</i></p> <p style="padding-left: 40px;"><i>Moved by: Jeff Scott</i></p> <p style="padding-left: 40px;"><i>Seconded: Scott Yemen</i></p> <p style="padding-left: 40px;"><i>Carried</i></p> <p>Having completed the agenda, the Vice-Chair declared the meeting adjourned.</p> <p><b><u>ACTION ITEMS</u></b></p> <ul style="list-style-type: none"><li>- Present highlights of OESR at next meeting (Declan Doyle)</li><li>- Review communication process and timing of bulletin releases (Declan Doyle)</li><li>- Propose dates for 2025 CoAC meetings and circulate for acceptance (Declan Doyle / Sylvia Gaidauskas)</li><li>- Review CoAC attendance against the Terms of Reference (ToR) (Eric Kingston, CoAC Chair and Vice-Chair)</li><li>- Provide update of ESA ON Mobile at License Holders meeting (Stephanie Dunn)</li></ul>	
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### CoAC Workplan Future Topic List:

- Wiring - Inspectors missing final checkbox
- Wiring - Re inspecting work that was previously inspected
- Wiring – permit comment visibility
- Wrongful WWOP/WWOL notices
- Z7 status
- AMPS – update
- Sign retrofits
- RBO:
  - Silo'ing of Defects. RBO
  - Rural vs Urban – weight of a defect.
  - RBO – pass no visits
  - RBO – defects – what is upcoming
- Remote Inspection - opportunities
- HVAC Limitations - Heat Pumps
- Information between TA's and Inspectors – improving communicating
  - How can we best communicate? What means would work better to LEC's?
- Underground circuits (calculations and where it leads to, interpretation, can we clarify)
- OESR – review and communication

### Things we have discussed:

- OESC
- Hydro One Connection Authorization
- New functionality for ESA ON Mobile App, Inspectors no longer accepting photos
- Bulletins Communication & Timeliness
- Compliance (solar & generator). Off-grid
- HVAC Limitations - Heat Pumps
- Inspection/inspector Consistency (circle back in Dec?)
- Occupancy – delays and process
- Temporary service renewal fees
- Notification Validation Process (Plan Review)
- Quality of drawings from Engineers
- Account Blocks