

Contractor Advisory Council
Minutes of Meeting

January 9, 2025
9:00am Via Zoom

Present:

Contractors	ESA	MPBSD	Regrets
Chris Ruber (Chair) Mat Scratch (Vice-Chair) Ryan Delisle Joe Kurpe Doug McGinley Deva Sarathchandran	Declan Doyle Sylvia Gaidauskas Eric Kingston Alicia Smith Presenters: Freda Lam	Esther Turner	Dave Ackison Scott Yemen

ITEM	SUBJECT	ACTION
1.	<p>Welcome and Preliminaries</p> <p>Chair welcome new member Deva Sarathchandran. Each CoAC member introduced themselves followed by introductions of the ESA attendees.</p> <p>No conflicts of interest were declared.</p> <p>Motion: <i>Approval of the agenda for January 9, 2025</i> <i>Moved by: Mat Scratch</i> <i>Seconded: Joe Kurpe</i> <i>Carried</i></p> <p>Motion: <i>Approval of the Minutes of Meeting for November 6, 2024</i> <i>Moved by: Joe Kurpe</i> <i>Seconded: Mat Scratch</i> <i>Carried</i></p> <p>There are currently three open member positions: two ECAO-appointed positions and one OEL-appointed position. To meet Sector Representation targets, at least one candidate should have high voltage or utility experience. Chris Ruber and Doug McGinley have meetings scheduled with their respective organizations in the coming weeks and will address this topic. Joe Kurpe has a recommendation that he will forward.</p>	<p>Action #1</p>

2.	<p>Review of Action Items from Last Meeting</p> <p>2025 proposed meeting dates are March 13, June 12 (in-person), September 4 and November 4. September Meeting will be rescheduled to remove proximity to Labour Day. Proposed date is Thursday, September 18th.</p> <p>Attendance requirements were reviewed as per the Terms of Reference that no member shall miss three consecutive meetings except for compassionate reasons.</p> <p>ESA ON Mobile app was presented at the 2024 License Holder meeting. Council members expressed concern about persistent issues that are encountered in the field. One such example cited was “white screen” in a remote location and that there were different issues encountered between phone platforms (iOS, Android). Issues are not isolated geographically but it seems prevalent across Northern Ontario.</p> <ol style="list-style-type: none"> 1. Current system incident reports are limited and LECs are encouraged to report issues so that trends can be brought back to the vendor. 2. Inspectors are permitting some local leniency on app use and allowing e-mail or text evidence. Recommendation was made to develop an acceptable procedure should ESA ON Mobile app be unavailable, which could include use of common platform that has geo-coded location photos (like CompanyCam or equivalent) so there is consistency amongst all inspectors accepting alternate methods of work documentation. 	<p>#2</p> <p>#3</p>
3.	<p>Ontario Electrical Safety Report (OESR)</p> <p>Freda Lam, Safety Programs Manager, provided an update on 2023 OESR.</p> <p>OESR is available on ESA website: https://esasafe.com/ontario-electrical-safety-report/</p> <p>Presentation of the report was well received with the following comments and questions noted:</p> <ol style="list-style-type: none"> 1. Information to link fires associated with wrongly wired or non-compliant installations of hot tubs, pot lights, EV chargers would be useful with residential customers to highlight the importance of working with licensed 	

	<p>contractors. This information comes through Ontario Fire Marshall via fire departments so there are challenges with how data is collected. Freda confirmed that the team is continually looking at ways to refine data and has noted this recommendation.</p> <ol style="list-style-type: none">2. With the increase in battery storage / lithium-ion batteries and solar, fire departments are not always aware of how to handle these fires. ESA staff will raise this challenge at upcoming meetings with the Fire Marshall's office and have committed to communicate this message.3. In response to a question asked as to whether there is a decline in residential fires following requirements to install arc-fault interrupters, there is a delay in any associated trending since the requirement is for new homes.	
4.	<p>Other Business</p> <ul style="list-style-type: none">• Housekeeping: (1) signed Code of Conduct forms to be updated to complete records (2) Reminder that expense forms are not required to receive payment for meeting attendance. Payments to individuals are processed each quarter (March, June, September, December).• Release and communication of bulletins was an action item from last meeting. Sylvia provided an update on an improved process after consultation with Senior Director of Engineering and Director of Technical Services. Majority of bulletins are clarifications or a relaxation of requirements. However, draft bulletins are now shared with field staff to assess the impact of the change. If the change is deemed to have a large impact on the electrical industry then the bulletin will have an effective date, in order to provide reasonable notice of a change. Any specific examples of impacts are asked to be reported for continuous improvement of processes.• Members commented that the bigger issue was receiving a notification upon bulletin release rather than requiring continual scanning of CSA site. A few suggestions for consideration are:<ol style="list-style-type: none">1. Send notification through the same mailing list as PluggedIn.2. Add a tab to LEC account page.	<p>#4</p> <p>#5</p>

	<ol style="list-style-type: none">3. Implement an automatic notification on CSA tool when document revisions have been uploaded.4. Add a notification through the ESA ON Mobile app.5. Consider whether special attention is required for emerging technologies i.e. energy storage systems where requirements are updated often. <ul style="list-style-type: none">• License Holder Meeting was held on November 20th, 2024 and was well received by those in attendance. The following feedback was received:<ol style="list-style-type: none">1. Consider increasing the frequency of the meetings, especially the technical questions portion.2. More focus on addressing the underground economy should be included.3. Consider separating licensing topics from technical content or rebranding the meeting to include the technical content in the title.• Thank you to those that may have responded to the Advisory Council survey. Results will be shared in future meetings.• There are currently updates being proposed to the Consumer Protection Act which may affect how LECs work with their customers. A consultation period is open until February 10th to provide comments. An information piece, with link, was circulated to CoAC in December but will be resent for those that may have missed it.	#6
5.	<p>New Business</p> <ul style="list-style-type: none">• An issue was raised regarding the inspection process for the relocation of a heat load and transformer within the same commercial building. The original installation was compliant but the inspector requested additional service demand calculations despite minimal additions to the system. Following considerable back-and-forth, the issue was successfully resolved (through the support of the senior inspector) but it was felt that inspector approval was challenging which raised the observation that there seems to be a shift in inspectors' approach from safety ambassadors to enforcers.	#7

6.	<p>Eric Kingston commented that ensuring consistency amongst inspectors is often discussed with General Managers and that the importance of balance is addressed at inspector training.</p> <ul style="list-style-type: none"> • Development of 2025 Work Plan or prioritization of discussion topics has been deferred until the next meeting. An update and discussion on Risk-Based Oversight (RBO) should be included at an upcoming meeting. • Toronto Hydro has implemented a new \$600 charge for a meter pull not connected to a service change. Additional charges like this have the potential to fuel the use of the underground economy. Ottawa Hydro had already implemented this fee a few years ago. It was acknowledged that this is not the responsibility of the ESA but it will be shared with Utility Advisory Council outlining potential impacts. <p>Meeting Adjournment</p> <p>Motion:</p> <p><i>Adjourn Meeting at 11:10</i> <i>Moved by: Joe Kurpe</i> <i>Seconded: Doug McGinley</i> <i>Carried</i></p> <p>Having completed the agenda, the Chair declared the meeting adjourned. Next meeting is scheduled for Thursday, March 13th.</p> <p><u>ACTION ITEMS</u></p> <ol style="list-style-type: none"> 1. Identification of new members to fill vacant positions. Touch points with ECAO and OEL have been identified. (C. Ruber, D. McGinley, D. Doyle) 2. September meeting proposed change from September 4th to 18th. (S. Gaidauskas) 3. ON Mobile app: (1) Stephanie Dunn to reach out to M. Scratch on specific unavailability incident (2) LECs are 	<p>#8</p> <p>#9</p> <p>#10</p>
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	<p>encouraged to report app issues so trends can be reported back to vendor (3) E. Kingston / A. Smith to consider documented, interim procedure to allow e-mail or text verifications of installation should app not be available. (S. Gaidauskas)</p> <ol style="list-style-type: none">4. Code of Conduct forms will be circulated to members for review and signature. (S. Gaidauskas)5. Explore options for wider notification of bulletin releases. (S. Gaidauskas)6. Provide feedback to Licensing Department on recommendations for future License Holder meetings. (S. Gaidauskas)7. RE-share the notice regarding changes to the Consumer Protection Act with CoAC members .(S. Gaidauskas)8. Ensure that inspector consistency and balance in the inspection process is reinforced in upcoming inspector training. (E. Kingston)9. Include Risk-Based Observation (RBO) on the agenda for March meeting. Get input from Chair and Vice-Chair on potential topics to be addressed. (S. Gaidauskas / A. Smith)10. Communicate to Utility Advisor Council (UAC) the Toronto Hydro service fees for meter pulls. (D. Doyle)	
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