

Contractor Advisory Council Terms of Reference

Revised February 2017

1.0 INTRODUCTION

ESA has established a Contractor Advisory Council (CoAC) reflecting the interests of the electrical contracting industries it both regulates and serves.

2.0 MANDATE AND ROLE

This advisory council is mandated to provide views and advice specific to the electrical contracting sector to ESA senior management.

The CoAC is established to provide advice and input to ESA senior management in a number of areas. Specifically the CoAC will provide a forum for:

- The contracting industry to provide advice to ESA regarding ways ESA can improve its contractor related business services;
- The contracting industry to provide advice to ESA regarding the way ESA carries on its regulatory functions pertaining to electrical contractors, (including licensing)
- ESA to communicate with associations in the electrical contracting industry (and their members) to seek input and consensus around proposed ESA initiatives and validate the effectiveness of existing services; ESA will consider timing of industry meeting when undertaking consultations.
- The contracting industry to provide input into new programs before their implementation; Identifying and proactively bringing forward safety issues;
- Collaborating in the formulation of internal policy and strategy
- Consultation and input into amendments to regulatory changes within the scope of regulations under the Electricity Act and assessing results;
- Providing feedback from and facilitating communications with the electrical contracting industry across Ontario.
- As required, the CoAC may identify Code or technical issues or concerns for referral to the Ontario Provincial Code Council for consideration.

The role of the CoAC is to work in partnership with ESA to make recommendations to ESA's strategies and policies, to assess results, and to advise ESA senior management. The CoAC will be encouraged to have due regard for the interests of all industry stakeholders and seek a balance between the need to ensure continued protection of the public interest (through maintaining public safety standards) while supporting the specific interests of the electrical contracting industry. The CoAC will be encouraged to engage in collaborative approaches that both build new and reinforce existing industry partnerships.

3.0 SUB-COMMITTEES OR WORKING GROUPS

Sub-committees or working groups may be required from time to time to further explore specific issues. The sub-committee or working group would consist of CoAC members and ESA staff. The subcommittee or working group would report back to the CoAC the result of their deliberations.

4.0 STRUCTURE AND MEMBERSHIP

Structure: The intention is to achieve an effective balance among contracting industry interests in terms of association members, industry segment and geographic location. The target membership matrix is outlined below:

CoAC MEMBERS MATRIX:

	Number
OEL Contractor	1
Committee Chair	
ECAO Chair of Industry	1
Standards	
Multi-Residential (high rise)	1
Single Family Residential (new construction)	2
High Voltage/Utility	1
Commercial, Industrial, Institutional, Maintenance	4-5
TOTALS	12

Consideration will be given to ensuring that council representation includes ECAO and OEL electrical contractor members and non-association affiliated electrical contractors. Consideration will also be given to ensuring representation of contractors from various parts of Ontario. The Council will be consulted prior to making changes in CoAC structure. Changes will require the approval of the CEO.

Members: As the CoAC functions as an advisory body, it is important that members be drawn from among the appropriate industry segments candidates should be an electrical contractor that is well regarded within the industry. Normally, senior executives/managers of individual firms are considered the preferred candidates.

Proxy: Regular participation in CoAC meetings is encouraged, however, should a member not be available for a meeting, that member may, in writing, give his/her proxy vote to another member.

Nominations: Contracting industry associations will nominate members to the Council. Individuals outside of associations may also stand for membership at the invitation of the ESA senior management, in consultation with ECAO and OEL.

Terms: CoAC members will be selected to serve three year membership terms with a limit of two terms Subject to review by the nominating industry association; members may be removed before the end of the term. Association staffs are ex-officio and governed by their tenure in the association office.

Facilitator: The use of an independent facilitator may be used from time to time if requested by a majority of the members. The facilitator would be responsible for conducting the Council's sessions and to ensure effective communication among members.

5.0 RECOMMENDATIONS

Consensus and Voting: Generally, the CoAC will operate on a consensus-based process. All Council members are eligible to vote on recommendations. In some circumstances recommendations may be made by majority vote of the Council membership. All votes are to be captured in the minutes, including objections or abstentions if requested by Council members. It is the Chair's responsibility to determine when discussions and input are completed, when a vote may be required and is to be taken.

Council Recommendations: The CoAC may by consensus or approved motion make recommendations to ESA senior management for consideration or action. The CoAC may make recommendations or resolutions for consideration by other agencies or bodies (e.g.: government).

6.0 ADMINISTRATION

Meetings: Generally, the CoAC will meet a minimum of five times annually, with additional meetings being called at the joint discretion of ESA senior management and the CoAC Chair.

Agendas: The CoAC Chair, in consultation with ESA senior management and the Council Secretary, will develop the Agenda for Council meetings. The CoAC Chair must review all agenda items or issues submitted by Council members. These items or issues will be included in the Agenda by the CoAC Chair, if germane, and the final Agenda will then be forwarded to the Council Secretary for distribution to the Council members and other attendees of the Council meeting. The Council Secretary will send agenda information packages to all members one week before the scheduled meeting.

Minutes: Minutes of meetings will be generated within two weeks following the meeting and provided to ESA senior management and the CoAC Chair for review and approval prior to distribution. Following receipt of the minutes, council members will have two weeks to review the draft minutes and provide to the Council Secretary any comments, or identify any error or omissions. Draft minutes will then be posted to the ESA website 30 days following the meeting. To assist council members in communicating back to their constituent organizations minutes can be distributed to and discussed among Association constituencies. A summary of minutes of CoAC meetings will be provided to ESA's Board of Directors and all minutes will be available to the board and other ESA advisory councils via the website.

Interaction with Other ESA Advisory Councils & and ESA's Board of Directors: To ensure that the various ESA advisory councils are aware of the topics and issues being considered, advisory council agendas and minutes of meetings will available on the ESA website Members of other advisory councils (may by request) attend other council meetings to address or participate in topics of interest. In some circumstances, for issues that are of interest to more than one advisory council, joint council meetings may be arranged to facilitate discussion among various councils. The CoAC may request that a specific recommendation be to the CEO. The response or action is to be reported to the CoAC by the Secretary in the notice of the next CoAC meeting.

Attendance of Non-Members at Council Meetings:

(a) ESA Board Members - ESA Board members may advise ESA senior management and the Chair, they intend to attend a Council meeting as an observer. However, the Board member has no voting privileges

and will be invited to participate in the discussion by the Chair and ESA senior management when appropriate.

(b) Public/other - Members of the public or other guests are permitted to attend meetings at the discretion of the Chair or ESA senior management. These guests have no voting privileges and will be invited to participate in the discussion by the Chair and ESA senior management when appropriate.

Administrative Support to the CoAC: ESA will be responsible for ensuring appropriate administrative support is provided to the CoAC. The CoAC will have a Council Secretary assigned to provide support such as the distribution of the Agenda and minute taking. Between meetings, the Council Secretary will fax or email direct any information or requests to the CoAC Chair, who will consolidate the material, incorporate it into the Agenda, if germane, and arrange for distribution of it by the Council Secretary.

Reimbursement of Expenses: CoAC members are entitled to reimbursement of reasonable expenses to attend CoAC meetings as outlined in the ESA Expense Policy.