



**ECRA Advisory Council Meeting**  
Minutes of Meeting  
June 20, 2017

**LOCATION**

**ECRA Advisory Council Members**

Larry Allison	ESA Consumer Advisory Council (CAC)
Sean Bell	Utility Contractor Association
Debra Mattina	Municipalities
Larry Shaver	Electrical Contractor (ECAO)
Brian Smith	Electrical Safety Authority
Catherine Taylor	Community At Large

**ECRA Advisory Council Members - Absent**

Ron Bergeron	Electrical Contractors (OEL)
Joe Kurpe	Electrical Contractors (ECAO)

**ESA Staff**

Normand Breton	
Farrah Bourre	
Shana Hole	
Tracy Durant	
Scott Eason	

**Guests**

Fred Black	MEC
Mary Beth Fazzari	MGCS

**1 Notice & Quorum**

- The meeting did not have quorum

**2 Minutes of ECRA Meeting**

- Defer motion to accept the minutes from the February 2, 2017

**3 Review of Open Action Items**

- 2016-06-02: Add the Licence Holder Standards of Conduct to the Guideline to the Duties and Responsibilities of Licensed Electrical Contractors (LECs) and Designated Master Electricians (DMEs)
  - o Regulation 570/05 is currently being updated. The Guideline will need to be updated to reflect the approved Regulation changes and adding the Licence Holder Standards of Conduct to the Guideline will take place at that time
- 2017-01-01: ECRA would like the Consumer Advisory Council (CAC) to make recommendations on how to best capture the interests of the public/consumer (what the public/consumer would like to see published about a contractor to help them make an informed decision) and the best way to get this information.
  - o This item was raised at the last CAC meeting and it will be on future agendas for more discussion

**4 Governance and Stakeholder Update – Farrah Bourre**

- Membership Update
  - o Currently ECRA has 2 seats that need to be filled, one for an OEL nominated member and one for an ESA nominated member
  - o Once ECRA has a full compliment ESA would like to see the new members attend a couple of meetings before voting for a Chair and Vice-Chair for ECRA
- Licence Holder Meeting (LHM)
  - o The invitation to the LHM was shown and an overview of the agenda and format was provided and discussed
  - o The LHM North will be in North Bay and LHM South will be in Mississauga. There was discussion about LHM South as it was to be in the east end of Toronto, however due to scheduling and event accommodations the location of the LHM South will be Mississauga
- Annual Survey and Results
  - o ECRA will be moving to a 2 year cycle for the council survey which will bring it in line with the other ESA councils
  - o Moving to a 2 year cycle the survey will be better able to gauge the effectiveness of the council

**5 Master Examining Committee (MEC) Update – Fred Black, MEC Chair**

- The MEC has had some change in membership
  - o Al Lis has retired and Gary Miller has taken his place
  - o Frank Cazzola has joined as a non-voting member to provide another frame of reference
- Notable items that the MEC has provided feedback on
  - o Plugged In articles
  - o Discussed how larger companies can fulfill their responsibilities under the Regulation with one or multiple DMEs
  - o Provided feedback on the redesign of the Pre Masters course
  - o Pass rate of the ME Exam changing to 60% for each section and an overall mark of 70%
  - o Use of electronic version of the OESC, Legislation and Regulations when writing the ME Exam. The MEC wanted to determine if there was an advantage to writing the ME Exam with electronic copies vs. paper copies.
  - o Updating the ME Exam with the code cycle

**6 ESA FY2018 Business Plan – Normand Breton**

- The following can be found on the ESA Corporate website
  - o [Business Plan April 2017 to March 2018](#) and
  - o [Harm Reduction Strategy 2.0](#)
- Continuing on the 5 year goals
  - o Safety: Target: 20% decrease in fatalities and critical injuries.
  - o Compliance: Target: 7.5% increase in renovation wiring work captured by ESA.
  - o Public Accountability: Target: maintain positive stakeholder perceptions consistent with 2015 research results.
- 6 Priorities are Risk Based Oversight, Compliance, Safety, Public Accountability, Financial Sustainability, and Operational Efficiency and Effectiveness
- The potential licensing of home inspectors and how this could benefit ESAs Safety goal and the difference between a home inspectors electrical inspection vs. ESAs ElecCheck inspection was discussed
- ESA's [Power Your Reno](#) campaign with Kimberley Seldon was highlighted as one of the efforts ESA is using to engage consumers

## **7 Compliance and Enforcement Update**

- Publishing Compliance Actions – Normand Breton
  - o ESA is in the very early stages of looking into how to publish compliance actions
- Update on Compliance and Enforcement – Shana Hole
  - o The number of complaints received about licensed ECs and MEs and unlicensed contractors has dropped slightly over the last 3 years
  - o News releases on convictions and fines can be found in the [ESA Newsroom](#) or in Plugged-In which can be found in the [Contractor Resources and Newsletters](#) section of the ESA website
  - o ESA was asked what sort of stats are kept when a Notice of Proposal (NOP) is sent
    - ESA keeps stats like the licensing status (past and present), CofQ status (past and present)
  - o The numbers show that the NOP process is effective in bringing a large number of ECs and MEs back into compliance
  - o ESA was asked if it is possible to levy fines to recover the costs of issuing and handling NOPs and investigations. In other organizations having a penalty for late renewals or not updating information on time was enough of a deterrent to stop it from happening
- Kijiji Results – Shana Hole
  - o LECs and MEs have been asking ESA to police sites like Kijiji more frequently
  - o ESA had a 6 month pilot program that proactively searched Kijiji for ads posted by unlicensed electrical contractors
  - o ESA also posted ads to inform the public of the requirements to hire a Licensed Electrical Contractor
  - o Kijiji has been very cooperative with ESA in removing ads posted by unlicensed electrical contractors
  - o While the majority of the ads are removed they are very often reposted within days of being removed
  - o ESA is looking into placing banner ads on Kijiji that come up when a search is done for electrical contractors

## **8 Update to Regulation 570/05 – Normand Breton**

- Both ESA and the Ministry of Government and Consumer Services (MGCS) have stakeholdered the proposed changes to the Regulation
- The proposed changes now sit with the Legislation and Regulations committee of the Provincial Government for review
- The earliest the updated regulation would come into force would be January 1, 2018
- Approved amendments are posted on the [Regulatory Registry](#) and [e-Laws](#).

## **9 Licensing Administration – Scott Eason**

- The ME requirements, experience and qualifications were reviewed
- All ME licenses are equal regardless of the qualification used to obtain them
- The EC licenses are not equal and limitations may be put on a licence based on the qualifications of the people doing the work and these LECs are audited to ensure they are working within the scope of their qualifications
- The requirements to notify the Director of any change of information and they types of information changes this included were reviewed
- If someone that works in a voluntary trade, where a CofQ issued by the Ontario College of Trades (OCOT) is not required, they must obtain the CofQ from OCOT if they want to apply for their ME Licence

ACTION: Provide a list of Designations and an acronym cheat sheet to the members of ECRA – Shana Hole (Action Item 2017-02-01)

## **10 Exam Pass Rate Implementation – Scott Eason**

- ESA talked with the original program developer of the electronic exam about making the necessary changes to the pass rates and the cost to implement this change would be more than the original cost to create the electronic exam
- ESA is looking to engage other service providers to determine the best course of action
- The roll out of the updated pass rate is going to take longer than expected
- Additional challenges in finding suitable locations to hold electronic exams and the cost to rent those locations was discussed. Computer centres are disappearing and those that remain are very expensive.
- ECRA was asked about the best way to communicate the mark or pass/fail to the examinee and was given the following options
  - o Give a mark for all 3 sections plus an overall mark
  - o Provide pass/fail for each of the three sections plus an overall mark
  - o Just give an overall mark
  - o Just state pass or fail
  - o State pass or fail for all sections as well as the overall mark
- The majority thought it was best to provide the percentage achieved for each section and overall as well as a pass/fail for each section and the overall pass/fail. This item will be discussed at the next meeting when more members are present

## **11 Next Meeting**

The next meeting will be held **October 16 and 17 2017**

The location of the next meeting will be: Best Western 700 Lakeshore Dr North Bay - Lakeshore Room.

**Meeting Adjourned**