



Contractor Advisory Council Minutes
June 19, 2014

Date: Thursday, June 19, 2014

Location: CHSI, 5110 Creekbank Road, Training Room 2

Meeting: Contractor Advisory Council (CoAC)

Present:

Rick Charron (Chair)	OEL
Sandy Ragno	ECAO
Scott Kelly	OEL
Earl Davison	ESA
Luke Bogdanovic	OEL
Barry Moss	OEL

Absent:

Dave Ackison	OEL
Michael Lettner	ECAO
Dan Topazzini	ECAO
John Salmon	ECAO
Joe Kurpe	ECAO

Guests:

Al Merlo	Board of Directors
Kathryn Chopp	ESA
Nancy Evans	ESA
Bohdan Baluta	ESA
Lesley Gallinger	ESA (part time)
Nancy Hanna	ESA (part time)
Patience Cathcart	ESA (part time)
Mark Taylor	ESA (part time)

14.03.01 Motion to Approve Agenda

*MOTION to approve agenda by Sandy Ragno
Seconded by Luke Bogdanovic
Carried*

Motion to Approve April 24, 2014 Minutes

*MOTION to approve April 24, 2014 minutes by Sandy Ragno
Seconded by Luke Bogdanovic
Carried*

Outstanding Actions

Rick asked where were the comments about the creation of an ACP subcommittee re: changes to the program. It was identified that it has been added to the agenda today and it will continue as a regular item for future meetings to enable any ACP program issues to be raised.

eWorksafe application – Earl indicated that ESA is seeking to get the e-commerce component developed so this is still ongoing and further information would be available in the fall.

14.03.02 Authorized Contractor Program

It was acknowledged that there needs to be a regular discussion around ACP and it was decided to provide some background of the current program at this meeting. We would be looking at how we could include input from CoAC.

Mark Taylor presented the background of the Authorized Contractor Program including criteria for admission, criteria to stay in good standing, and ESA practices for managing program on an ongoing basis. ACP is a risk assessed, audit based program that recognizes those contractors who consistently do code compliant work. It was originally created specifically for smaller and residential work where risk was low and multiple projects tend to be similar. It has since expanded to other contexts including commercial, poleline, etc.

Action: Mark Taylor - It was recommended that a note be included with the annual renewal notice reminding members of the obligations and requirements for an ACP contractor. Mark to look into this.

Action: Mark Taylor – Find the answer to a question as to whether the HVAC contractors are affected by a defect ratio similar to the other contractors.

It is noted that the CoAC committee was interested in whether the 20 permit minimum rule could be changed to take in consideration the \$value of permits

etc in order to permit a lower maximum. This issue was raised with the ACP committee and Mark indicated that they were reluctant to make a change at this time. The underlying premise of the ACP system is that there must be a sufficient ratio of work for ESA to use a ratio to assess. Mark also noted that with application of the Safety Risk Assessment Model underway further evolution of ACP could occur.

Mark explained the steps ESA takes when contractors fail short of ACP requirements. He noted that there is some latitude for consideration of extenuating circumstances and these are considered/reviewed by Mark on a case by case basis.

CoAC members raised concerns re: large commercial jobs preventing number of permits from reaching the minimum for some contractors.

Earl clarified that the number of inspectors we have today is the same as 2010. The intent is not to significantly increase the number of inspectors and they will likely be doing more notifications per inspector.

CoAC members want to know whether Non-ACP work notifications could be considered in the count of permits.

Nancy summarized that it appears that ACP is considered to be an attractive program and the current situation/requests for changes needs to balance with our ability to defend our audit ratio. Moving to a risk based approach will potentially change the ACP program as it exists, and the scheduling of inspectors.

Action: Earl Davison offered to hold a working group meeting with contractors to discuss ACP in greater detail. **Rick Charron** - Designate a subset of CoAC members to meet to gather more information for suggestions.

Inspection Scheduling – Staff noted that ESA is working to address scheduling process. Mark indicated that we will be doing some benchmarking with similar service related companies to assess their best practices for scheduling; dispatch; etc.

14.03.03

HRS Update

Connection Authorization Email Subject Line – A discussion was held re some preferences regarding batch emails and the title of attachments. ESA staff agreed that we could review establishing a more consistent protocol for email titling. Staff noted that custom-naming of attachments would be extremely complex and undermine data management.

Action: Sandy Ragno/Luke Bogdanovic – Send examples of email correspondence to Bohdan Baluta/Patience Cathcart.

Action: Patience Cathcart/Bohdan Baluta – Investigate consistent subject protocol for ESA email correspondence re Defect Correspondence, Connection Authorization, Final, etc.

Domestic & Rural Licenses –

Sandy identified the following: Someone gets a C&M license and they are qualified to do all electrical within Comm/Res. A person who gets a D&R license which involves a shorter training period and there are some work restrictions. There are situations where D&R licensed individuals are now going and getting a Masters license and are overseeing people doing work in the D&R licensed person's restricted areas. Sandy feels that D&R licensees should not be allowed to get a Masters license; or as a minimum if should be a modified Masters license.

Action: Nancy Evans – Refer the matter to Norm Breton and ECRA: whether a Masters license should be granted to a D&R licensed electrician

14.03.04 **Campaign Updates**

LEC Campaign Final Results – Kathryn Chopp presented information regarding the outcome of the LEC spring campaign. She also reviewed the Deadly Dozen online game re Powerline hazards and identified that we will look at using this concept for residential wiring in the future.

Consumer Advisory Council Top 10 Consumer Trends – Nancy reviewed the top 10 consumer trends that had been developed by the Consumer Advisory Council.

Anti-Spam Legislation – We are exempt in our regulatory functions because we are not selling and executing a regulatory function. Anti-spam legislation does apply to our non-regulatory business such as training and field evaluation areas.

14.03.05 **Wiring Fee Adjustment**

The wiring fee consultation started on June 12, 2014 and closes on July 18, 2014. The committee was reminded to review and submit any feedback prior to the deadline.

Mark Taylor reviewed some proposed additional fees that are being considered by the fee committee within the proposed 2.65% increase:

Large Apartments New – Feedback – Scott noted that once you get to the 3rd or 4th floor, the application is consistent so they are not sure there is actual value for the current value let alone an increased value. There was a suggestion that ESA should look at making a distinction between an apartment or a condominium. Sandy recommended that ESA should have a discussion with the high rise association.

Large Apartments Renovation – Feedback – How does it compare to the fee for a residential renovation? It was felt that there would not be a lot of challenge on this area as it wouldn't affect a huge number of permits.

Large House New – Feedback – Is the inspector spending any more time in the larger home to justify the higher fees. Demand calculation was a factor that was mentioned as a designator. It was suggested that smaller increases be included over all the homes; or the increase be implemented over several years.

Action: Sandy Ragno – Invite Mark Taylor to the next low rise contractors association meeting. Mark Taylor – take feedback from CoAC and others back to fee committee for consideration.

14.03.06

Regulatory Updates

Retrofit Lighting Project – Nancy Hanna reviewed the background and the proposal of how we will be proceeding. Feedback: CoAC was happy that the fee would be lower. There was a concern about a possible delay in the processing of the paper forms. Resource requirements are being assessed. The submission would need to be for all sites but the inspection would be for 1 of 5. CoAC members agreed with the change re 'ACP Contractors will be required to perform 10 site installations at 100% to qualify for NEW audit ratios'. This information will be relayed to the OEL Contractor's Council and Sandy indicated that it could be included in an ECAO newsletter to make the association members aware. The plan for implementation is the end of September.

Action: CoAC members – Review the Retrofit Lighting Project proposal with other contractors and let Nancy know of any comments or issues.

Code Change Proposals from the Canadian Electrical Code Committee – Nancy provided an update on some of the changes that were reviewed at the CEC Committee meetings held this week. The final CEC changes will come out shortly. These will still need to be reviewed for impact on the Ontario Electrical Safety Code.

Ontario Electrical Code Consultation – We are waiting for confirmation from the government of our proposed June 2016 OESC effective date.

Bulletin Survey.- The survey will be going out July 21, 2014. There will be a notice about it in Plugged In. The survey will be sent out by a research company called North Star.

Action: Nancy Evans/Nancy Hanna – Investigate whether the survey can be sent out from an ESA address so it won't get caught in contractor' spam filters.

14.03.07 **Other Business**

Member Survey Reminder – Responses from CoAC members are due on the member survey by July 2; Farrah will send out a reminder next week.

ESA Corporate Strategy Consultation Process – Feedback will be requested on some of the strategy items and the consultation is expected to launch late July.

Ontario Electrical Safety Awards and Annual General Meeting – This event will be held on September 30, 2014 in the Living Arts Centre. Nancy identified that we are also looking for any potential candidates for the special Chief Public Safety Officer Award and requested that any suggestions be forwarded to herself or Farrah.

General Contractor convictions – Nancy flagged two recent significant convictions for unlicensed work.

Rick Charron indicated he will be stepping down as a CoAC member next June 2015.

14.03.18 **Adjournment**

*MOTION to Adjourn by Mark Taylor
Seconded by Sandy Ragno
Carried*

End of Contractor Advisory Council Meeting

Next Meeting: Thursday, September 18, 2014
Time: 9:30 am – 3:15 pm
Location: Centre for Health and Safety Innovation
5110 Creekbank Road, Training Room 2

If there are any discrepancies to these minutes, please report them to Richard Charron and Farrah Bourre by email.