



**Date:** Thursday, September 18, 2014

**Location:** CHSI, 5110 Creekbank Road, Training Room 2

**Meeting:** Contractor Advisory Council (CoAC)

**Present:**

Rick Charron (Chair)	OEL
Sandy Ragno	ECAO
Dave Ackison	OEL
Earl Davison	ESA
Luke Bogdanovic	OEL
Barry Moss	OEL
Joe Kurpe	ECAO

**Absent:**

Michael Lettner	ECAO
Dan Topazzini	ECAO
Scott Kelly	OEL

**Guests:**

Al Merlo	Board of Directors
Kathryn Chopp	ESA
Nancy Evans	ESA
Bohdan Baluta	ESA
Scott Saint	ESA (part time)
Nansy Hanna	ESA (part time)
Mark Taylor	ESA (part time)

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**14.04.01 Motion to Approve Agenda**

*MOTION to approve agenda by Barry Moss  
Seconded by Sandy Ragno  
Carried*

**Motion to Approve June 19, 2014 Minutes**

*MOTION to approve June 19, 2014 minutes by Barry Moss  
Seconded by Sandy Ragno  
Carried*

**Outstanding Actions**

The outstanding actions were reviewed and the status was updated.

Action 7 re 14.03.03 - Identify to Normand Breton and ECRA the question of whether a Masters license should be granted to a D&R (Domestic & Rural) electrician.

This will be discussed at the next ECRA Meeting (September 23/24). Nancy will report back at the November CoAC meeting. Rick suggested that it would be helpful if ESA could review the records to see how many of the Master Electricians have the 631A , 434, 309A, 309C, designations. Nancy summarized the questions to be raised with ECRA as: How is the DME system being managed against the variety of certifications and who is overseeing that the DME is appropriately designated? Are the Masters Licenses that are being issued aligning with the designations of who should get a Masters License.

*Later in the meeting, Norm identified that DME licenses identify that they are only qualified to do work related to the CofQ held by the individual. ESA will audit the work a contractor has done to ensure that it matches the qualifications. Norm will take this request to ECRA and an update on the response will be reported back at the next CoAC meeting.*

**Action: Norm** - Norm will take the concern regarding granting Master Electrician licenses to individuals whose company does work outside the Master Electrician's CofQ to ECRA and an update on the response/outcome will be reported back at the next CoAC meeting.

**14.04.02 Authorized Contractor Program**

The issue around some ACP contractors who have a low number of notification and might lose their designation but they have a large number of notifications on non-ACP work will be discussed/reviewed by a small working group with representatives from CoAC, and Earl Davison and Mark Taylor. Dave Ackison

indicated that the CoAC hasn't had as much involvement in ACP issues as it did in the past. Mark indicated that the small working group that will be set up can discuss various contractor issues related to the ACP program. The working group would be to bring current issues forward and also for ESA to raise potential changes or issues from their perspective.

14.04.03

**Strategy Advisory Group**

Scott Saint provided a presentation with an update on the Strategy Advisory Group and its associated working groups, Worker Safety Working Group and Powerline Safety Working Group. Scott identified that the Worker Safety Working Group has presented their recommendations to the SAG. The Powerline Safety Working Group has presented preliminary recommendations to SAG and were given some suggestions to go back and revisit their recommendations.

Joe Kurpe identified that Mohawk College, for example, indicated that the field is responsible for safety training. Safety accountability needs to be integrated into the training but that will take some time to get this adopted. In the interim ESA will try to get back in the colleges and deliver this safety training.

Rick suggested whether this could be done at a mixed contractor/electrician meeting similar to how the code training was delivered. Barry suggested asking the employees/electricians what would be the best way of delivering this type of training.

14.04.04

**Consumer Market Research Results**

Kathryn Chopp presented the results from the recently completed Consumer Research survey. The survey looked at the awareness and perceptions around electrical safety and risk. It explored the factors and contexts that influence behaviour/awareness social values. The survey identified that the most effective approach for ESA to engage Ontarians was to have focussed targeting of values driven electrical consumer segments.

Dave Ackison identified that his company is often being asked to do an inspection of electrical systems in homes by real estate or insurance companies.

**Action: Dave Ackison** – Forward any future letters from real estate or insurances companies regarding conducting inspections to Earl Davison so ESA can follow up with the company to make them aware that ESA is the agency responsible for electrical inspections.

Joe Kurpe identified that Samsung are doing windmill farms and they are hiring factory workers to do the work. If it is a factory representative, that would be fine. Samsung is hiring subcontractors that are not factory representatives to do the assembly and they are not licensed. Norm identified that it would need field evaluation to SPE1000 when the product is completed. If this falls under the complex item category, it would need a licensed individual to do the wiring.

**Action: Norm** – Take the issue of non-licensed non-factory representative individuals doing the assembly work inside windmills to the OPCC and report back to CoAC.

Modular dwelling safety is a national issue involving fire safety, building code, and electrical code because it is considered a product.

Joe identified that there are some issues regarding the fact that Senior Inspector for Hamilton no longer exists. The inspectors in Hamilton are not happy as the Senior Inspector is now in the Niagara. Earl indicated that the Hamilton senior inspector retired, and when trying to fill the position, they were not able to find a suitable individual in the area so the team was realigned with the Niagara area. Jeff Thomson is the new General Manager in Western and he will be reviewing staffing throughout the Region.

#### 14.04.05 **Membership Update**

Results of Member Survey – Farrah presented the results of the CoAC membership survey including the challenges and opportunities.

As there will be several vacancies next year, Joe suggested that we bring possible replacement to future meetings to make them aware of the value of the meetings.

Nancy presented some information regarding how to extend our reach to contractors who are not part of associations. There was a suggestion that the Contractor tab of the ESA website should include Councils so there is a quick link to council information. Nancy wanted to raise the awareness that we are considering various methods of engaging a larger portion of licensed electrical contractors.

#### 14.04.06 **HRS Update**

Bohdan Baluta identified that the General Manager position should be filled shortly.

**Customer Service Update** – Bohdan provided an update on the current situation at the call centre. The handling of calls is currently the main issue and is the current focus for improvement. An update was also provided on the eNOLA system. The lack of capability to do scheduling was identified as an issue. There was a question regarding why there is a 2:00pm deadline for input of online notifications versus being able to call in until 4:00pm and an agent can take out the notification and schedule it for the next day.

**Action: Bohdan** - Investigate why there is a 2:00 pm deadline for online submissions of notifications to be scheduled for the next day while they will be taken by phone until 4:00 pm and can be scheduled for the next day.

There was a question regarding whether any feedback is being given to contractors for repetitive errors that are being corrected by HRS staff.

**Action: Bohdan** – Develop a process for analyzing repetitive errors on notification submissions and develop a method for providing feedback/training to contractors to lower the number of errors and therefore amount of time involved in corrections by customer service centre staff.

There was a question as to whether there could be an eNola lite for the large volume new res contractors to avoid contractors faxing in a large volume of notifications that could be done online if it was simpler. There was a question whether there was consideration of offering training sessions for the online system. Bohdan identified that when eNola was launched there was a special line set up with a specialist who could help with any online issues and this is still in existence.

14.04.07 **Corporate Strategy Update**

Nancy Evans provided a summary of the three areas of focus in the next Corporate strategy.

14.04.08 **Regulatory Update**

**Code Consultation Timeline** – Nansy Hanna provided information regarding the Section 75 changes and consultation that is underway.

**Action: CoAC Members** – Inform association members of the consultation re Section 75 and ask contractors to review and provide feedback by the identified deadline.

**Proposed Ontario Amendments** – Proposed amendments were reviewed (see presentation). Nansy requested feedback from CoAC on the timeline for implementation of the AFCI expansion if Ontario were early adopters. The group indicated their preference was May 2016 and it was identified that the minimum time frame preference would be 10 months.

**Bulletin Survey Results** – It was identified that the majority of people who responded to the survey identified that they want the bulletins in a downloadable pdf format. The next steps will be reviewing the results, costs, etc, and recommendations will be developed for implementation.

**Luminaries Retrofits Program Timeline** – The ESA lighting retrofit program will be launched on October 21, 2014. Enforcement will start on November 25, 2014.

14.04.09 **Other Business**

**AGM and Safety Awards** will be held on Tuesday, September 30, 2014 at the Living Arts Centre in Mississauga.

**2015 Meeting Schedule** – The proposed CoAC meeting dates were provided to the committee members. There were several concerns regarding conflicts with Contractor Council meeting dates.

**Action: CoAC** – Review the meeting dates and respond to Sondra Donaldson by September 30, 2014 of any conflicts or proposed changes to the dates.

14.04.10 **Adjournment**

*MOTION to Adjourn by Joe Kurpe  
Seconded by Dave Ackison  
Carried*

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**End of Contractor Advisory Council Meeting**

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**Next Meeting:** Thursday, November 27, 2014  
**Time:** 9:30 am – 3:15 pm  
**Location:** Centre for Health and Safety Innovation  
5110 Creekbank Road, Training Room 3

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