

Date: Tuesday April 21, 2015

Location: Centre for Health & Safety Innovation, 5110 Creekbank Rd, Mississauga Board Room E

Meeting: Electrical Contractor Registration Agency (ECRA) Advisory Council

Present:

Fred Black	ECAO
Larry Allison	AMCTO
Louis Violo	OEL
Debra Mattina	AMCTO
Joe Kurpe	ECAO
Gary Oosterhof	OEL
Brian Smith	ESA appointee
Sean Bell	UCAO
Diana Miles	ESA appointee

ESA Staff:

Normand Breton	ESA
Farrah Bourre	ESA
Nancy Evans	ESA
Tracy Durant	ESA

Guests:

Mary Beth Fazzari	MGCS
Shana Hole	ESA
Christopher Jodhan	ESA
Nicole Stewart	MGCS

ESA Board:

Al Merlo	ESA
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Absent:

John Buchanan	CAC
Samantha Pinto	

15.02.01 **Role of the Government**

Presentation provided by Nicole Stewart

See presentation attached

The ministry's relationship with ESA and the role and responsibilities of the Ministry of Government and Consumer Services was reviewed.

Discussion focussed on understanding regulatory language and how it can be more accessible to contractors.

Some members expressed a lack of communication to the contractors about these policies, and contractors are unable to stay aware of all the policies and regulations.

ESA staff pointed out that materials are sent out, and the challenge is to get contractors to read the documents that are sent to them.

A member asked if it was possible to require contractors indicate membership in an industry organization upon license renewal. MGCS staff indicated that before a concept is enshrined in legislation, all other avenues are exhausted. Quality assurance programs, continuing education are examples of programs that could take the place of regulating a solution to a problem.

AMPS Update: MGCS will continue to work on it. MGCS priorities are available in its mandate letter on the Ontario government website.

15.02.02 **Membership Update**

ECRA Chair vote

Farrah Bourre opened the chair vote and introduced the two nominees: Joe Krupe (ECAO) and Louis Violo (OEL)

Voting results – Louis Violo voted as new chair

15.02.03 **Review of Agenda**

MOTION to approve the agenda – Debra Mattina

Approval – Joe Krupe

Quorum – reached

15.02.04 **Review of Minutes**

Motion to Approve
November 3-4, 2014 Minutes & Review Action Items

*MOTION to approve minutes – Larry Allison
Seconded by - and Joe Kurpe
All in favour
Carried*

Motion to Approve
February 13, 2014 Minutes & Review Action Items

15.01.11 – Include an independent member to the MEC
Action item was amended – Independent allowed to be a member, but not as a voting member.

*MOTION to approve minutes as amended – Debra Mattina
Seconded by – Diana Miles
All in favour
Carried*

Motion to Approve
March 3, 2014 Minutes & Review Action Items

*MOTION to approve minutes – Brian Smith
Seconded by – Debra Mattina
All in favour
Carried*

Outstanding Action Items Were Discussed:

15.02.02 – Provide details at next ECRA meeting on the role of government and their role with ESA

Completed. A presentation on the role of the ministry and how the ministry works with ESA as well as stakeholders to develop policy and regulations was presented by the Ministry of Government and Consumer Services – April 21, 2015.

15.01.04 – Provide details on the reasons why 55 licenses were suspended in FY14

Completed. An update on licence suspensions and enforcement convictions was presented April 21, 2015.

15.01.08 – Next meeting agenda to include discussion on whether someone should pass all three areas in order to achieving a pass on the ME exam as a whole

In progress; Council members would like to see examples of pass/fail rate.

ACTION: **Shana Hole** to provide examples of answer scores of pass/fail rate.

15.01.11 – Add to next meeting’s agenda discussion on including an independent member the MEC

In progress; Members agreed to allow independent member to MEC, but not to have voting rights.

ACTION: **Helen Varga** to provide independent’s resume to MEC council members at May 6th MEC meeting.

14.04.04 – Ask MEC to provide their recommendation for the Pre-Masters training & ME Exam so a presentation can be made in January to ECRA

In progress; MEC to follow up with their recommendations.

14.04.05 – Look at opportunities to better engage the insurance sector & invite to next ECRA

In progress; Farrah Bourre will schedule a representative from the insurance industry to attend meeting.

14.04.07 – Provide an update on AMPs to the ECRA Council

In progress; MGCS will continue to work on it.

14.04.11– Contractor Engagement - Come back to ECRA with next iteration of plans at future meeting

In progress; Nancy will bring back at Fall meeting.

14.03.03 – Request OCOT to attend ECRA meeting

In progress; Suggested the Fall might be the appropriate time and to put this item on the Fall meeting agenda.

14.03.04 – Vote on ECRA Chair to occur in January meeting, providing full membership is attained.

Completed. Louis Violo voted as chair.

14.02.04 – Look into adding a checkbox to the LEC and ME renewal which would indicate the licence holder has read the LEC 7 DME Guide

Responsibility of action item previously Eric Kingston, this to be changed to Normand Breton. This is be an on-going action item.

12.02.02 – Implement a declaration where contractors will have to accept the terms and conditions when applying online. One timers will be added to another date.

Responsibility for action item to be assigned to Normand Breton. This will be an on-going action item.

11.01.04 – Continue to monitor the College of Trades’ progress and provide update at next meeting

On-going (*this is to be a reoccurring item*). Fred Black will present a full report at next meeting.

Nancy Evans –provided a brief Customer Service Centre update. New phone lines and on call staff were added. The annual temporary employees are being trained now. Performance standard of 70/30 has been met in recent weeks.

*MOTION to approve action items – Brain Smith
Seconded by – Sean Bell
All in favour
Carried*

15.02.05 **Enforcement Update/Data Report**

Presented by Normand Breton
See presentation attached

Discussion took place on how to address the underground economy.

Nancy Evans stated ESA's new corporate strategy addresses and targets the underground economy through a commitment to increasing compliance.

A council member commented that the general public doesn't understand the difference between electricians and licensed electrical contractors. It was suggested that enforcement would have more impact if the insurance companies required LECs to perform electrical work.

15.02.06 **Discipline Guidelines**

Presenter – Shana Hole

Update on Discipline Guidelines: Shana provided an update regarding the two working group sessions that were held and discussed the next steps in the formulation of the guidelines.

The council discussed rolling out a document that was prepared specifically on the disciplines as a document is needed to help educate the contractors. This would be a 1 page document (Code of Ethics).

ESA recognizes that there are contractors that are abiding by our guidelines, but we need to level the playing field for those that aren't. Need to change the emphasis from a negative to a positive.

Next steps:

- have two meetings set up for May
- the creation of a discipline framework for the guidelines

Shana Hole anticipates by September a first draft document will be brought for review.

ACTION: **Farrah Bourre** to present discipline guideline communications plan at next meeting.

15.02.07 **MEC Update**

Presented by Normand Brenton

See presentation attached

At the last ECRA meeting members indicated that a discussion should take place on the structure of the Master Electrician Exam.

Currently, the exam is divided into three sections and an individual passes the exam if they receive an overall score of 70%. It was suggested by some members to set a passing rate in each section, rather than 70% overall on the exam.

The council inquired what the pass/fail rate was in each section, and what the weakest section of the exam was.

ACTION: **Shana Hole** - provide some samples of tests answer scores of pass/fail rates, what sections show low scores, and an example of an individual that scored high in one section but failed in another.

15.02.08 **Update for LEC Meeting**

Presented by Normand Breton

See presentation attached

Council members agreed that financials need to be simplified. It was suggested that one pie chart would suffice.

The following suggestions on how to improve the Licensed Holder Meeting were given:

- give attendees the opportunity to present questions before meeting begins, when they first walk in.
- add a section to the Q&A, providing the answers to most common problems contractors ask ESA throughout the year
- have two stations set up for the break time at meetings
- promote any special rates for accommodations on the on-line registration

15.02.09 **Licensing Renewal Process**

Presented by Normand Breton

See presentation attached

The Licensing department in Cambridge is running out of filing space. A proposal is being developed that would change the licensing renewal process. Rather than LECs providing supporting documentation on an annual basis, LECs would provide the supporting documentation every five years with the eventual goal of online licensing renewal. This would reduce administrative burden on stakeholders and ESA.

15.02.10 **ESA's Mandate**

A summary of ESA's Mandate was presented by Chris Johdan.

15.02.11 **Other Business**

Licence Holder Meeting – change date from Oct 6th & 7th to Oct 5th & 6th

A suggestion was put forward to have ECRA meeting on Day 1 at CHSI and Day 2 at Mississauga Grand.

MOTION - To hold Licence Holder Meeting on October 5th and 6th (first day at CHSI and day 2 at Mississauga Grand) – Diana Miles

Seconded – Debra Mattina

All in favour

Carried

ECRA 10 Year Anniversary

Normand Breton proposed forming small committee to plan an acknowledgement of ECRA's 10 year anniversary.

ACTION: **Normand Breton** and **Farrah Bourre** to plan how to acknowledge the milestone.

MOTION to acknowledge 10 year anniversary – Brian Smith

Seconded - Debra Mattina

All in favour

Carried

Expense Claim Guideline – Farrah Bourre (see attachment)

Questions arose regarding accommodations – what is the rule of thumb? Concern was expressed re: when is it appropriate to expense for this for out of town members?

Direction from ESA was that if it is necessary to stay overnight then book accommodations.

ACTION: **Farrah Bourre** to send out updated expense claim guideline to ECRA members

Commitment/Contributions to Sunnybrook

The chair, Louis Violo inquired if ESA/ECRA will recommit contribution of \$25K to Sunnybrook burn unit.

ACTION: **Helen Varga** to add this item on next meeting's agenda.

ESA/ECRA Presence at BOMA

A suggestion was made to have an ESA booth at BOMA (building owners and managers association) on Dec 4th & 5th.

Council members agreed this would be something that should be considered.

Other areas that were suggested for ESA presence included:

- construction sites (at their safety trailers that are brought on site)
- condo board meetings

Council members agreed the need to further discuss ESA's presence in these various locations and look into what type of involvement is required.

ECRA Meetings Dates

A suggestion was made to hold the ECRA meetings in April, June, September, and November to space meeting times more effectively.

ACTION: **Helen Varga** to propose 2016 meeting schedule at next meeting.

MOTION to adjournment – Dianna Miles

Seconded – Sean Bell

All in favour

Carried

End of ECRA Advisory Council Meeting

If there are any discrepancies to these minutes, please report them to Normand Breton by email.

2015 Meetings:

October 5-6 – Mississauga

November 23-24 - Belleville