



ECRA Advisory Council Minutes

Date: Thursday April 28, 2016

Location: Centre for Health & Safety

Meeting: Electrical Contractor Registration Agency (ECRA) Advisory Council

Present:	Louis Violo	OEL
	Fred Black	ECAO
	Debra Mattina	AMCTO
	Brian Smith	ESA Appointee
	Sean Bell	UCAO
	Larry Allison	AMCTO
	Joe Kurpe	ECAO
	Ron Bergeron	OEL
	Larry Shaver	ECAO
ESA Staff:	Normand Breton	ESA
	Farrah Bourre	ESA
	Tracy Durant	ESA
Guests:	Lydia Ma	MGCS
	Scott Eason	ESA

16.02.01 **Review of Agenda**

Sufficient members in attendance for quorum.

Agenda amendments were reviewed by the Council.

MOTION to approve agenda as amended by Joe Kurpe

Seconded by Debra Mattina

All in Favour

Carried

16.02.02 **Review of Minutes**

Motion to Approve January 28 Minutes & Review Action Items

Amendment to the minutes made to reflect attendance of Joe Kurpe as with Regrets versus Absent.

MOTION to approve January 28 minutes as amended made by Brian Smith

Seconded by Joe Kurpe

All in favour

Carried

MOTION to approve minutes by Brian Smith

Seconded by Joe Kurpe

All in favour

Carried

16.02.03 **Outstanding Action Items Were Discussed**

16.01.06 - ***To monitor the associations for any changes and report them to Tracy Durant.***

Panel of ECAO members has met with forty local MPPs regarding the Dean Report.

15.05.10 – ***To set up sub-committee for the purpose of assessing regulatory impact regarding the sale of distribution products to LEC's.***

In progress. A framework is required as to what the Council is looking for.

14.02.04 – ***Look into adding a checkbox to the LEC and ME renewals which would indicate the licence holder has read the LEC & DME Guide.***

Ongoing.

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

Ongoing.

16.02.03 **Membership Update**

New ECRA Council members were introduced.

The Council reviewed ESA's nomination of Gary Miller appointment to the Master Examination Committee. Gary Miller is to replace Al Lis as a member on the MEC.

*MOTION to appoint Gary Miller to the MEC by Fred Black
Seconded by Debra Mattina
All in favour
Carried*

Membership selection was discussed with the Council. ECRA orientation for the two newly elected members as well as a refresher for the Council is scheduled for June. In addition, a new member orientation will also be provided in the fall once the membership is in place.

AMCTO has put forward Debra Mattina for a three year ECRA term renewal.

*MOTION to extend Debra Mattina's term as AMTCO member for the next three years made by Joe Kurpe
Seconded by Larry Allison
All in favour
Carried*

Acting Vice Chair will be chosen once vacancies are filled.

16.02.04 **ME Exam Pass Rate – Next Steps**

Normand Breton provided the ECRA Advisory Council with an update on the ME Exam pass rate (see presentation).

At the January ECRA meeting the Council passed the motion *to recommend the implementation of a minimum pass rate of 60 per cent in the three sections of the ME exam and 70 per cent overall.* ESA must complete an impact analysis, which should include feedback from stakeholders. ESA aims to have this completed for presentation at the December meeting of ESA's Board of Directors.

The Impact Analysis will investigate what effects a new pass rate will have on public and worker safety, ESA and the value added to the industry. ESA aims to have this completed for ECRA's review at the fall meeting.

The Council expressed concern regarding the length of the consultation process. Reassurance was provided to the Council that consultation such as this generally doesn't exceed 30 to 45 days.

Discussion was held regarding the option to rewrite failed sections of the examination. It was suggested that there should be a limit to the time one is allowed to rewrite a section, as well as the number of times one can re-write a section before the exam needs to be re-taken. Suggestions were made to implement a quality assurance program where individuals are asked to participate to prove that they still maintain the knowledge.

ACTION: **Farrah and ECRA Advisory Council** – Farrah Bourre to email ECRA to obtain and document ECRA's position on the revised Master Exam Pass rate's impact on safety, the industry and ESA. ECRA to respond to Farrah Bourre by May 6, 2016.

ACTION: **Master Examination Committee** to look at the rules surrounding rewrite options.

16.02.05 Discipline Guideline & Professional Conduct Documents- Update

Normand Breton provided the ECRA Advisory Council with an update on the Standards of Conduct (see presentation.)

Discussion was held on how to effectively roll out the Standards of Conduct document and ensure that all LECs are aware of the contents presented in the document.

It was pointed out that the contents in the Standards of Conduct is not new and should be positioned as a document that has been in the law for ten years. ESA is simply providing a version that is easier to understand.

The document should also be positioned as an educational tool, to ensure that LECs fully understand what is required of them by law. It was suggested that training sessions should be made available to contractors. No firm positions were agreed upon at this time.

ESA is preparing the Discipline Guideline to assist The Statutory Director of Contractor Licensing in the consistent application of discipline to licensees when or if required. The draft document is still in development.

ESA is considering the ways this can be bundled with LEC/DME Guideline for pre-master packages.

It was suggested that the LEC/DME Guideline should be used as pre-read material for Masters Exam. It was also identified that there are opportunities for ESA to provide seminar training of the contents in the Guideline.

Other suggestions included creating a low budget video to provide pictorial education of the Guideline. Partnering with industry association would be a great way to promote a video through the website as well as word of mouth.

*MOTION to have ESA explore various communication tools, including but not limited to a video, which will increase awareness of the LEC/DME guideline. ECRA to forward any suggestions, made by Debra Mattina
Seconded by Brian Smith
All in favour.
Carried.*

16.02.06 **Review of Pro-Teck Electric Conviction**

Normand Breton provided a briefing on the recent conviction which resulted in \$537,500 fine for Pro-Teck Electric in Niagara Falls – the largest fine in the history of electrical contractor licensing in Ontario (see presentation.)

The briefing included a review of the specific and unique circumstances in the case, when and how ESA become involved, the behaviour of the LEC, factors that contributed to the Justice of the Peace's assessment, fine calculation and the rationale for publicizing the conviction.

The Council noted that this was an example of DME's direct supervision of responsibilities. A DME is responsible for ensuring that electrical work is done properly.

Concern was raised over a DME's ability to oversee all areas and jobs.

Some members asked whether ECRA has the obligation to offer training on the LEC/DME Guideline.

ESA asked for Council recommendations. Some members advised that ESA cannot oversee everything. We rely on the honesty and integrity of people that work within the system, and it is important to remember that the person holding the licence has the responsibility to know what it is required of them by law.

16.02.07 **Licensing Discipline Enforcement Update Licensing statistics**

Normand Breton went over the Licensing & Enforcement Statistics (see presentation.)

A member expressed concern that licenses may be suspended when contractor wiring fee accounts are blocked.

This is not the case. Licenses are only suspended when the licensing fee isn't paid. This conversation has been directed to CoAC as this is not an ECRA matter.

16.02.08 **Five Year Licence Update**

Scott Eason provided the ECRA Advisory Council with a brief progress report on the Five Year Licence (see presentation.)

On July 2nd, licensees will move to the Five Year Licence. MEs will now be able to submit payments online. Each licensee will receive instructions with their renewal.

The Council inquired about electronic document archiving. This process is still years out. This fiscal year ESA is focusing on the renewals.

16.02.09

Other Business

ECRA Member Survey

The survey gauges the ECRA's perception of the value of ECRA and ESA's administration of ECRA. The survey will be sent to members via Survey Monkey.

Contractor Summary Report

Please review last year's Contractor Summary Report. At the June meeting ESA will ask for comments on the next Contractor Summary Report.

Sunnybrook Research Institute Electrical Injury Endowment Fund

A formal proposal has been submitted by the Sunnybrook Research Institute for funding from ESA and ECRA over the next five years.

Where does ECRA feel that the funding should be allocated? Does ECRA still support another five years for the burn unit?

ACTION: **Normand Breton** will obtain more information regarding how the last funds were dispensed and bring back to ECRA for discussion. ECRA has a year to prepare a recommendation regarding how the funds will be allocated to the Fund.

ACTION: **Farrah Bourre** obtain a copy of the Sunnybrook presentation for review.

Joe Kurpe: LDCS – Information Only

It was identified that it is not the job of ECRA to investigate individual complaints. The Council has no jurisdiction or the responsibility to satisfy such queries.

MOTION to adjourn meeting by Brian Smith

Second that Debra Mattina

All in favour

Carried

Meeting was adjourned.

End of ECRA Advisory Council Meeting

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

Next ECRA Meeting was confirmed for June 16th.