



# ECRA Advisory Council

Minutes of Meeting

November 21, 2016

## ECRA Advisory Council Members

Larry Allison	ESA Consumer Advisory Council
Ron Bergeron	Electrical Contractors (OEL)
Sean Bell	Utility Contractor Association
Joe Kurpe	Electrical Contractors (ECAO)
Debra Mattina	Municipalities
Larry Shaver	Electrical Contractor (ECAO)
Brian Smith	Electrical Safety Authority

## ECRA Advisory Council Members - Absent

Louie Violo	Electrical Contractors (OEL)

## ESA Staff

Normand Breton	
Farrah Bourre	
Shana Hole	
Tracy Durant	

## Guests

Fred Black	ECAO
Mary Beth Fazzari	MGCS

**1 Notice & Quorum**

- The meeting had quorum
- The council decided to appoint an acting Chair for this meeting
- Joe Kurpe put his name forward to chair the council meeting for November 21, 2016 and November 22, 2016

**Motion: To accept Joe Kurpe as the acting chair for the November 21 and 22, 2016 meeting**

**Motioned by: Debra Mattina**

**Second: Larry Allison**

**Motion carried.**

**2 Review of the Agenda**

- OCOT sent their regrets due to a winter storm and flight cancellations
  - o OCOT presentation removed from the agenda
- Ron Bergeron requested 2 items to be added to the agenda in place of the OCOT presentation
  - o Blocking of accounts for Contractor Licensing reasons
  - o Data requests
- ESA was asked to provide an opportunity for Council members to provide agenda items prior to the agenda being set and to ensure the finalized agenda and pre meeting materials are sent out at least 1 week before the meeting

**Motion: To accept the Agenda as amended**

**Motioned by: Brian Smith**

**Second: Debra Mattina**

**Motion carried.**

**3 Review of the Minutes from the October 3<sup>rd</sup> and 4<sup>th</sup> 2016 Meeting and outstanding Action Items**

- ESA was asked to correct the spelling of Sault Ste. Marie in the minutes

**Motion: To accept the Minutes from the October 3<sup>rd</sup> and 4<sup>th</sup> 2016 meeting with the above changes**

**Motioned by: Larry Allison**

**Second: Brian Smith**

**Motion carried.**

- Sunnybrook
  - o This item is on the agenda today
- Tony Dean Report
  - o Anything new that was happening as a result of the Tony Dean Report was to be reported to Tracy. Tracy has nothing new on this item
  - o ECAO has indicated their major concern with the report is trade splitting
- OCOT
  - o OCOT was to be on the agenda for this meeting and had to cancel
- Sale of Distribution Products to Non LECs.

- This item has been deferred to 2017

**4 ECRA Membership Update – Farrah Bourre (ESA)**

- ESAs Regulatory Affairs and Governance committee held interviews for the nominees and 2 were selected to bring to the ESA Board of Directors at their next meeting. ECRA should have a new member for the next council meeting
- ESA would like to elect a Vice Chair for ECRA at this meeting
- The Council would like to elect a interim Vice Chair to hold the position until the next Vice Chair election as outlined in the [Terms of Reference](#)
- Nominations to be given to ESA by the end of day November 21, 2016 and the election to be held at the start of meeting on November 22, 2016

**5 Sunnybrook Update – Normand Breton (ESA)**

- ESA has supported Sunnybrook Burn Unit for 6 years (5 Year agreement was a donation of \$50,000 - \$25,000 from ESA and \$25,000 from ECRA, and in 2016 ESA and ECRA agreed to a one time \$50,000 donation)
- ESA received a proposal from Sunnybrook asking for our donation to be allocated to the Chair of the Burn Unit instead of directing our donation to the activities of the Burn Unit
- ECRA was asked if they would like to see the donation go to the Chair of the Burn Unit or to the activities of the Burn Unit
- ESA was asked how the funds would be allocated if the donation was given to the Chair of the Burn Unit
  - Funds would be distributed to areas that the Chair deemed most appropriate (attracting new talent, research, etc.)
- Most felt that the research was as important to fund as the activities
- ECRA asked about the possibility of splitting the donation between the Chair and the activities of the Burn Unit

**Motion: To continue ECRA's support of Sunnybrook by providing 50% of the donation to the Chair of the Burn Unit (research) and 50% to the activities of the Burn Unit**

**Motioned by: Larry Shaver**

**Second: Brian Smith**

**Opposed: 1**

**Motion carried.**

**6 Guideline to the Duties and Responsibilities of Licensed Electrical Contractors (LECs) and Designated Master Electricians (DMEs): Next Steps – Normand Breton (ESA)**

- ESA has asked ECRA their thoughts on the next steps for the [Guideline](#)
- ESA has noticed that discipline infractions are increasing for things clearly outlined in the Guideline

- ESA asked ECRA if we need to look at other ways or opportunities to communicate the Guideline to LECs and DMEs
- The Council felt the Guideline didn't require an update and that adding the [Licence Holder Standards of Conduct](#) to the back of the Guideline was a good idea
- The Council is in favour of having the Guideline included in Pre-Masters training
  - o The MEC is focusing on adding more questions that relate to the Guideline and the DMEs duties and responsibilities
- Potential roadblocks to LECs and DMEs reading and understanding the Guideline were discussed
  - o In smaller companies the LEC and DME may also be in the field working leaving very little time to review the Guideline
  - o MOL is much more active and on site so their requirements are given a higher priority. The MOL has had several compulsory training courses that LECs need to have their staff complete
- Continuing education and QA programs to ensure LECs and DMEs are current with their knowledge and understanding of the requirements was discussed
- The Council would like to have the Guideline reprinted with the addition of the Licence Holder Standards of Conduct and also look at other ways to communicate the LECs and DMEs responsibilities (print, audio, video, etc)
- Ideas to Communicate with LECs and MEs
  - o Standard article in Plugged In
  - o Separate Letter/E-mail on a specific issue/part of the Guideline

**ACTION:** Have Training attend the next ECRA meeting to show what has been done to include the Guideline to the Duties and Responsibilities of Licensed Electrical Contractors (LECs) and Designated Master Electricians (DMEs) in the Pre-Masters training – Normand Breton (Action Item 2016-06-01)

**ACTION:** 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) – Normand Breton (Action Item 2016-06-02)

**ACTION:** Add to the work plan Communicating the Guideline to the Duties and Responsibilities of Licensed Electrical Contractors (LECs) and Designated Master Electricians (DMEs) – Farrah Bourre (Action Item 2016-06-03)

## **7 Metrics to Measure Effectiveness – Ron Bergeron (OEL)**

- How do we know if we are being effective? Ron had asked ESA in March for data to measure some aspects of the effectiveness of ECRA. ESA indicated that this information would be part of the ECRA orientation package. This data was not in the presentation made in October.
- The Council has asked Ron to provide more information in a specific request so the Council can determine if this is something they would like to ask ESA to put resources towards

**8 Use of the DME Guideline during Master Electrician exams – Normand Breton (ESA)**

- ESA has asked ECRA if the Guideline to the Duties and Responsibilities of Licensed Electrical Contractors (LECs) and Designated Master Electricians (DMEs) should be used during the exam
- The Guideline is used to explain the legislation so everything in the Guideline is already in the legislation

**Motion: To allow the use of the Guideline to the Duties and Responsibilities of Licensed Electrical Contractors (LECs) and Designated Master Electricians (DMEs) during the exam**

**Motioned by: Debra Mattina**

**Second: Brian Smith**

**Motion carried.**

**9 DME Ratios – Normand Breton (ESA)**

- The MEC has asked that a discussion around specifying ratios for DMEs is had at ECRA
- This topic was discussed in 2010 at ECRA and the decision then was not to mandate a ratio for DMEs. ESA instead outlined a number of options available to the LEC to meet their obligations under Regulation 570/05
- [Regulation 570/05](#) s 4.(2) “An electrical contractor shall designate one or more master electricians to assume the responsibilities set out in section 6 for the carrying out of electrical work on the contractor’s behalf. O. Reg. 570/05, s. 4 (2).”
- ECRA suggested that a Plugged In article can focus on a few best practices that would help LECs meet their obligations under Regulation 570/05

**Motion: To uphold the decision made in 2010 and not prescribe a ratio for DMEs**

**Motioned by: Brian Smith**

**Second: Sean Bell**

**Motion carried.**

**10 Electronic Code Update – Shana Hole (ESA)**

- The use of an electronic copy of the code book was discussed and some of the challenges were presented
  - o The electronic code book is becoming more popular and people are upset when they are advised they need to bring a paper copy of the code book to the exam. They have already purchased the electronic version and would now have to purchase the paper copy
  - o Currently there is no way to disable to search function within the electronic copy of the code book
- It was decided to not use the electronic code book in the Master Electrician exam at this time

**ACTION:** Add to the next MEC agenda to discuss how to proceed with the use of the electronic code book – Shana Hole (Action Item 2016-06-04)

**11 Publishing Compliance Actions – Shana Hole and Tracy Durant (ESA)**

- Discussions have been taking place to determine what Licensing information ESA should publish
- Currently ESA publishes basic information about a contractor on its [Contractor Locator](#) tool and successful prosecutions can be found in the [ESA Newsroom](#) section of the ESA website (these are not linked)
- What is published varies from jurisdiction to jurisdiction and based on the industry
- Items to consider when publishing compliance actions
  - o Must meet all applicable privacy laws
  - o Data published must be current to that day
  - o Should clearly state if a LEC can be in business or if a ME has lost their licence
  - o Be clear in communication with LECs and MEs about what is happening and what will be published
- In the nursing industry it shows if a nurse is entitled to practice. If a decision requires remedial action then the issue is removed once the action(s) has been completed. For items of an intermediate nature it would remain on the site for a period of 3 years.
- OCOT publishes the status of an individual's CofQ
- There was discussion about the speed of implementation of publishing compliance actions and if ESA should only publish completed compliance actions or include in process ones as well

**Motion: To add publishing of compliance actions to the work plan**

**Motioned by: Debra Mattina**

**Second: Brian Smith**

**Motion carried.**

**ACTION:** Add publishing compliance actions to the ECRA work plan– Farrah Bourre  
(Action Item 2016-06-05)

**ACTION:** ESA to bring processes and implementation plans for publishing of compliance actions to ECRA for discussion – Normand Breton (Action Item 2016-06-06)

**12 Other Business**

**Proposal for the ME Exam pass/fail scoring change will be brought forward to the RAGC at the end of November**

- One endorsed the implementation plan will likely start at the beginning of 2017
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**ACTION:** Add an update regarding the ME Exam pass/fail scoring change to the next ECRA meeting agenda – Normand Breton (Action Item 2016-06-07)



**ECRA Advisory Council**  
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**Vice Chair Nominations**

- Joe Kurpe and Sean Bell have both put their names forward for Vice Chair of ECRA

**Motion: To adjourn the meeting**

**Motioned by: Larry Allison**

**Second: Larry Shaver**

**Motion carried.**



**ECRA Advisory Council Meeting**  
 Minutes of Meeting  
 November 22, 2016

**ECRA Advisory Council Members**

Larry Allison	ESA Consumer Advisory Council
Ron Bergeron	Electrical Contractors (OEL)
Sean Bell	Utility Contractor Association
Joe Kurpe	Electrical Contractors (ECAO)
Debra Mattina	Municipalities
Brian Smith	Electrical Safety Authority

**ECRA Advisory Council Members - Absent**

Louie Violo	Electrical Contractors (OEL)
Larry Shaver	Electrical Contractor (ECAO)

**ESA Staff**

Normand Breton	
Farrah Bourre	
Shana Hole	
Tracy Durant	

**Guests**

Fred Black	ECAO
Mary Beth Fazzari	MGCS



**1 Notice & Quorum**

- The meeting had quorum

**2 Vice Chair Election – Farrah Bourre (ESA)**

- Both Joe Kurpe and Sean Bell have put their names forward for Vice Chair of ECRA
- Both Joe and Sean addressed the Council prior to the vote
- The result of the vote was a tie

**Motion: To allow both Joe Kurpe and Sean Bell to be alternating Interim Vice Chairs of ECRA**

**Motioned by: Debra Mattina**

**Second: Brian Smith**

**Motion carried.**

- Joe Kurpe continued as Vice Chair for this meeting

**3 2017 ECRA Work Plan – Farrah Bourre (ESA)**

- The draft 2017 ECRA work plan was shown
- Items added to the work plan from the November 21, 2016 meeting
  - o Communicating the Guideline to the Duties and Responsibilities of Licensed Electrical Contractors (LECs) and Designated Master Electricians (DMEs)
  - o Publishing compliance actions
  - o Standing Items that can be revisited as necessary
    - Licence Holder Standards of Conduct (to be reviewed in November)
    - Guideline to the Duties and Responsibilities of Licensed Electrical Contractors (LECs) and Designated Master Electricians (DMEs)
  - o ECRA Education Information Sessions
    - Pre-Master’s Training Materials

**ACTION:** Send out the updated work plan to ECRA with the draft minutes – Jason Lay (Action Item 2016-06-08)

**4 ECRA Education – Rod Lawrence (ESA)**

- Rod gave a brief history of his career in policing and his 6 years with ESA
- Rod has been appointed by ESA as a Provincial Offences Officer under Part III of the Provincial Offences Act
- Rod would receive information from ESA to start building a case from (sometimes it is just a phone number)
- Once the information has been gathered Rod would present and swear to it before the Justice of the Peace (JP)

- Rod discussed the informal information sharing that happens between investigators from various branches of government and other DAAs (e.g. MOL, TSSA, MNR, etc.)
- If information gathered through informal information sharing is necessary to go to court then Rod would go through the process of formally requesting the information
- Currently ESA has 14 investigators across the province (4 in the GTA)
- When Rod first started with ESA a lot of his work revolved around product safety. Now he mostly deals with unlicensed contractors. Investigators will also carry out some functions for the territory General Managers

**5 Ontario Electrical Safety Report (OESR) – Joel Moody (ESA)**

- A copy of the [Ontario Electrical Safety Report 2015](#) was given to the members of ECRA
- Background and accomplishments of the OESR were shared
- Incident trends related to contractors and the public were discussed

**6 Other Business**

**2017 ECRA Meeting Dates**

- February 2, 2017
- April 27, 2017
- June 20, 2017
- October 16, 2017 and October 17, 2017
  - o This meeting will be in North Bay
  - o This will also be the location of the northern Licence Holder Meeting on October 17, 2017
- November 20, 2017 and November 21, 2017
  - o The second Licence Holder Meeting will be on November 21, 2017

**ECRA Printed Materials**

- Due to the time and resources required to put the ECRA meeting binders together ECRA was asked about not having the binders at future meetings
- ECRA agreed the binders were not necessary. Most members of the Council still liked to have paper copies to make notes
- ECRA agreed to have a simplified version similar to what is used at the consumer Advisory Council

**Motion: To adjourn the meeting**

**Motioned by: Brian Smith**

**Second: Debra Mattina**

**Motion carried.**



## ECRA Advisory Council Meeting

Minutes of Meeting  
November 22, 2016

### Upcoming Meeting Dates and Locations

- February 2, 2017
  - o Location: Centre for Health & Safety Innovation - 5110 Creekbank Rd Mississauga (Training Room 2)
- April 27, 2017
  - o Location: Centre for Health & Safety Innovation - 5110 Creekbank Rd Mississauga (Training Room 4)
- June 20, 2017
  - o Location: Centre for Health & Safety Innovation - 5110 Creekbank Rd Mississauga (Training Room 4)
- October 16, 2017 and October 17, 2017
  - o Location: North Bay
- November 20, 2017 and November 21, 2017
  - o Location: TBA