**Disclaimer:** In keeping with its commitment to transparency and accountability, the following Technology Advisory Committee meeting notes are to provide interested stakeholders with a sense of the discussions that have taken place among members of the Technology Advisory Committee. These notes reflect the discussions that took place at the meeting indicated and do not necessarily reflect the views of British Columbia Safety Authority (BCSA). Inclusion of the notes on the BCSA website does not imply endorsement of the views stated in the notes.

**ELECTRICAL TECHNOLOGY ADVISORY COMMITTEE MEETING MINUTES**

<table>
<thead>
<tr>
<th>Date and time</th>
<th>October 20, 2015 (10:00am-1:30pm)</th>
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<tbody>
<tr>
<td>Location</td>
<td>BC Safety Authority New Westminster Office, Monarch Mountain Room #200 – 505 6th Street, New Westminster</td>
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<td>Call In Number – 1-866-643-2939, ID 4442830</td>
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<td>Webinar - <a href="https://BCSA.zoom.us/j/529111206">https://BCSA.zoom.us/j/529111206</a></td>
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<tr>
<td>Facilitator</td>
<td>Frank Do, Leader Stakeholder Engagement</td>
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<td>Attendees</td>
<td>Steve Dyck – President &amp; Chief Executive Officer, C&amp;S Electric Ltd</td>
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<td></td>
<td>Jim Gamble – Electrical Program Chair, Okanagan College (Co-Chair)</td>
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<td>Gary Geissinger – Senior Associate, Senior Designer/Inspector, Nemetz (S/A) &amp; Associates Ltd.</td>
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<td>Mark Kelvin – Senior Engineer, Distribution Standards and Development, BC Hydro</td>
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<td>Nick LeForte – Electrical Safety Manager, City of Surrey</td>
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<td>Adam van Steinburg – Business Manager, International Brotherhood of Electrical Workers, Local 213</td>
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<td>Jim Mummery – Manager, Powergrid Electrical Services Ltd.</td>
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<td>Ken Scambler – BC Commercial Construction Sales Manager, Schneider Electric</td>
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<td>Bill Strain – President, Villa Electric (Chair)</td>
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<td>Guests</td>
<td>Andy Cleven – Training Director, Electrical Joint Training Committee (oncoming member in 2016)</td>
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<td>BCSA Employees</td>
<td>Ulrich Janisch – Provincial Safety Manager, Electrical</td>
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<td>Doug Kelly – Senior Policy Analyst</td>
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<td>Paige Hill – Regional Business Leader, Vancouver Island</td>
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<td>Christa Peters – Business Partner, Stakeholder Engagement</td>
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<td>Meryl Howell-Fellows – Coordinator, Stakeholder Engagement Programs</td>
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<td>Nikki LHeureux – Administrative Support (recorder)</td>
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<td>Regrets</td>
<td>Cam Duncan – Field Services Supervisor, Stantec Consulting</td>
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<td>Lawrence Gibson – President &amp; Engineering Director, Quality Auditing Institute Laboratories</td>
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<td>Eddie Low – Electrical Protection Engineer, Telus ATOPS</td>
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1. INTRODUCTION

1.1 Introductions
- Frank Do welcomed all attendees and opened the meeting.
- The meeting attendees introduced themselves.

1.2 ETAC Recruitment: New ETAC members
Christa Peters presented an update on membership recruitment:
- Andy Cleven is the newest member of ETAC, representing education, officially beginning in 2016.
  - Andy Cleven is also the recipient of Lieutenant Governor Safety Award for Excellence in Electrical Safety.
- Gene Anderson was the successful candidate representing utilities, but decided to withdraw his application.

Frank Do gave an update on the membership Code of Conduct:
- An investigation around conduct by BCSA’s Legal Counsel and HR followed the last ETAC meeting.
  - Meeting attendees were contacted to review the events as they occurred from their perspective.
- A revision of the TAC code of conduct will be written to include language around bullying, harassment and intimidating behaviour as a result of the last meeting.
  - The Inter-TAC governance committee will review and release revised code of conduct in 2016.

1.3 2015 Facilitation pilots and TAC improvement
Frank Do and Christa Peters presented the facilitation pilots and TAC improvements for 2016:
- TAC Improvements survey from last year identified the following issues:
  - Lack of value
  - Functionality
  - Unclear roles
  - How recommendations are made and what BCSA does with them
- To help improve, piloting meeting facilitation by BCSA Stakeholder Engagement employees across all TACs.
  - Members will complete an evaluation of the facilitation pilot will be conducted; feedback will be reviewed before changes made.
- Trialing Zoom videoconferencing for TAC meetings to improve attendance.
  - Option to travel remains.
  - Minimum ETAC member commitment - 66% attendance.
- At meetings, discussion will be structured differently. Every agenda item:
  - What is the issue identified.
  - What is the question being asked.
  - Background.
  - Identify impacted groups; ask questions of the impacted group.
  - Discussion.
  - Recommendations.
Next steps: What does group intend to do?
- Make recommendation
- Delay
- Polling
- Working group
- Do nothing

Options for outcome:
- Come to consensus.
- Discuss at next meeting.

- From this – should be able to make clear recommendation.
  - BCSA can report on action.
  - If having trouble – Doug Kelly to support formulation of issues
- Agenda changes:
  - Restructured
  - Web enabled agenda to act as source of document

**ACTION:** Christa Peters to distribute copy of Powerpoint for TAC improvements to the committee members

### 2. REPORTING ON RECOMMENDATIONS

#### 2.1 Enhancing Duty Holder Accountabilities - Operating Permits

Ulrich Janisch provided an update on enhancing duty holder accountabilities for operating permits.

- Goal: Move expectation around duties from contractor / FSR to duty holder of that permit – The Owner
- FSR is consultant to owner for operation and maintenance of equipment in accordance with the Safety Standards Act.
  - Contractor was previously responsible under the permit doing work at the facility.
  - Contractor can do work under permit.
- Developed tech talk on duties of FSR:
  - To help FSR explain roles and responsibilities to owner.
- Log book for maintenance is in progress.
- 2016: BCSA looking at Operating Permits and duties more compressively.

Discussion highlights:
- Request for annual High Voltage permit to be available online to help ensure a permit is in place before BC Hydro connection.

In response to questions, Ulrich Janisch clarified:
- Maintenance work allowed under the operating permit includes minor alterations but not changing the service.

**ACTION:** Doug Kelly and Ulrich Janisch to report on and follow up on Operating Permit recommendations and implementation of Log Book.

### 3.1 - WORKING GROUPS
3. ISSUE
EXPLORATION AND
DISCUSSION

3.1.1 - Recommendation Review: Low Voltage Permits
Gary Geissinger provided an update on the Low Voltage Permits Working Group:
- Reference: Electrical Safety Regulation, Sec.18
- The Working Group’s final recommendation is:
  1. to amend section 18.1 or 18.5 to eliminate requirements for an installation permit for work being done by security alarm installers when replacing existing equipment.
    - Rationale: This is low risk work.
  2. to expand this elimination of requirements to low voltage equipment other than security alarm systems.

Discussion highlights:
- 3 respondents did not agree to the recommendation according to polling.
- To be worded extra low voltage rather than other low voltage work.
- No fee permits were discussed by the Working Group, but not supported.

In response to questions, Gary Geissinger, Doug Kelly and Frank Do clarified:
- Separate circuit. On external switch circuit.
- Expansion would include other extra low voltage work (vacuums, garage doors, data)
- Exemption of requirements would apply only to maintenance and replacement of existing components, not installation.

**OUTCOME:** ETAC accepted the Low Voltage Working Group’s recommendations with modifications:
- Recommendation #1: Accepted in whole.
- Recommendation #2: Accepted in part. Expansion of elimination of permit requirements for extra-low voltage to be on case-by-case basis, not proactive identification.

3.2 - TECHNICAL SAFETY

3.2.1 - Overhead Clearance Lines
Doug Kelly provided an update on the issue of overhead clearance lines:
- At the last meeting, action was to provide draft of letter to UBCM and the Municipal Insurer of Municipalities.
- Drafted letter to be signed by Chair of ETAC with examples to identify safety concerns given current practices of buildings built too close to overhead lines.
  - Members are welcome to provide examples of photos, with location and time to provide reference point.
- Polling results indicate that people agreed with the contents of the draft letter.

Discussion highlights:
- It was proposed that the letter be signed by BCSA Stakeholder Engagement Leader as they would work with UBCM and municipalities that administer electrical safety.

**OUTCOME:** It was agreed that the draft letter to UBCM move forward, signed by BCSA Stakeholder Engagement.
**ACTION:** All members to submit any photos of examples of buildings within the limits of approach to overhead lines to Christa Peters by November 6, 2015.

**ACTION:** BCSA to submit the letter to UBCM and report back on the status of the recommendation.

### 3.2.2 - Municipal Building Permit Process/Improving Relations with Municipal Governments

Jim Gamble introduced the issue of identifying electrical permits with municipal building permits:

- If multiple permits needed, is there a way to create partnership with municipalities, identify scope of work and identify sub work done?
  - Is there communication between BCSA and municipalities?
  - If collaboration, city inspector might not pass build without permit for all relevant technologies.

Discussion highlights:

- Possible options.
  - Discuss at next UBCM AGM or in forum.
  - Add to letter to UBCM regarding O/H Line communication.
- Agreements would have to be done ad hoc throughout province, in each inspection area.
  - Depends on relationship with municipality, district, unorganized territories.
  - Each obtains and stores info differently.
- Ontario recently amended their building code: ESA added requirement that electrical assessment had to be a part of the permit.
  - Should include gas and plumbing as well.

**ACTION:** BCSA Stakeholder Engagement and Policy to discuss issue of working with municipalities with Building and Safety Standards Branch of Province of BC. If approved, approach UBCM first to open discussion, if open to accept larger presentation.

### 3.3 - REGULATORY IMPROVEMENT

#### 3.3.1 - Safety Standards Act Review

Doug Kelly gave an update on regulatory improvements through the Safety Standards Act review:

- Continuing to look at policies to clarify:
  - roles of duty holder
  - appeals
- Not a leading project for BCSA in 2016.

Doug Kelly provided an update on the adoption of the 2015 CEC:

- The province is reviewing info provided by this committee; anticipated acceptance in early 2016.
• BCSA would allow new code during transition if contractor applied for a variance would be required to use the new code before the effective date.
• Safety Manager advises code instructors to teach to 2015 code to make sure the 2012 is known and differences are recognized.

3.3.2 - Field Safety Representative program enhancements
Ulrich Janisch presented an update on FSR program enhancements:
• First step: Looked at requirement to have regular renewal of certificate; currently issued for life.
  o Issue: Have thousands of FSRs in data base that are no longer working in trade, left the province, or passed away.
• Looking at upgrading requirements to ensure FSRs are up to date on code knowledge and other industry requirements.
• Look at proposing change on regulation to clarify expiry on individual certificates.
• A working group on education requirements for FSR was started last year.

**ACTION:** Jim Gamble and Christa Peters to discuss requirements to move forward with FSR enhancement working group. Schedule next meeting.

3.4 - SERVICE DELIVERY

3.4.1 - BCSA Assessments and Inspections
Ulrich Janisch and Paige Hill summarized the discussions from previous ETAC meetings about the issue of inspection rates:
• Inspection rates by BCSA are perceived as too low.
• Do greater inspections increase safety?

Paige Hill presented BCSA’s efforts to find unpermitted work:
• Mostly in gas, targeted approaches to finding unpermitted work.
• 25% of the unpermitted work found were rated as a level 3, 4 or 5 hazard.
• 2016 focuses on enforcement and compliance.
• All learnings that have been done will be brought forward into electrical.

**ACTION:** Paige Hill to present updates to ETAC as unpermitted work program unfolds.

Discussion highlights:
**Contractors (directly impacted):**
• When bad players are identified, they should be held accountable.
• Contractors pay fees for permits, and have a perception that inspections take place.
• If BCSA doesn’t do inspections, the onus on engineer is greater if they have to do their own inspections.

**Labour (directly impacted):**
Paying for permits tends to punish good contractors and create more bad contractors.
FSR program intended to have an on-site inspector rather than BCSA safety officers conducting all inspections, but reality is that contractors sometimes have one FSR holding all permits on jobs they never attend.

**Education (directly impacted):**
- Training should be at the journeyman level and include ethics.
- Ensure workers and apprentices in system are trained to do task. Training doesn’t mean they know all skill sets. Possibility that supervisor not picking up on issues.
- Some places might not use qualified workers.

**Owners (directly impacted):**
- No representation from owners on ETAC

**Regulators (directly impacted):**
- Current average inspection rates in municipality is 90% (too high).
  - Don’t have risk management program to do less.
  - Wasting time doing inspections that are frivolous. Eventually take it back down to 60%.
- Accountability is main thing. Require more than 1 FSR assigned to permit as main FSR rarely attends job site.
- Would like to see mechanism that all jurisdictions can share FSR performance information through regulators.
  - Can identify and target repetitive issues.

**Utilities (indirectly impacted):**
- No direct impact. BCSA doesn’t require permits when work carried out on private property with view of utility take over.

**Engineers (indirectly impacted):**
- Would like access to FSR performance information as engineer of record.

In response to feedback, Ulrich Janisch and Doug Kelly clarified:
- Answer is not more inspection but smarter inspections, targeting the right people. Holding the right people accountable.
- There is a gap in how the FSR sees responsibilities.
  - When permit pulled, there needs to be a guarantee that the person pulling permit is qualified so the correct individual is held accountable.
- Using a progressive model for enforcement.
- Sharing of information between regulators needs to follow FOI requirements that dictates need for privacy.
  - Challenge is when information is made public or disseminated for other purposes.

**CONSENSUS-BASED RECOMMENDATION:**
ETAC recommended that information on FSR performance should be shared between BCSA and municipal regulators.

Discussion highlights:
- A recommendation was put forward to increase BCSA’s inspection rates.
A recommendation was put forward to create a working group to review inspection rates; this was not agreed upon after discussion.

**Contractors (directly impacted):**
- There needs to be the chance of inspection in order for industry to become more compliant.
- A percentage should be strived for in order to measure the target. 25% was suggested.
  - Disagreement with whether 25% target was too high or too low.
- Would rather see increased targeted inspections non-compliant contractors instead. Increase fines for repeat offenders. Training for FSRs.
- Look at sites with more than 20 FSRs, and plants.

**Labour (directly impacted):**
- Agree with increased inspection rates.
- Agrees that FSR program needs to be reviewed.
- Need to figure out why non-compliant work is happening. Is more inspection the answer?

**Regulators (directly impacted):**
- 25% is not high enough.

**Education (indirectly impacted):**
- Unsure whether 25% is the right target.
- In tandem with accountability.
- Agrees with increasing inspection rates.

**Manufacturers (indirectly impacted):**
- Wouldn't know the right percentage.

**Engineers (indirectly impacted):**
- Disagree. Would rather see an increase in penalties.

**Utilities (indirectly impacted):**
- Perception is massive issue.
- A working group on this issue would be a lot of work to try to find an acceptable percentage, and may not produce results.
- Agrees with current inspection rate.
- Concerns with diversity of population of new contractors.

In response, Ulrich Janisch clarified:
- Inspection rates can be measured in inspections per contractor, per declaration, per FSR.
- Would need more evidence to support opinions expressed that more inspections are necessary.
- Installer’s duty is to install correctly.

**OUTCOME:** No consensus on recommendation to increase inspection rates to 25%.
**ACTION:** Recommendation to increase inspection rates to 25% to go to polling for next ETAC meeting.

3.4.2 Expired Permits
Nick LeForte provided an overview of the changes to City of Surrey's policy on expired permits:
- Web notices are now issued after the permit is expired; no first warning letter by post.
  - First notice: Fee for expired permit applies and site is placed on tax rolls
  - Second notice (30 days later): Same as first notice, plus permit privileges will be suspended and on-site meeting for all inspections until resolved

Discussion highlights
- Failure to receive declaration on expired permits can lead to unsafe hazards.

BCSA (directly impacted):
- Appeals board ruling prohibits broad suspension of privileges. BCSA has to go through discipline order.

Contractors (directly impacted as permit holder):
- Wants to see BCSA deal with expired permits.
- Temporary Operating permit is issue.
- Could be unsafe condition when site is left.

Owners (directly impacted):
- No representation from owners on ETAC

**ACTION:** Move discussion to Safety Standards Administrators’ Group.

3.5 - Industry Snapshot
Christa Peters and Frank Do asked the committee whether the industry roundtable discussion at meetings should continue.
- This item can be done through polling prior to the meeting instead of at the meeting.

**OUTCOME:** Eliminate industry round tables from ETAC. Will take decision to other TACs.

3.5.1 - Polling results
See Item 3.5

4. ANNOUNCEMENTS & UPDATES

4.1 - TAC PRESENTATIONS
No presentations for this meeting

4.2 - ANNOUNCEMENTS
4.2.1 - Electrical Technology E-Newsletter
- The next edition of the newsletter will be published in the coming weeks.
- Members are encouraged to submit ideas for articles.

4.2.2 - Lieutenant Governor’s Safety Awards
- Members are encouraged to attend the upcoming Lieutenant Governor Safety Award ceremony on November 23. Andy Cleven will be honoured as the recipient of the Award for Excellence in Electrical Safety.

5. ADMINISTRATION

5.1 - Administration & Governance

5.1.1 Inter TAC governance
Frank Do gave an update on changes to TACs in 2016 due to outcomes of the most recent Inter-TAC Governance meeting:
- After mixed results from polling, phasing out alternate system across all TACs beginning in 2016 because:
  - Inconsistent engagement with alternates
  - Make access to TACs easier: teleconference, scheduling
- TACs to meet at least 3 times in each calendar year instead of 4.
  - Analysis showed low attendance at one meeting a year.
  - 4th meeting is possible or a scheduled day for working group discussions.
- Annual luncheon of TAC Chairs and Co-Chairs with BCSA executives will be replaced by:
  - Appreciation luncheon with Executive at a regular TAC meeting with all members included
  - Membership orientation for new members, recommended as well for existing members and BCSA employees who attend TAC meetings
    - Background into BCSA and safety system.
    - Roles and responsibilities of members and BCSA
- Advisory panels will be introduced as a new form of stakeholder engagement.
  - Made up of small groups of SME.
  - Topic specific. Similar to working group but all work done by BCSA.
  - Former TAC members and unsuccessful TAC applicants can be members.
- Annual Technology Advisory Committee improvement survey will be distributed soon.
  - Will present feedback from the survey at the beginning of year.
  - Today’s presentation and structural changes are the result of feedback from last year’s survey

**ACTION:** Christa Peters to include in next polling whether or not members would like to hold a 4th ETAC meeting.

5.1.2 - Confirmation of 2016 schedule of meetings and events
- Wednesday, January 20, 2016: TAC orientation session
- Tuesday March 1, Tuesday, June 14, Tuesday October 18: ETAC meetings

5.1.3 - Working Group statuses and workbooks
Operating permits extra low voltage Working Groups now complete.
FSR Working Group needs to hold meeting and submit workbook.

5.1.4 - Action Log and Recommendations Review
The actions and recommendations were reviewed.

5.2 - Facilitation evaluation
Members completed and returned the facilitation evaluation.

5.3 – Adjournment
The meeting was adjourned at approximately 1:30pm.