



February 18, 2010

RE: SEEKING MEMBERS FOR A REVIEW PANEL ROSTER HEARING REQUESTS FOR APPEALS OF ESA ORDERS AND/OR LICENSING DECISIONS

Dear Sir/Madame:

The Electrical Safety Authority (ESA) is currently seeking nominations for individuals to become members of its Review Panel Roster, an independent panel of cross-sector, industry representatives appointed by ESA's Board of Directors.

The ESA, a not-for-profit Delegated Administrative Authority (DAA), is the organization responsible, on behalf of the Ministry of Consumer Services, for electrical safety in Ontario. As a DAA, ESA administers and enforces the provisions of the *Electricity Act, 1998 (Part VIII)* and the associated regulations.

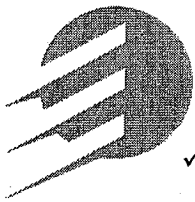
The Review Panel hears matters where a person has filed a Notice of Hearing before the Review Panel with ESA's Director of Appeals appealing the decision(s) made by a Director regarding a Notice of Proposal or an Order issued by ESA. Members of the Review Panel are responsible for hearing appeals filed pursuant to the *Safety and Consumer Statutes Administration Act* and associated *Regulation 187/09* regarding decisions rendered by ESA's Statutory Directors.

Since the creation of the Appeals Regulations, ESA has continued to grow as an organization and it was felt that it was time to review and refresh the current process and roster to ensure all affected sectors had adequate representation on the Review Panel Roster.

ESA is currently accepting nominations from individuals who are interested in being nominated as a member of the Review Panel Roster. Given that your organization or its members are generally representatives of the electrical industry, it was felt that your members may have the requisite expertise and qualifications to serve as members of the Review Panel roster. The Review Panel Roster is made up of a variety of backgrounds and has a balanced representation of members from areas affected by decisions rendered by ESA pertaining to product safety, licensing and certification, utilities, standards and the Ontario Electrical Safety Code.

Some of the benefits of becoming a member of the Review Panel Roster include:

- ✓ Balancing, protecting and serving the interest of the general public while ensuring that the rights of individuals subject to ESA decisions are respected and decisions are within reason;
- ✓ Engage in a process that provides equal access, fair treatment and due process;
- ✓ An opportunity to give back to the community;
- ✓ Personal development;
- ✓ Provide industry leadership in safety;
- ✓ Reimbursement for expenses - set at \$500 per hearing plus \$250 for any additional hearing days and up to one additional day if required for purposes of writing a decision.
- ✓ Provide industry leadership in safety;



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- ✓ Facilitating open and constructive discussions and render a decision to bring resolution to matters; and
- ✓ Encouraging the industry to responsibly enhance electrical safety.

Members of the Review Panel Roster are appointed for a term of three years with the option to serve for a total of up to two consecutive terms or six years.

Members of the Review Panel Roster are expected to commit the sufficient time and effort required for the work of a Review Panel to be undertaken. The number of Appeals that went before the Review Panel in 2009 FY was 5 and currently, from Q1-Q3 of 2010 FY there have been 5. In light of the recent regulatory changes, it is anticipated that there will be an increase in the number of Appeals filed.

Members must be willing to give a significant amount of their time to what is considered to be a volunteer activity to not only attending appeals and engaging in post-hearing activities to render a decision, but also engaging in training activities. This also includes training that focuses on regulations, related laws, and the hearing process in order to properly carry out Review Panel duties. The training will also include a session based on feedback and lessons learned from past Review Panel Roster members.

Attached you will find a document outlining the requirements to complete a nomination and further information regarding the selection process of new Review Panel Roster members.

To submit nominees for consideration, , please direct each potential candidate to submit a resume or cover letter and any other required documentation by **March 18, 2009** to the following address:

NOMINEES FOR REVIEW PANEL
c/o Carita Edwards
Electrical Safety Authority
Suite 200, 155A Matheson Blvd West
Mississauga, ON L5R 3L5

Or via email to carita.edwards@electricalsafety.on.ca

Attached is a letter that provides further background. Should you have any questions, please do not hesitate to contact me. Thank you.

Regards,

[original signed]

Maria Iafano

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