

## Terms of Reference for Reinstated MEAC

### **Introduction**

Manitoba Hydro seeks input from industry stakeholders through the Manitoba Electrical Advisory Committee. This Committee (or MEAC) is designed to assist Manitoba Hydro Electrical Codes and Standards in carrying out its mandate to maintain and improve public safety in the technical areas under its jurisdiction. MEAC is not a decision-making body but rather its role is to identify and to advise Manitoba Hydro on issues related to the Manitoba Electrical Code

Recommendations from the MEAC will help us to develop policies and to propose regulatory changes for adoption. It will also provide industry feedback to the CSA Part 1 Committee members regarding electrical code matters. All meeting minutes are documented and available.

### **Stakeholder Engagement**

Manitoba Hydro seeks to bring clients and various stakeholder groups together to share information and ideas to benefit the safety system. Consultations seek a broad range of input and advice, which is used to enable high quality technical risk management for communities and industries across Manitoba.

### **Our Philosophy**

Stakeholder engagement is an integral component to the work of Manitoba Hydro. By involving our stakeholders in identifying safety issues and developing possible solutions, we grow to better understand the needs and expectations of our clients while maintaining the high level of electrical safety within the Province.

### **Our Approach**

We will engage our stakeholders through advisory bodies such as MEAC using issue-specific consultations facilitated by the various appointees.

## **MANITOBA ELECTRICAL ADVISORY COMMITTEE**

(Based upon April 24, 1989 document adopted by Manitoba Hydro and other participants. Previously this organization was known as The Manitoba Provincial Advisory Committee on The Manitoba Electrical Code, having been in existence since approximately 1960 when Manitoba Hydro was formed)

From the original Terms of Reference as proposed in 1984:

“The Manitoba Advisory Committee shall act as an advisory committee to the Chairman and the Electrical Inspection Authorities in the Province of Manitoba on matters concerning the electrical regulations which affect the Electrical Industry. The Committee may also act as an advisory committee to other associations and bodies related to the Electrical Industry...”.

## Article I

### Name

The name of the committee shall be the Manitoba Electrical Advisory Committee, herein after called the Manitoba Committee.

## Article II

### Function

The Manitoba Committee shall:

- a) Act as an Advisory Committee to the Manitoba Hydro Electrical Inspection Authorities in the Province of Manitoba on matters concerning the Electrical Regulations, Industry Notices and similar publications which affect the Electrical Industry; and
- b) Provide feedback from the Manitoba Electrical Industry to the Canadian Electrical Code Part 1 Committee; and
- c) Be advisory to other related Associations in the Province; and
- d) Provide a forum to discuss matters raised by the Electrical Industry relative to provincial Electrical Regulations.

## Article III

### Membership

The Manitoba Committee shall consist of members representing the following organizations:

<u>Segment of Industry</u>	<u>Representing</u>	<u>No. of members</u>
Inspection	Manitoba Hydro Inspection	3
	City of Winnipeg Inspection	2
Utility areas of Manitoba Hydro such as District		1
Employers / contractors	Electrical Association of Manitoba	2
	Electrical contractors rural	2
	Electrical contractors urban	2
Consultants	Consulting engineers electrical	1

Electricians	I.B.E.W.	1
Educational	RRC	1
	Assiniboine Community College	1
<u>TOTAL</u>		<u>16</u>

NOTE: Vacant positions shall be filled in a reasonable time.

#### Article IV

##### Chairman, Vice Chairman and Secretary

- a) The Chairman shall be the Chief Electrical Inspector of Manitoba Hydro or their designate.
- b) The Chairman shall appoint the Vice-chair and Secretary from Manitoba Hydro.
- c) The Chairman shall appoint members for the Manitoba Committee drawn from:
  - i) The City of Winnipeg
  - ii) The industry at large including electrical contractors, the design community, education and product manufacturers
- d) Please note: MEAC is not an official decision-making body but provides insight and recommendations to Manitoba Hydro for consideration **only**. See below for the general requirements.

e) Term: MEAC non-Hydro members serve an initial three-year term concurrent with the MEC code cycle with the possibility of a one-year or three-year renewal. Each year, a review of membership tenure and a sector needs assessment will be conducted by the MEAC chair and co-chair and representatives from Manitoba Hydro. General criteria for renewal is based on member attendance, participation, expertise currently required, and sector diversification.

The participation of Committee members not employed by Manitoba Hydro is voluntary.

##### **General qualifications**

Manitoba Hydro seeks a broad range of expertise and experience on its Manitoba Electrical Advisory Committee. Members bring their independent, well-rounded expertise to the committee as representatives of their industry sector. Members do not formally represent any affiliated association, group or organization and must be able to provide unbiased input and advice. Prospective MEAC members should have the following general qualifications:

A solid professional reputation within the safety system and community;

Strong ethical standards and personal integrity;

Practical knowledge of, and experience in the specific technical area;

Understanding of the provincial safety system and general principles of public and worker safety;

Ability and willingness to address issues in a non-partisan manner, while considering the opinion of others and working as a team member;

Willingness and ability to attend and participate actively in discussions.

MEAC members are expected to attend a minimum of two in-person meetings per year, provide input into meeting agendas and complete meeting pre-work (usually 1-3 hours per meeting). Meetings are typically half-day to full-day sessions.

Members are also encouraged to provide input in-between scheduled meetings (as needed) and to chair or participate in working groups, which are focused on specific industry issues identified by the Manitoba Committee as requiring further investigation.

Members are also encouraged to bring safety matters forward, brought to them by the electrical industry, to MEAC for discussion.

Available in accessible formats upon request.