

Ontario One Call

Operations Committee Meeting Minutes

Meeting Date: Thursday July 11, 2019
Location: Ontario One Call, 1-104 Cooper Drive, Guelph, ON N1C 0A4
Time: 9:00am – 2:00pm

In Attendance: Bav Mistry (Chair), John Huber (Vice Chair), Katie Gotsman (Secretary), Andy Blokker, Kevin Decaire, Jason Meyer, Malcolm Robertson, Jason Henderson and Eric Boere

Also in Attendance: Terry Hall, Ben Hamilton, Ian Simpson, Brandon Denton and Cory Officer (Note Taker)

Absent:
Absent with Regrets: Shawn Bissell and Nectar Tampacopoulos

1. Meeting Opening

Bav Mistry

- 1.1 Call to Order – 9:05am
- 1.2 Confirmation of Quorum – Confirmed
- 1.3 Review of previous minutes and notes *(Attach 1 – 3 pages)*
- 1.4 Motion to approve previous meeting minutes as written

Motioned by: Jason Meyer
Seconded: John Huber
In favour: All
Opposed: None

2. Chair Items

Bav Mistry

- 2.1 Safety Moment
- 2.2 Introduction – Terry Hall, Trans-Northern

Terry is here from Trans-Northern to observe the meeting and possibly fill the seat of Gas/Oil/Pipeline Representative on the Operations Committee. Terry has an abundance of experience in the Gas/Oil/Pipeline industry; he is currently working in damage prevention at Trans-Northern.

2.3 Update – Vacant Seats

One of the telecom seats is still available. The committee feels that representation from a smaller telecom utility would be best. Two individuals have shown interest in the seat, Gordon Campbell (Rogers) and Grant Roughly (North Frontenac Telephone Company). Grant was invited to come to a meeting however, his schedule conflicted with the meeting time.

TASK – Ontario One Call to invite Grant Roughly and Gordon Campbell to the next meeting if they are still interested in sitting on the Operations Committee as a telecom representative

2.4 Update – Committee Member Terms *(Attach 2 – 1 page)*

Eric Boere (Halton Region – Municipal Rep) – He would like to step down from his Municipal seat in the near future. He is willing to continue on the committee until his seat is filled to help with quorum.

John Huber, Vice Chair (Enbridge Gas Inc. - Gas/Oil/Pipeline Rep) – Second term is up November 2019. Michael McGivery is interested in replacing him until the term is complete.

Bav Mistry, Chair (Hydro One Networks Inc. – Electrical Rep) – Second term is up in November 2019.

Kevin Decaire (Alectra Utilities – Electrical Rep) – Retiring soon and is looking for a replacement within Alectra to complete his second term.

TASK – Ontario One Call to send out a call for nomination for new Electrical and Gas/Oil/Pipeline Representatives on the committee in September 2019. Send to committee members as well.

TASK – Agenda item for the next meeting - Discuss new Chair and Vice Chair for the committee as their terms are up in November 2019.

3. Matters for Discussion

3.1 New Developments

Katie Gotsman

The request form – trying to eliminate many unnecessary fields. Not going to request address information twice, the excavators will type in the address on a google bar instead. Eliminating duplicate work and more room for error.

Questions have been added to capture what was already being captured but it would be more user friendly

Director of Operations would like to know if the committee has any questions they would like added to the new web portal. General questions for information sake would be easy to add. If the committee would like some of the current questions reworded, they should let her know.

A project locate definition will not be added until it is defined by the committee.

Committee will need to define private property.

TASK – Committee members to send Director of Operations definitions of private property by Friday July 19, 2019.

3.2 Executive Summary *(Attach 3 – 13 pages)*

Katie Gotsman

Service level for June came in at 79%, which was just 1% below target. April had a lot more calls compared to previous years.

3.3 Update – Project Initiative

John Huber

A business requirements document has been created to help assist in managing project locates.

The next steps are to reach out to Teldig to get their insight into solutions they can offer to satisfy the business requirement needs and the cost to proceed. It would be good to have the committee members review the document and then endorse it.

Important questions to think of while reviewing the document: Would these changes fully satisfy the need? Would it help the entire membership? Even once it is built, will excavators use it the way the committee wants? How does it differ from the 2014 segmentation?

TASK – Committee members to review the business requirements document and endorse it by next meeting in September before Ontario One Call discusses next steps with Teldig. All feedback should be provided to the Chair or Vice Chair before the next meeting.

TASK – Director of Operations to make a presentation at the next meeting regarding 2014 segmentation (ie. lessons learned)

3.4 CSA S250 – Best Practices

Bav Mistry

Something for committee members to keep on their radar.

3.5 Adding Work Types for Submarine Cable (*Attach 4 – 1 page*)

Bav Mistry

Initially this was to add the five types of work (Dock, Dredging, Shoreline, Submarine Cable Installation, Submarine Cable Repair). The Committee would like to add 'Submarine Utility' and 'Dredging'

Motion to add 'Submarine Utility' & 'Dredging' to type of work

Motioned by: Bav Mistry
Seconded: Malcolm Robertson
In favour: All
Opposed: None

TASK – Ontario One Call to add 'Submarine Utility' & 'Dredging' to type of work

3.6 Presentation: Training Courses

Ian Simpson

Ontario One Call has an Education & Training Dept. to work with companies on how to use the Ontario One Call system.

The Locate Administrator Course – Anyone who uses the Ontario One Call system would benefit by participating. The course would teach them how to use the system effectively, learn information about Ontario One Call and help troubleshoot, all put into one course.

Currently in the RFI stage.

The course certificate will have to be renewed in a certain amount of time, which has not been determined yet.

The fee structure has not been figured out yet. Ontario One Call is looking for a happy medium where people are willing to pay the price and it is not too expensive.

3.7 Review Action Register (*Attach 5 – 1 spreadsheet*)

Bav Mistry

Reviewed and Edited

3.8 Vote on Gas/Oil/Pipeline Seat

Bav Mistry

Motion to approve Terry Hall as the new Gas/Oil/Pipeline representative on the Ontario One Call Operations Committee

Motioned by: Bav Mistry
Seconded: Andy Blokker
In favour: All
Opposed: None

4. Round Table

All

4.1 Long Term Suspend

Encourage brainstorming on this topic at a committee level in the future.

5. Meeting Finalization

Bav Mistry

5.1 Confirmation of next meeting date/location

Thursday, September 12, 2019 at 9:00am

Ontario One Call
1-104 Cooper Drive
Guelph, ON
N1C 0A4

5.2 Meeting Close

Motion to Adjourn – 12:18pm

Motioned by: Andy Blokker
Seconded: Eric Boere
In favour: All
Opposed: None

