

# Ontario One Call

## Operations Committee Meeting Minutes

**Meeting Date:** Thursday October 3, 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), Jason Meyer, Malcolm Robertson, Eric Boere, Nectar Tampacoulos, Terry Hall and Kevin Decaire

**Also in Attendance:** Ben Hamilton, Brandon Denton and Cory Officer (Note Taker)

**Absent:** Shawn Bissell and Andy Blokker  
**Absent with Regrets:** Jason Henderson

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### 1. Meeting Opening

**Bav Mistry**

- 1.1 Call to Order – 9:04am
- 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: Malcolm Robertson  
Seconded: Nectar Tampacoulos  
In favour: All  
Opposed: None

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### 2. Chair Items

**Bav Mistry**

- 2.1 Safety Moment
- 2.2 Board of Directors Update & Terms of Reference – Proposed Amendments *(Attach 2 – 2 pages)*

There was discussion at the Board of Director level as the Operations Committee Chair and Vice Chair positions were coming to the end of their terms. The Board of Directors were facing similar issues and decided to change their terms of reference to add a third three-year term. They suggested that the Operations Committee change their terms of reference to reflect the same change.

Ontario One Call suggested that if a committee member decides to pass their seat onto someone else to fulfill their term, there should be some overlap to familiarize the new committee member with what is going on and to understand the terms of reference. An onboarding package for new committee members should be created in the near future.

#### **Motion to approve the proposed amendments to the Terms of Reference**

Motioned by: Eric Boere  
Seconded: Nectar Tampacoulos  
In favour: All  
Opposed: None

### 2.3 Chair & Vice Chair Update

Chair – Bav Mistry will remain on the committee as Chair for the time being

Vice Chair – John Huber intends on stepping down from the committee, leaving the Vice Chair position empty. Michael McGivery will replace John as the gas/oil/pipeline representative on the committee however, the position of Vice Chair remains available.

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### 3. Matters for Discussion

#### 3.1 Review Action Register (*Attach 3 – 1 spreadsheet*)

**Bav Mistry**

See action register.

#### 3.2 Validity Period

**Bav Mistry**

A proposed option for the validity period... the validity period would begin from when the last locate is completed on a ticket and it would expire 30 days after that.

Committee members to take back information and check with their legal teams. Follow up at next meeting.

#### 3.3 Project Locate Initiative Feedback and Next Steps

**Ben Hamilton/Katie Gotsman**

The Executive Director and Director of Operations need time to look more in depth into the Project Locate Initiative business requirement document. Ontario One Call does not want to make significant decisions until the issues are understood.

#### 3.4 Schedule Open Forum – Discussion/Suggestions to Improve Locates/System/Process

**Bav Mistry**

The Board of Directors would like the Operations Committee to help organize a forum on Late Locates. Late Locates are troublesome in many regions of Ontario including Hamilton, Sudbury and Ottawa. Every year, late locates are a challenge; there are chronic and reoccurring problems. The Board wants major changes as the law guarantees five day locates.

There will be twenty-five participants and it will run from December 2-4 in Guelph at the Holiday Inn on Stone Road. It will be invitation only; people will be selected based on their ability to make decisions and actually having the authority to implement changes within their own organization. The twenty-five key decision makers will be expected to execute the decisions made in the forum. It is time for some breakthrough thinking. The twenty-five participants will consist of ten members, five locate service providers, five excavators and five Ontario One Call representatives. Some participants will consist of Board Directors and Operations Committee Members. The focus will be on the largest and biggest actors within the industry.

Scott Mudie (Board Chair), Bav Mistry (Operations Chair) and Ben Hamilton (Ontario One Call Executive Director) will decide who is invited.

The changes decided at the forum will be implemented by 2020 peak season. Members/Infrastructure Owners are legally obliged to do the locates within five days. If they are not able to, they are responsible to make the changes to make it happen.

#### 3.5 Joint Events with ORCGA

**Bav Mistry**

Over half of the ORCGA's membership is made up of excavators whereas Ontario One Call's membership is made up of only utility owners. Doug Lapp, President of the ORCGA would like to add a session on late locates to their geographic council meetings. Hearing from the excavators directly would be beneficial for all parties involved.

Committee members should consider what the Operations Committee should do together with the ORCGA.

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5. Meeting Finalization

Bav Mistry

5.1 Confirmation of next meeting date/location

Thursday, November 7, 2019 at 9:00am

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

5.2 Meeting Close

Motion to Adjourn – 12:38pm

Motioned by: Jason Meyer  
Seconded: Eric Boere  
In favour: All  
Opposed: None

