

# Ontario One Call

## Operations Committee Meeting Minutes

**Meeting Date:** Wednesday November 25, 2020  
**Location:** Teleconference  
**Time:** 10:00am – 12:00pm

**In Attendance:** Bav Mistry (Chair), Nectar Tampacopoulos (Vice Chair), Katie Gotsman (Secretary), Eric Boere, Nick DeStefano, Chris Faith, Reza Habibollahi, Terry Hall, Andrew Kottelenberg, Michael McGivery, Jason Meyer, Malcolm Robertson and Josie Trapani

**Also in Attendance:** Ben Hamilton, Brandon Denton and Kim Smith (Note Taker)

**Absent:**  
**Absent with Regrets:**

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### 1. Meeting Opening – 10 minutes

**Bav Mistry**

- 1.1 Call to Order – 10:03am
- 1.2 Confirmation of Quorum – Confirmed
- 1.3 Safety Moment
- 1.4 Review of previous minutes and notes (*Attach 1 – 3 pages*)
- 1.5 Motion to approve previous meeting minutes as written

Motioned by: Eric Boere  
Seconded: Reza Habibollahi  
In favour: All  
Opposed: None

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### 2. Chair Items

**Bav Mistry**

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### 3. Matters for Discussion

#### 3.1 Review Action Register (*Attach 2 – 1 spreadsheet*) - 10 minutes

**Bav Mistry**

Review action register.

#### 3.2 Proposed Mapping Changes – Max Surface Area – 10 minutes

**Katie Gotsman**

The committee will need to decide the max size of a map selection that excavators can submit online for a project locate. Creating specifically a maximum total surface area.

Currently the max surface area is limited because of the zoom function. If a project is larger than the max surface area, multiple surface areas can be attached to form one large project area (the entire request). Ontario One Call is looking for two measurements, the first being the total max size of the entire excavation area and the second is the size of each attachment.

**TASK** – Committee members to look at some of their previous tickets, specifically the surface area and create a max surface area visual best suited for their organization to present to Ontario One Call and the rest of the Operations Committee in order to determine the best max surface area for all.

### 3.3 Proposed Types of Work Continued (*Attach 3 – 1 spreadsheet*) – 50 minutes

Types of work list discussed and worked on during the meeting. For more information, review the updated list.

### 3.4 Proposed 2021 Meeting Dates - 10 minutes

**Bav Mistry**

January 14, 2021  
February 4, 2021  
March 4, 2021  
April 8, 2021  
May 6, 2021  
June 3, 2021  
July 8, 2021  
September 2, 2021  
October 7, 2021  
November 4, 2021

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## 4. Round Table – 25 minutes

**All**

### 4.1 Ontario One Call Excavator Survey

In the past Ontario One Call conducted a member survey to get feedback on how Ontario One Call was/is perceived in the eyes of the membership and their processes. Ontario One Call is looking to conduct another survey but this time for the excavators. Since the excavation community is much larger than our membership, we will use an online platform so we can reach a much broader group of people.

Information to be gathered:

- Information about the excavator
- Ontario One Call feedback
- Opportunity areas
- Impact of Covid-19

Launch of the survey is expected to be within the next several weeks and should be open for responses for 7-10 days. Results will be shared with all parties in the early 2021, if not sooner.

**TASK** – Committee members to review survey and provide feedback as soon as possible.

### 4.2 Script Changed – Sewer Cross Bore

The committee suggested minor changes for the Ontario One Call sewer cross bore script.

**TASK** – Ontario One Call to send the proposed scripts to the committee members for review and feedback.

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## 5. Meeting Finalization

**Bav Mistry**

### 5.1 Confirmation of next meeting date/location

Thursday, January 14, 2021 at 10:00am

Teleconference

## 5.2 Meeting Close

Motion to Adjourn – 12:09pm

Motioned by: Andrew Kottelenberg

Seconded: Malcolm Robertson

In favour: All

Opposed: None

