



**Draft - ORCGA Reporting and Evaluation Committee Meeting Minutes**

September 14, 2016  
 Union Gas, Esquesing Site, Milton  
 Start 9:06 a.m. - Conclude 12:06 p.m.



	<b>Name:</b>	<b>Company:</b>	<b>Stakeholder Group:</b>
<b>Attendees Present:</b>	Ian Munro Jennifer Parent Richard Durrer Brandon Denton Keith Young David Yawney Jason Ramkissoon Stan Swan Chris Van Daele Leah Borley Cher Burger	ORCGA ORCGA Ontario One Call Ontario One Call Bell Toronto Hydro MultiVIEW Rogers Union Gas Hydro One Hydro One	Staff Staff One Call One Call Telecommunication Electrical Distribution Locator Telecommunications Oil/Gas Distribution Electrical Distribution Electrical Distribution

<b>Item #</b>	<b>Item</b>	<b>Action Item</b>
1	Ian welcomed everyone to the Reporting and Evaluation Committee meeting. The group went through a round table introduction.	None
2	<p><b>2015 DIRT Report Version 9.0 Review:</b>            The REC reviewed the revamped DIRT Report. New for 2015:</p> <ul style="list-style-type: none"> <li>• Heavier matte paper stock for both report cover and pages;</li> <li>• The report is now “perfect bound” rather than stapled;</li> <li>• Enhanced graphics, fonts and colour consistently used throughout the Report;</li> <li>• Regional partner data now is included in DIRT Report;</li> <li>• Enlarged recommendation section;</li> <li>• Articles have been moved to their own section; and,</li> <li>• Improved layout for our valued sponsors.</li> </ul> <p>DQI year is incorrect on p. 20. This has been changed in the version posted online here:  <a href="http://www.orcga.com/Publications/Damage-Information-Reporting-Tool-DIRT">http://www.orcga.com/Publications/Damage-Information-Reporting-Tool-DIRT</a></p> <p>Please report any errors so that the online document can be changed.</p>	
3	<p><b>ORCGA Glossary of Terms:</b>            The REC reviewed and discussed the CGA, CCGA and current ORCGA Glossary and made of number of changes, as listed:</p> <p>The group had a number of company specific definitions for the term “Abandoned Line or Facility”. Ian to check with the CCGA Best Practice Committee re: definitions for the following terms:            “Abandoned line or facility”, “Excavate or Excavation”, “Facility”, as the wording for submerged cable is preferred. Also, the ORCGA definition for “Ticket Number” to replace CCGA “Locate Ticket.</p> <p>ORCGA will add the CCGA definition for “ALA”.</p> <p>ORCGA will add the CCGA definition for “Backfill”.</p> <p>ORCGA will add the CCGA definition for “Compliance”.</p>	<p>Ian to follow up with the national Best Practice Committee re: terms</p> <p>“Demarcation Point” should be an article for next year’s report.</p>

	<p>ORCGA will add the CCGA definition for “Damage”.</p> <p>There was much discussion about “Damage Reporting”, meaning report to authorities and facility owners, as well as the meaning for damage reporting into DIRT. The REC didn’t decide on the definition to be added/changed/removed.</p> <p>ORCGA will add the CCGA definition for “Daylighting”.</p> <p>ORCGA will modify the ORCGA definition for “Test Hole(s)”.</p> <p>ORCGA will add the CCGA definition for “Demolition Work”.</p> <p>There was much discussion about “Demarcation Point”. Should the Education and Events Committee be involved re: clarification on this term due to ambiguity? Next year’s Report should include an article on the topic. Also, should the document “How to Read a Locate” be in the DIRT Report for next year?</p> <p>ORCGA will add the CCGA definition for “Excavate or Excavation”. The national Best Practices should review and discuss an all encompassing, broad term vs. a “more is better” “but not limited to” list.</p> <p>ORCGA will add and modify the CCGA definition for “Excavator”. Change word “himself” to the gender neutral “themselves”.</p> <p>ORCGA will modify the ORCGA definition for “Facility” to match CCGA. ORCGA will add the CCGA definition for “Utility Infrastructure”, which is a connected definition.</p> <p>The ORCGA Facility definition should be added to the CCGA glossary, as it is a clearer definition.</p> <p>ORCGA will add the CCGA definition for “Grade”, both noun and verb.</p> <p>ORCGA will add the CCGA definition for “Locate Request”.</p> <p>ORCGA will add the CCGA definition for “Notifications”.</p> <p>ORCGA will add the CCGA definition for “One Call Centre”.</p> <p>ORCGA will add the CCGA definition for “Ticket”.</p> <p>ORCGA will add the CCGA definition for “Underground”.</p>	
<p><b>4</b></p>	<p><b>2017 GC Presentations of DIRT Report:</b>  Is it possible that members of the RE Committee could present DIRT Findings at upcoming GCs in 2017?  This information should be disseminated by the Events and Education Committee. With input from the committee, the ORCGA staff will create high level local summary presentation that would be shown around the province by the EEC.</p> <p>Richard will send Jennifer DIRT GC level data and industry specific data via Dropbox.</p>	<p><b>Richard to send Jennifer data</b></p>

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5	<p><b>DIRT Quality Index (DQI):</b> New members submitting into DIRT this year may not yet have a full understanding of inputting.</p> <p>Issue of hand digging being submitted so frequently is that the definition of hand digging may be incorrectly defined by inputters. So an earth piercing tool hand auger, pick axe, may be incorrectly classified as "hand digging".</p> <p>We want to ensure that people understand the terminology and why this info is important to the DIRT Report.</p> <p>Should a survey be sent out defining hand digging and root causes and explain how to submit this information into DIRT correctly?</p> <p>The REC stated this was not an issue for their submitters. Unknown is rarely used, root causes are investigated, especially to recover costs.</p> <p>P.13 and p.14</p> <p>Jennifer to run DIRT reports to determine if the Unknown Root Cause is being used universally by the submitters or if it is a few specific companies that are over using it.</p> <p>ORCGA to investigate further customizing our Virtual private DIRT. There are a number of committee members that would like to be able to alter how the DQI is generated as their companies never submit Excavator Down time.</p>	<p><b>Jennifer to investigate who is submitting into Unknown</b></p> <p><b>Jennifer and Ian to investigate customizing DIRT Report inputs</b></p>
6	<p><b>Coordination of Members Submitting Damages:</b> Most people enter data on a monthly or a quarterly basis; some members enter data in one lump annually.</p> <p>OOC would like to start running data for the second week of January and compile the DIRT data earlier so the report can be generated, printed and distributed before Dig season really ramps up.</p> <p>Jennifer and Richard will work on an Annual DIRT Reporting Calendar to communicate to all involved.</p>	<p><b>Jennifer to work with Richard re: communicating an input schedule/calendar</b></p>
7	<p><b>Excavator of the Year Meeting:</b> Keith Begley, Manager Activities, Logistics and Programs will be handling this meeting on behalf of ORCGA.</p> <p>Keith to send out a meeting request for the December 13 meeting will be held at the ORCGA Vaughan office.</p>	<p><b>Keith will attend the EOY tele-conference and will send out meeting request for December 13.</b></p>
8	<p><b>Round Table Discussion:</b> Rogers will be reporting into DIRT again, beginning in 2017.</p>	