



Ottawa Geographic Council
Meeting Minutes
Thursday, October 1, 2015



Hydro Ottawa
4565 Bank Street
Ottawa, ON K1T 3W5

Attendee Name	Company	Stakeholder Category
Margaret Defazio, GC Co-Chair	Hydro Ottawa	Electrical Distribution
JR Lesage, GC Co-Chair	Taggart Construction	Excavator
Alexandra Grant	City of Ottawa – Forestry	Municipal & Public Works
Michelle Richer	CCC Drilling	Excavator
Derek Robillard	Hydro One	Electrical Transmission
Jeff Hitchcock	Ontario One Call	One Call
Linda Carkner	City of Ottawa	Municipal & Public Works
Craig Wilson	TSSA	Regulator
David Sloan	City of Ottawa	Municipal & Public Works
Chris Xu	City of Ottawa	Municipal & Public Works
Clinton Askwith	TSSA	Regulator
Normand Legault	Teraflex	Excavator
Gill Alexander	DeepView Locates	Locator
Pat Kelly	Bradley-Kelly	Excavator
Steve Warren	Hydro One	Electrical Transmission
Jennifer Parent	ORCGA	Staff
Ian Munro	ORCGA	Staff

Item	Meeting Minutes	Action Items
1	Margaret DeFazio , Supervisor Distribution Operations, Hydro Ottawa, introduced herself as the new Ottawa GC Co-Chair.	None
2	<p>Chris Xu, Inventory and Purchasing Analyst David Sloan, Manager, Strategic Sourcing City of Ottawa Purchasing Department</p> <p>Ottawa Vendor Performance Management (VPM) Program</p> <p>The City of Ottawa has launched a Vendor Performance Management (VPM) program in 2015 as a result of City Council Direction, municipality best practices and the auditor general recommendations.</p> <p>The goals of VPM are to provide performance feedback, encourage two-way communication between the vendor and the City with the goal of improved performance and to establish standard Key Performance Indicators, such as:</p> <ul style="list-style-type: none"> Overall Project Management Supervision Quality Health and Safety Cooperation and Client Relations Cost Control Site Management Schedule Management <p>More than 100 construction projects now operate under the VPM system. Ottawa will use VPM to identify which contractors provide the best value for money.</p>	None

	<p>It will be implemented in 2015 initially for all construction and engineering contracts over \$100,000 and \$15,000 respectively with all goods and services contracts being eventually phased in.</p>	
<p>4</p>	<p>Clinton Askwith, Fuels Safety Inspector TSSA</p> <p>TSSA Public Safety Awards On September 29, 2015, TSSA announced that the ORCGA was a recipient of its inaugural Public Safety Awards. These awards celebrate individuals and organizations that have made significant contributions to public safety in Ontario.</p> <p>The ORCGA has brought utilities, municipalities and contractors together to reduce the risk of pipeline hits and damage to other underground infrastructure, which can result in gas leaks, flooding, explosions, and injuries.</p> <p>By promoting safe excavation practices and championing the creation of the Ontario One Call system for free locates of utility pipes and cables, the ORCGA has established a legacy in public safety in Ontario.</p> <p>Please click here to see a video recap.</p> <p>Fuels Safety Program The TSSA is a not-for-profit safety organization that is self-funded and is prevention-oriented. The TSSA administers and enforces public safety laws under Ontario’s Technical Standards and Safety Act. TSSA’s Fuels Safety Program regulates the transportation, storage, handling and use of fuels to ensure conformance to the Technical Standards and Safety Act, 2000, and applicable regulations, codes and standards.</p> <p>Incident Investigation Procedure The TSSA conducts investigations of all reported incidents in which there have been injuries, property damage, environmental impact, or significant public safety concerns. A Fuels Safety Inspector takes the following steps when investigating an incident:</p> <p>Step 1 – Recognize the Need – Incident has occurred TSSA has received a report of a damage to an underground natural gas line. This information is received via the Spills Action Centre 1-800-268-6060 (MOE)</p> <p>Step 2 – Define/Assess the Incident Formulation of an investigation plan: What is current state of the event? Has it been made safe?</p> <p>Define and Protect the scene: Who is on scene? What is happening?</p> <p>Conduct a needs assessment: What resources are needed?</p> <p>Step 3 – Collect the Data, Evidence and Information Documentary Evidence: Locates from Utility and Contractor Training records – Contractor, Locator Written notes Calibration certificates Photographs Physical Evidence:</p>	<p>None</p>

	<p>Damaged utility Demarcation lines on ground Locate marks, flags, stakes Excavation equipment Video Testimonial Evidence Statements Utterances</p> <p>Step 4 – Analyze The Data All of the collected and observed information is analyzed by inductive reasoning: the process in which the total body of empirical data collected is carefully examined in the light of the investigator’s knowledge, training, experience, and expertise.</p> <p>Step 5 – Develop a Hypothesis Based on the data analysis, the investigator should now produce a hypothesis or group of hypotheses to explain the origin and cause of the incident. This hypothesis should be based solely on the empirical data that the investigator has collected.</p> <p>Step 6/7– Test The Hypothesis/Select final hypothesis</p> <p>Pipeline Strikes There are approximately 500 pipeline strike occurrences per quarter. To date there have been 1854 occurrences in FY15. Top Causes of Pipeline Strikes (July 1, 2009 – April 30, 2015): 47% - Excavation practices not sufficient 17% - No notification made to Ontario One Call 6% - Facility was not marked or located</p>	
5	<p>Jeff Hitchcock, Education & Training Program Manager Ontario One Call</p> <p>Compliance Overview</p> <p>Process Late Locates Confirm locates are unreasonably late Review 360 Feedback to confirm status Contact the LSP or Member No solution /response inadequate, contact ON1Call Compliance Provide ticket number, Member name and all related info ON1Call will provide a complaint number and contact the Member directly and provide response to complainant</p> <p>Process - Insufficient Response Contact the Member directly to provide paperwork, accurate paperwork or correct physical locate No solution /response inadequate, contact ON1Call Compliance Provide ticket number, Member name and all related info ON1Call will provide a complaint number and contact the Member directly and respond to complainant</p> <p>Process – Emergency Abuse Contact the excavator prior to arriving on site (if possible) to confirm emergency No solution /response inadequate, contact ON1Call Compliance Provide ticket number, Member name and all related info</p>	None

	<p>ON1Call will provide a complaint number and contact the excavator/ Member directly and provide response to complainant</p> <p>Emergency Locate Definition An Emergency Locate Request is defined as a loss of service by a utility that in the circumstances would be considered essential, so that absence of the service can reasonably be expected to result in an imminent or significant safety or environmental hazard, or imminent threat to the person or the public.</p> <p>The facility owners need to take all reasonable steps to complete a Locate response (clear or locate) within two (2) hours from its receipt on the system.</p> <p>Registering a Complaint - Go Online Online complaint form http://www.on1call.com/</p> <p>Registering a Complaint - Go Online ON1Call Investigations & Compliance Department Phone - (519) 265 8006 Ext 8201</p> <p>I've complained! Now what? The Compliance Department reviews the complaint to establish and confirm the validity The complaint is input into the ON1Call data base A complaint number is assigned A reply is sent to the complainant, in writing Communication with the Member concerned is provided Member is notified to address the complaint Member and/or Compliance contacts the complainant to advise of steps being taken Members responds to/ addresses/ corrects the complaint Should a Member be found to be non-compliant, they may be subject to disciplinary action(s).</p>	
6	<p>ORCGA Business Plan Review Ian Munro ORCGA President and CEO</p> <p>Ian reviewed ORCGA's objectives for 2015, some of which are: Increased membership and sponsorship; Increase the ORCGA's awareness of our Dig Safe efforts within a number of Ontario Industry Associations; Partnership with Children's Safety Village's (CSV) to deliver our Dig Safe Program; Partnership with the Ontario Fire Marshall's Office through their Fire Safety Council.</p>	None
7	<p>The meeting concluded. The next Ottawa GC meeting is scheduled for March 7, 2016.</p>	None