

This document can be made available in other accessible formats as soon as practicable and upon request

**STAFF REPORT: Infrastructure and Public Works**



**REPORT TO:** Committee of the Whole  
**MEETING DATE:** April 25, 2016  
**REPORT NO.:** CSPW.16.015  
**SUBJECT:** 2015 Locate Summary Report  
**PREPARED BY:** Sarah Merrifield, Water & Wastewater Operations Administrative Assistant

**A. Recommendations**

THAT Council receive Staff Report CSPW.16.015 entitled, “2015 Locate Summary Report” for their information.

**B. Background**

Infrastructure locates have become increasingly legislated and regulated resulting in an increase in the number of locate requests received by the Town. More Staff resources than ever are being dedicated to processing and completing locates to ensure the continued protection of buried infrastructure. This information report provides an update on locate services and activity for 2015.

A locate is the act by the owner of infrastructure providing locational information for its buried infrastructure. By marking infrastructure prior to a dig by others, the Town is able to prevent costly damage to underground assets. The assets located by the Town are sanitary and storm sewers, watermains and streetlight wiring.

The Town in 2012 became a member of Ontario One Call, a call center specializing in the distribution of excavation requests. Since all excavators are required to contact Ontario One Call before digging, the number of locate requests that the Town receives has increased. Membership with Ontario One Call is mandatory by legislation. Staff view membership as favourable because the Town is notified of more excavations near Town infrastructure. Previously the Town was only aware of work when the Town was contacted directly.

The Town is required to respond to every locate request received within a legislated timeframe. The types of locates received and the required response time is described below.<sup>1</sup>

**1) Standard Locate:** Proposed Work reasonably expected to commence in thirty (30) business days.

**Example:** Homeowner has scheduled a contractor to make a water connection from the dwelling to the property line. The contractor must plan accordingly and allow five (5) business days for infrastructure owners to respond and mark infrastructure locations.

<sup>1</sup> Ontario One Call By-law 2 Schedule 4, *Performance Standards & Specifications*, February 2014.

**Legislated Response Timeframe: Five (5) Business Days**

**2) Emergency Locate:** A loss of service by a utility that in the circumstances would be considered essential such that the 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 or property. An excavation crew is either on site or has been dispatched.

**Example:** Natural gas line is broken and requires immediate repair.

**Legislated Response Timeframe: Two (2) Hours**

**3) Priority 1, 2, 3, Locate:** Planned work that is requested less than five (5) business days before work commences but is not an emergency locate. It is requested to be completed in less than five (5) business days but is not guaranteed.

**Legislated Response Timeframe: Timeframe Not Legislated**

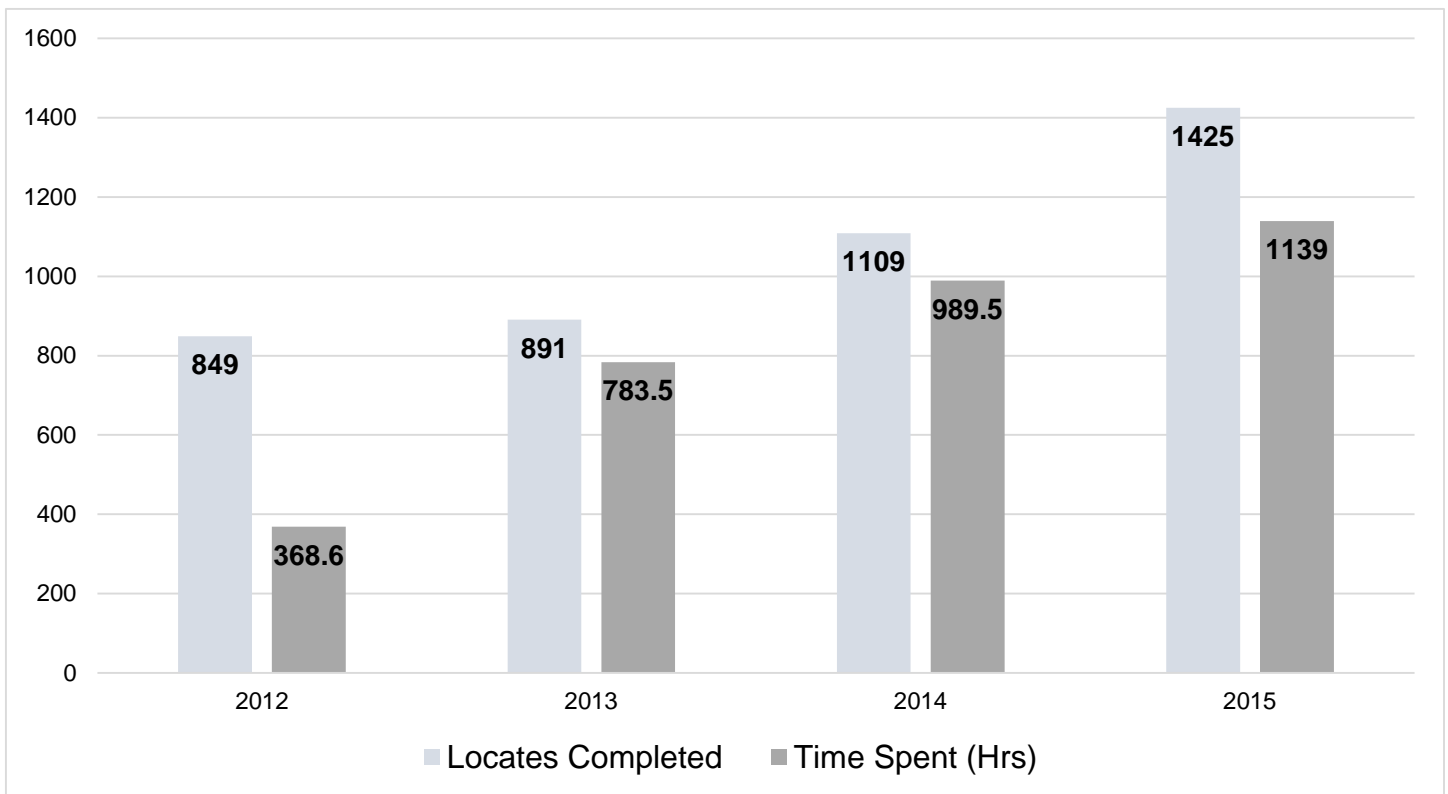
In order to manage and process the influx of locate requests along with other operational duties, the Water & Wastewater Sections operate on a semi-monthly locate schedule. The Water & Wastewater Operations Administrative Assistant receives the locate requests and ensures that they are transmitted to the Section that is handling locates for that two-week period. The locate requests are tracked, and a cover sheet and service drawing (if applicable) is provided to the requester.

A monthly breakdown of locates processed and completed in 2015 is available as Attachment #1. In total 1,425 locates were processed and approximately 1,139 staff hours were spent on locates in 2015.

Occasionally, storm and streetlight infrastructure must be located as well. The Roads & Drainage Division is called upon to assist as required. Street light locate requests are directed to an electrical contractor given the expertise required.

Graph 1 below illustrates the number of annual locates completed and the time spent for 2012 to 2015. Reviewing the last four years shows that the number of locates received, in addition to the time spent locating, has increased. Should the time required continue to increase, at some point additional staff will be needed to continue providing locate services within the legislated timeframe while also accomplishing day to day operational needs in the Water & Wastewater Sections.

**Graph 1: Comparative Analysis of Locates & Time Spent, 2012-2015**



Locates will continue to be monitored and reported on in early 2017 for 2016.

### **C. The Blue Mountains' Strategic Plan**

Reporting on 2015 locates assists with the Town's Strategic Goal #5 "Ensure that our infrastructure is sustainable".

### **D. Environmental Impacts**

None.

### **E. Financial Impact**

When the Town joined Ontario One Call in 2012 it operated as a free service. However, in 2015 a fee structure was enacted. The Town paid \$1.40 for each locate request. Ontario One Call offered all municipalities a \$500 credit towards locates. In 2015, the Town spent a total of \$1,316 on Ontario One Call locate expenses after the \$500 credit was used.

Recognizing the continued operational expense that locates present, the Water & Wastewater Operating budgets for 2016 includes \$1,500 per Section to cover locate expenses. Ontario One Call has authorized another \$500 credit for 2016, and reduced the Standard Locate Notification costs from \$1.40 in 2015 to \$1.10 in 2016. Given the

\$500 credit and the reduction in locate fees for 2016, the budgeted amount should be sufficient.

**F. In Consultation With**

John Caswell, Manager of Water and Wastewater

**G. Attached**

1. Locates Processed & Completed 2015

Respectfully submitted,

**Sarah Merrifield**

Sarah Merrifield, Water & Wastewater  
Operations Administrative Assistant

**Reg Russwurm**

Reg Russwurm, MBA, P.Eng,  
Director of Infrastructure & Public Works

For more information, please contact:

Sarah Merrifield  
smerrifield@thebluemountains.ca  
519-599-3131 ext. 284

Locates Processed & Completed 2015

TOTAL LOCATES		WATER	WASTEWATER	ADMINISTRATIVE ASSISTANT	EMERGENCY
<b>January</b>	32	12	7	10	3
<i>Hours</i>	<b>23.75</b>	<b>9.50</b>	<b>7.00</b>	<b>4.75</b>	<b>2.50</b>
<b>February</b>	19	7	8	2	2
<i>Hours</i>	<b>19.00</b>	<b>7.00</b>	<b>8.00</b>	<b>1.00</b>	<b>3.00</b>
<b>March</b>	34	14	7	8	5
<i>Hours</i>	<b>29.00</b>	<b>13.50</b>	<b>6.00</b>	<b>4.50</b>	<b>5.00</b>
<b>April</b>	149	78	43	21	7
<i>Hours</i>	<b>121.25</b>	<b>61.75</b>	<b>43.00</b>	<b>10.00</b>	<b>6.50</b>
<b>May</b>	140	79	41	18	2
<i>Hours</i>	<b>125.50</b>	<b>75.75</b>	<b>39.75</b>	<b>8.00</b>	<b>2.00</b>
<b>June</b>	178	60	61	33	3
WWW NON EMERGENCY		21		only recorded once	
<i>Hours</i>	<b>161.25</b>	<b>59.50</b>	<b>59.75</b>	<b>18.00</b>	<b>3.00</b>
		<b>21.00</b>			
<b>July</b>	151	60	48	29	5
WWW NON EMERGENCY		9		only recorded once	
<i>Hours</i>	<b>133.00</b>	<b>60.00</b>	<b>47.00</b>	<b>12.50</b>	<b>4.50</b>
		<b>9.00</b>			
<b>August</b>	189	69	61	44	6
WWW NON EMERGENCY		9		only recorded once	
<i>Hours</i>	<b>158.50</b>	<b>66.25</b>	<b>59.00</b>	<b>21.75</b>	<b>6.00</b>
		<b>5.50</b>			
<b>September</b>	181	56	66	43	3
WWW NON EMERGENCY		13		only recorded once	
<i>Hours</i>	<b>132.25</b>	<b>47.00</b>	<b>51.50</b>	<b>22.25</b>	<b>3.00</b>
		<b>8.50</b>			
<b>October</b>	150	49	39	32	8
WWW NON EMERGENCY		22		only recorded once	
<i>Hours</i>	<b>106.45</b>	<b>47.25</b>	<b>34.25</b>	<b>13.25</b>	<b>7.50</b>
		<b>4.20</b>			
<b>November</b>	132	34	37	43	1
WWW NON EMERGENCY		17		only recorded once	
<i>Hours</i>	<b>83.05</b>	<b>30.75</b>	<b>35.25</b>	<b>13.00</b>	<b>0.50</b>
		<b>3.55</b>			
<b>December</b>	70	34	10	24	2
<i>Hours</i>	<b>46.00</b>	<b>26.50</b>	<b>10.25</b>	<b>7.75</b>	<b>1.50</b>

**TOTAL LOCATES & HOURS 2015**

<b>Locates Processed</b>	<b>1425</b>	<b>552</b>	<b>428</b>	<b>307</b>	<b>47</b>
		<b>91</b>			
<i>Hours</i>	<b>1139.00</b>	<b>504.75</b>	<b>400.75</b>	<b>136.75</b>	<b>45.00</b>
		<b>51.75</b>			