

The Regional Municipality of York

Committee of the Whole
Transportation Services
June 11, 2020

Joint Report of the Commissioner of Transportation Services
and the Commissioner of Environmental Services

Direct Purchase of Services Ontario One Call

1. Recommendations

1. Council authorize the direct purchase of locate notification and secondary screening services from Ontario One Call from October 2020 to October 2025, pursuant to the direct purchase provisions of the Purchasing Bylaw.
2. The Commissioners of Transportation Services and Environmental Services be authorized to execute separate agreements with Ontario One Call, as required, for operational purposes and to meet provincial regulatory requirements.
3. The Regional Clerk circulate this report to the Clerks of the local municipalities.

2. Summary

This report seeks Council approval for the direct purchase of locate notification and secondary screening services for the Region's underground infrastructure from Ontario One Call (ON1Call) to ensure compliance with regulatory obligations and provisions of the Purchasing Bylaw. Council approval is required under sections 10 and 18 of Purchasing Bylaw 2017-30 because the projected total combined five-year financial impact exceeds \$150,000 and the aggregate term is greater than five years.

Key Points:

- No excavation may commence in Ontario without first obtaining locates for all underground infrastructure that may be affected by the proposed excavation.
- ON1Call is the single point of contact for all underground infrastructure locate requests in Ontario and the only entity capable of providing locate notification services. The Region has been a member of ON1Call since 2012.
- The current five-year contract with ON1Call ends in October 2020.
- Transportation and Environmental Services manage locate requests received by ON1Call using their respective locate programs. Each department budgets for their portion of costs.

- Transportation Services operates and maintains 867 signalized intersections, 7100 street lights and 625 kilometres of underground culverts and storm sewers along Regional roads. Environmental Services operates and maintains more than 650 kilometres of underground water and wastewater infrastructure, including watermains, sewers and chambers.

3. Background

Provincial legislation requires all municipalities participate in the Ontario One Call program and identify the location of underground infrastructure

Provincial legislation requires the Region provide timely underground infrastructure locate services to protect the well-being of the public, minimize service interruptions and prevent costly damages to underground infrastructure.

ON1Call is designated as the single point of contact for all underground infrastructure locate requests in Ontario

ON1Call has been contracted for locate services for the past five years through approval provided by Council in [September 2015](#). The five-year period ends in October 2020.

ON1Call's performance has been both accurate and timely. The fee schedule is reasonable and a lower cost than engaging another third party service provider. Since On1Call's screening service is closely integrated with their call centre, implementation and ongoing engagement costs are minimal.

4. Analysis

Mandatory service fees are paid to ON1Call for receiving locate notifications

ON1Call is a not-for-profit organization. Excavators are not charged a fee for placing a locate request. Fees are collected from owners of underground infrastructure (member municipalities and non-municipal utility members such as Enbridge Gas, Rogers, Bell).

Optional secondary screening service provided by ON1Call mitigates risk and reduces work load for Environmental Services

Staff implemented a risk mitigation strategy to screen requests and prioritize high risk requests for appropriate attention by experienced locators. Screening locates effectively optimizes locate work load for staff.

ON1Call offers two levels of locate screening; primary and secondary. Secondary screening is an optional service at an additional fee. Both departments use ON1Call's automatic primary screening and they have taken different approaches towards secondary screening in view of different business needs, locate request volumes and available resources.

Secondary screening is a manual process whereby ON1Call staff evaluate each locate

request and may provide a clearance based on criteria, including proximity to Region-owned infrastructure. Environmental Services uses ON1Call to perform secondary screening of low risk locates. Clearance of high risk requests are performed by Environmental Services staff to best manage risks to critical infrastructure.

Council approval is required for direct purchase of ON1Call services

Staff projects the combined five-year total of ON1Call services to be approximately \$470,000. This exceeds the \$150,000 threshold currently permitted under Purchasing Bylaw 2017-30 and the aggregate term is greater than five years. Approval for future authorizations will be sought under delegated authority.

Costs for services depend on the fee schedule set by ON1Call and the number of locate requests received

Total cost of ON1Call services vary each year and depend on the annual fee schedule set by the ON1Call Board of Directors and number of locate requests received in proximity to Regional infrastructure. The annual volume of locate requests is dependent on the extent and nature of construction activities within the Region. Projected costs for ON1Call services for the next five years are based on 2019 volumes adjusted by 8%, as suggested by ON1Call, plus a 2% adjustment for forecasted inflation rates year over year.

5. Financial

The projected five-year impact of this purchase for Transportation Services is \$206,207 (\$41,241 annually) and for Environmental Services \$262,970 (\$52,594 annually).

Costs for the direct purchase of ON1Call services are included in the approved 2020 Operating Budget and proposed Outlook years for Transportation Services and Environmental Services.

6. Local Impact

Locate services prevent costly damages to underground infrastructure and promote continuity of service to local municipalities. Timely completion of Regional locates also benefits construction projects led by local municipalities and helps reduce construction delays. All municipalities are deemed members of ON1Call by the *Ontario Underground Infrastructure Notification System Act, 2012* and must comply with the Act.

7. Conclusion

Provincial legislation requires the Region provide timely underground infrastructure locate services to protect the well-being of the public, minimize service interruptions and prevent costly damages to underground infrastructure.

ON1Call is designated as the single point of contact for all underground infrastructure locate requests in Ontario. The added value of ON1Call's secondary screening permits Environmental Services to achieve compliance goals and objectives of the *Ontario Underground Infrastructure Notification System Act, 2012* at a reasonable cost. Staff projects a combined five-year total cost of approximately \$470,000 to purchase ON1Call services.

It is recommended Council authorize the direct purchase of ON1Call locate notification and secondary screening services to ensure compliance with the Region's regulatory obligations and the provisions of the Purchasing Bylaw. It is further recommended the Commissioners of Transportation Services and Environmental Services be authorized to execute independent agreements with ON1Call to support each department's respective infrastructure over the next five years. Approval for future authorizations will be sought under delegated authority.

For more information on this report, please contact Joseph Petrunaro, Director Roads and Traffic Operation, Transportation Services, at 1-877-464-9675 ext. 75220 or Roy Huetl, Director Operations Maintenance and Monitoring, Environmental Services, at ext. 75323. Accessible formats or communication supports are available upon request.

Recommended by: **Paul Jankowski**
Commissioner of Transportation Services

Erin Mahoney, M. Eng.
Commissioner of Environmental Services

Approved for Submission: **Bruce Macgregor**
Chief Administrative Officer

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