



Attendees	Name	Company	Stakeholder Category
	Jeremy Cook	R&B Construction Services Inc	Engineering
	John Scaife	Urban X	Engineering
	Paul Barrett	City of Cambridge	Municipal & Public Works
	Gord Campbell	Rogers Communications Canada Inc	Telecommunications
	Tyler Chapin	Hydro One	Electrical Transmission
	Joe Cirrilo	City of Toronto	Municipal & Public Works
	Tony Harnett	Enbridge Gas Distribution	Gas/Oil Distribution
	Darrin Husak	Con-Drain	Excavator
	Adam Mordaut	Ontario One Call	One Call
	Joe Morra	City of Toronto	Municipal & Public Works
	Maureen Mountjoy	AOLS	Land Surveying
	Sarah Nardozi	City of Toronto	Municipal & Public Works
	Andrew Oliveira	Telecon Design	Engineering
	Grant Piraine	Own Your Safety	Safety Organization
	Jason Ramkissoon	multiVIEW Locates Inc	Locator
	Ron Rooke	City of Cambridge	Municipal & Public Works
	Ruhi Sharma	Ministry of Labour	Regulator
	Raffaello Taurino	Clearway Construction	Excavator
	Doug Lapp	ORCGA	Staff
	Kim Sheppard	ORCGA	Staff
Regrets			
	Andrew Stone	D'Orazio Group	Excavator
	Kendra Afelskie	City of Ottawa	Municipal & Public Works
	Usman Alam	TransCanada Pipeline	Transmission Pipeline
	Mike Arcuri	PVS	Locator
	Nathalie Ashworth	Planview	Engineering
	Matthew Aylett	Region of York	Municipal & Public Works
	Vince Bellissimo	Timbel Limited	Excavator
	Eric Boere	Halton Region	Municipal & Public Works
	Phil Bruni	Union Gas	Gas/Oil Distribution
	Karl Buchanan	TransCanada Pipelines	Transmission Pipelines
	Randy Byatt	London Hydro	Electrical Distribution
	Michael Carnovale	Region of York	Municipal & Public Works
	Mike Dale	Robert B Sommerville	Excavator
	Tony Di Fabio	Ministry of Transportation	Engineering
	Colin Donohue	Ox Equipment	Equipment Manufactures & Suppliers
	Mike Dunleavy	PGC Services	Excavator
	Mike Eeles	TSSA	Regulator
	Greg Epp	Niagara Region	Municipality
	Nicole Evans	Top Shelf Solutions	Equipment Manufacturers & Suppliers
	Frank Figliano	City of Toronto	Municipal & Public Works
	Patricia Forbes	Badger	Excavator
	Ed Francis	City of Toronto	Municipality
	Jim Gilmore	Enbridge Gas Distribution	Gas/Oil Distribution
	Sammy Go	Energy + Inc	Electrical Distribution
	Katie Gotsman	Ontario One Call	One Call
	Gretchen Gordon	TransCanada Pipeline	Transmission Pipeline
	Todd Grinham	Warhorse Locating	Locator
	Gene Grittani	Distinct Tech	Excavator
	Reza Habibollahi	Rogers Communications	Telecommunications
	Kevin Hadley	multiVIEW Locates	Locator
	Greg Hart	Competers	Equipment Manufacturers & Suppliers
	Shane Hart	Competers	Equipment Manufacturers & Suppliers
	Bob Hunter (CP)	Steed and Evans	Road Builders



Regrets			
	Peter Lamb	Ministry of Transportation	Engineering
	Jeremy Long	Vivax Canada	Equipment Manufactures & Suppliers
	Matt Mayer (CP)	Aecon	Road Builder
	Doug McCallum	Robert B Somerville	Excavator
	Kevin McKinnon (CP)	Railway Association of Canada	Railway
	Anne Newman	Enbridge Gas Distribution	Gas/Oil Distribution
	Bavendan Paramsothy	RV Anderson	Engineering
	Andrew Pronk	Sensors & Software	Locator
	Ian Reece	IHSA	Safety Organization
	Mark Thompson	Enbridge Gas Distribution	Gas/Oil Distribution
	John Todorovski	TSSA	Regulator
	Kent Trolley	Hydro One Networks	Electrical Transmission
	Dina Van Veen	Alectra Utilities (Enersource)	Electrical Distribution
	Sat Viridi	TSSA	Regulator
	Chris Whetstone	City of Cambridge	Municipal & Public Works
	David Yawney	Toronto Hydro	Electrical Distribution

1. Welcome:

John & Jeremy opened the meeting. Roundtable introductions

2. Reviewed Previous Minutes:

Last name of attendee missing, Avertex employee

Action: Gord Campbell to provide last name of attendee

3. Update from CCGA National B.P. Committee: Gord Campbell

Thorough review of vocabulary done on CCGA BP version 3.0
 BP Version 3.0 ready to go to print. Online version also. Manual will be printed every other year.
 3 New Best Practices – Two from Ontario
 Concern regarding 'real time' version of Best Practices. Updated once per year should be sufficient.
 TR 078 – 7" Screen adopted at the National level
 Next National Best Practices meeting, October 30, 2018 at CCGA Symposium, Whistler, BC

Action: Gord Campbell to look into cut-off date for online version of BP

4. Task Team update - Preserving The Marks: Gord Campbell

4-37: Preserving the Marks

Practice Statement:

The excavator should protect and preserve locate markings, or other designations of underground facilities, until no longer required for proper and safe excavation. The excavator should stop excavating and request re-marks where the original locate markings are no longer visible, but work continues around the facility.

Practice Description:

Protecting and preserving the locate marks to prevent possible damages and delays caused by relocations is a shared responsibility. The excavator is responsible for reasonably protecting and preserving facility location markings until no longer required for proper and safe excavation. The facility owner and locator are responsible to support the excavator by providing suitable marking and to refresh the marks if they are no longer legible.

Excavator's Responsibilities:

1. As part of the locate request, describe the type and extent of proposed excavation so that facility owners and locators can determine the proper means of marking based on terrain, site conditions and the type and extent of the proposed excavation.
2. Excavators should plan their work in proper phases to avoid destroying facility location markings caused by excavation activity, vehicle traffic, etc.
3. Utilize White paint or other methods to manage and identify the location of the original marks. Bookend the original locate marks with solid white squares or brackets. Once the original locate marks fade to a point where they are no longer legible, the excavator should call for a remark.
4. Record and document all actions taken to preserve the markings and offsets prior to excavation.
5. Avoid driving equipment and vehicles over the markings during everyday activities.
6. Avoid covering the markings with dirt or debris due to excavation, etc.



Facility Owner/Locator's Responsibilities:

- 1- **7.** Be alert for marking requests by excavators and for site conditions that may adversely affect preserving the marks.
- 2- **8.** Avoid placing marks on surfaces that will be removed by indicated method of excavation and/or provide offset markings in anticipation of this.
- 3- **9.** Consider use of more permanent marking methods in hostile environments. These may include but are not limited to, semi-permanent paint, offset stakes, marker posts

Reference;

- CGA Best Practice 5-17
- Lone Star 811 Excavator Manual

There was a lot of discussion held with many views shared:

- Spirit of Practice: When mark disappears you must call for remark
- Numbers should be continuous. Change numbers under heading: Facility Owner/Locator's Responsibilities:
- Discussed 4.16 – Marking Preservation
- 4.37 is the 'how to' preserve a mark
- Shouldn't have two different clauses that are similar, should be amalgamated
- Consensus has been reached to replace 4.16 – Marking Preservation

Action: Gord Campbell to make numbers continuous

5. Task Team update – Clearances – Phil Bruni (presented by Jeremy Cook)

Practice Statement:

When the excavator is given a positive response in the form of an "all clear" or "clear to dig" it is important for them to understand how and why they were given. They also need to know the differences and limitations between them.

Statement is part of Practice Description

Practice Description:

Clearances can be given on behalf of the facility owner/operator from one of several methods:

1. **Filter clears** done at time of the locate request. These are done at Ontario One Call (OOC) based on a criteria agreed to by the Facility Owner/Operator and will show up at the bottom of the bottom of the locate request as a "- C" identifying the specific Facility Owner/Operator as being clear in the requested work area. These 'Filter Clears' can be given for a variety of work activity which include but are not limited to the following:
 - a) Method of excavation (machine and/or hand digging only)
 - b) Location of work (public or private property) or based on the Map Selection Notification (MSN) completed by the Locate Requestor
 - c) Depth of excavation (shallow or deep)
 - d) Type of work which may include:
 - i. Deck construction or patio installation
 - ii. Grading
 - iii. Landscaping
 - iv. Hydro vacuum excavation (may be based on water pressure used)

These clearances are given immediately after the locate request has been processed. It must be noted that the clearances given were based on the information provided at the time of the locate request. Any changes to the depth of the excavation, type of excavation equipment to be used or size of the work area, etc., may result in any clearances given to become void. The locate request will need to be updated to reconfirm the clearances. This may result in the clearance being revoked or the need for another locate request to be made.

2. **Clearances by a "Look Up Centre"** on behalf of the Facility Owner/Operator are also given. Based on the description of the work to take place the "Look Up Centre" will assess the potential risk to the plant and makes a decision based on that information. Notification of the clearance will be given by the "Look Up Centre" via an email or ~~phone call~~ fax usually within a day of the locate request being submitted.

Clearances at this level are reviewed by personnel working for or on behalf of the Facility Owner/Operator. They review the description of the work and assess their risk tolerance for the type of work to take place.

Clearances may be given for the following types of work:

- i. Shallow excavation within the Municipal ROW
- ii. Sidewalk and/or curb work
- iii. Location of Work Area based on description given



3. **Field Clears given by the Locate Service Provider (LSP)** after a field visit to the requested work area. The LSP will determine at that time if there is any plant of the Facility Owner/Operator in the requested work area.

A lot of discussion took place

- o Practice Statement is really part of Practice Description
- o Practice Statement needs to indicate it is a form of locate report
- o Trying to produce a Best Practice to explain and define what a "clearance" is
- o Term 'clearance' must be explained
- o Suggestion to use term 'conditional clearance'
- o Do not use term "all cleared" or "cleared to dig" suggests there are no utilities in the area
- o Filter Clears – Ontario One Call will not allow filter clears
- o Items 1 & 2 can be combined: Clearance on notification sheet or clearance by Member of 3rd party.
- o Item 3 results in no marks but you can still dig.

Action: Task Team to develop Practice Statement
Phil Bruni to replace wording in Practice Description #2 from phone call to fax
Co-Chairs to send comments back to Phil Bruni's team

6. Task Team update – Private Locates – Grant Piraine

- Nothing to report. Will have a draft for the committee to look at before the 2019 ORCGA Symposium.
- If meeting doesn't happen, will have to scrap it

7. Topics for Discussion:

- Unmarkable Infrastructure
 - Who would Best Practice be for? Private/Commercial Property
 - Should say untraceable
- Newly Installed Infrastructure
 - There is a Best Practice, 3.20 in location section.
 - Is there an issue of when the records get updated?

8. ORCGA Update: - Douglas Lapp

- Would like to have Best Practices Committee present at next Board Meeting – will confirm November 28 date
- To solicit expanded Best Practices input from membership, ORCGA proposes to include an agenda item at the upcoming GC meetings to have a 'mini workshop' discussion on the current topics for the BP Committee.
- CCGA - Working on improving informal process of how TR's get escalated. In an effort to streamline the process to approve Ontario generated TR's, proposing to open up Task Group discussions to CCGA Regional Partners to bring them into the discussion earlier. Hopefully this would reduce the conflicts to resolve and implement TR's.
- Discussion on sharing locates. Multiple contractors working for General Contractors.

Action: Doug Lapp will put together something that articulates the process at the GC meetings
Doug Lapp & Gord Campbell to report back on TR escalation process at National level

9. Roundtable:

- TSSA requesting a lot of changes re: Z247
- Question on how to get on CSA board or invited to their meeting (via submission to group)
- MOL: Look at Construction regulations for locates – Excavator/contractor doing the digging is responsible party when locates are shared
- OOC: When you request a locate, offset should be in locate request. Put it in the remarks of request.
- Enbridge: Ontario One call confirmed clearances for locate – complete response. Contractor did not have. Would like to update Best Practice 3.21 or new practice.
- John Scaife stepping down as co-chair of committee
- MOL: New government has put a stop on travel. Cannot send staff to GC's

Action: Gord Campbell to send CSA chair contact information to add something/someone to their agenda
Tony Harnett to put forward a proposal regarding complete response
ORCGA to send notice out to members regarding Co-Chair position on BP committee and will conduct ballot voting.

10. Next meeting:

- Feb 13, 2019 – ORCGA Symposium, Sheraton on Falls, Niagara Falls.
- Will have task team discussions



11. Upcoming Dates:

- Reviewed ORCGA & CCGA symposium dates
- Reviewed Fall GC schedule

12. Adjournment:

Meeting adjourned at 2:30 pm