



<b>Attendees</b>	<b>Name</b>	<b>Company</b>	<b>Stakeholder Category</b>
✓	Jeremy Cook (Co-Chair)	R&B Construction Services Inc	Engineering
✓	Grant Piraine (Co-Chair)	Own Your Safety	Safety Organization
	Doug Lapp	ORCGA	Staff
✓	Kim Sheppard	ORCGA	Staff
	Kendra Afelskie	City of Ottawa	Municipal & Public Works
	Usman Alam	TransCanada Pipelines	Transmission Pipelines
	Mike Arcuri	PVS Contractors	Locator
	Matthew Aylett	York Region	Municipal & Public Works
✓	Paul Barrett	KorTerra Inc	Equipment Manufacturers & Suppliers
	Vince Bellissimo	Timbel Limited	Excavator
	Eric Boere	Halton Region	Municipal & Public Works
✓	Phil Bruni	Enbridge Gas Inc (O/A Union Gas)	Gas/Oil Distribution
	Karl Buchanan	TransCanada Pipelines	Transmission Pipelines
	Randy Byatt	London Hydro	Electrical Distribution
	Michael Bryan	Promark-Telecon	Locator
✓	Gord Campbell	multiVIEW Locates	Locator
	Michael Carnovale	York Region	Municipal & Public Works
	Tyler Chapin	Hydro One Networks	Electrical Transmission
✓	Lynn Chaput	T2 Utility Engineers	Engineering
	Joe Cirrilo	City of Toronto	Municipal & Public Works
	Mike Dale	Robert B Sommerville	Excavator
	Greg Davidson	Energy + Inc	Electrical Distribution
	Ruppee Dhillon	Powell Contracting	Road Builder
	Tony Di Fabio	Ministry of Transportation	Engineering
	Colin Donohue	Ox Equipment	Equipment Manufacturers & Suppliers
	Mike Dunleavy	PGC Services	Excavator
	Richard Durrer	Ontario One Call	One Call
✓	Mike Eeles	TSSA	Regulator
	Greg Epp	Niagara Region	Municipal and Public Works
	Nicole Evans	Top Shelf Solutions	Equipment Manufacturers & Suppliers
	Frank Figliano	City of Toronto	Municipal & Public Works
	Jan Ferguson	Badger Daylighting Ltd.	Excavator
	Ed Francis	City of Toronto	Municipality
	Jim Gilmore	Enbridge Gas Inc	Gas/Oil Distribution
	Gretchen Gordon	TransCanada Pipeline	Transmission Pipeline
	Katie Gotsman	Ontario One Call	One Call
	Todd Grinham	Warhorse Locating	Locator
	Gene Grittani	Distinct Infrastructure Group	Excavator
	Reza Habibollahi	Rogers Communications Canada Inc	Telecommunications
	Kevin Hadley	multiVIEW Locates	Locator
✓	Tony Harnett	Enbridge Gas Inc	Gas/Oil Distribution
	Gregory Hart	ComPeters Inc.	Equipment Manufacturers & Suppliers
	Shane Hart	ComPeters Inc.	Equipment Manufacturers & Suppliers
	Christine Hollett	Ontario One Call	One Call
	Bob Hunter (CP)	Steed and Evans	Road Builders
	Darrin Husak	Con-Drain Company (1983) Ltd.	Excavator
	Peter Lamb	Ministry of Transportation	Engineering
✓	Emily Ingram	City of Cambridge	Municipal & Public Works
✓	Jeremy Long	Vivax Canada	Equipment Manufacturers & Suppliers
✓	Dave Martin	Toronto Hydro	Electrical Distribution
	Matt Mayer (CP)	Aecon	Road Builder
	Doug McCallum	Robert B Somerville	Excavator
✓	Sarah McKeever	Ontario One Call	One Call
	Kevin McKinnon (CP)	Railway Association of Canada	Railway
✓	Adam Mordaunt	Ontario One Call	One Call
	Joe Morra	City of Toronto	Municipal & Public Works



<u>Attendees</u>	<u>Name</u>	<u>Company</u>	<u>Stakeholder Category</u>
✓	Maureen Mountjoy	AOLS	Land Surveying
	Sarah Nardozzi	City of Toronto	Municipal & Public Works
✓	Chris Neate	Planview Utility Services	Engineering
	Anne Newman	Enbridge Gas Inc	Gas/Oil Distribution
✓	Andrew Oliveira	Telecon Design	Engineering
	Bavendan Paramsothy	RV Anderson	Engineering
	Mike Paquette	Energy + Inc	Electrical Distribution
	Paul Pimek	TSSA	Regulator
	Mike Pritchard	Utilities Kingston	Gas/Oil Distribution
	Jason Ramkissoon	multiVIEW	Locator
	Ian Reece	IHSA	Safety Organization
	Ron Rooke	City of Cambridge	Municipal & Public Works
	Cory Ruitter	Alectra Utilities (PowerStream)	Electrical Distribution
	John Scaife	Urban X	Engineering
	Ruhi Sharma	Ministry of Labour	Regulator
	Darcee Shinn	Spring Grove Hydro Excavation	Excavator
	Andrew Stone	D’Orazio Group	Excavator
	Landon Tait	Stantec Consulting Ltd	Engineering
	Raffaello Taurino	Clearway Construction	Excavator
✓	Mark Thompson	Enbridge Pipelines Inc	Gas/Oil Distribution
	Nathaniel Ticar	Rogers Communications Canada Inc	Telecommunications
	John Todorovski	TSSA	Regulator
	Kent Trolley	Hydro One Networks	Electrical Transmission
	Dina Van Veen	Alectra Utilities (Enersource)	Electrical Distribution
	Sat Virdi	TSSA	Regulator
	Chris Whetstone	City of Cambridge	Municipal & Public Works
	Derek Whiteman	Toronto Hydro	Electrical Distribution
	Kyle Winters	ComPeters Inc	Equipment Manufacturers & Suppliers
✓	Jondon Wilson	Hydro One	Electrical Transmission
	Steve Zacchigna	TSSA	Regulator

**1. Welcome:**

Jeremy opened the meeting. Roundtable introductions

**2. Reviewed Previous Minutes:**

**Motion to accept Previous Meeting Minutes: MOVED:** Gord Campbell;  
**SECONDED:** Tony Harnett; **MOTION CARRIED**

**3. Reviewed Action items arising from previous minutes**

- See individual task teams for updates

**4. CCGA National BP Committee Update**

- Committee met October 8, 2019, Gord Campbell is now Chair of Committee
- Reviewed TR’s/proposals: Many returned for format issues.
- Next printed version of CCGA Best Practices is scheduled for release October 2020  
 TR’s have to be approved by July 2020 to be included in next version

**5. Review comments arising from GC meetings on current Task Teams**

- Sudbury, Owen Sound, Chatham, Sarnia & London GC meeting comments were given to members for review



**6. Preserving The Marks: Task Team Update – Gord Campbell**

- Gord presented proposal to National Committee – TR assigned and sent to Regional partners for feedback

**Action:** Gord Campbell to bring back comments from Regional partners.

**7. Writing a Best Practice: Task Team Update – Jeremy Cook**

- As previously presented – Guideline
- As other task teams are reviewed, will look at language structure

**Action:** Group to meet and update

**8. Clearances: Task Team update – Phil Bruni**

- A lot of discrepancy in how clearances are conveyed
- Recommend; define a format, validity/expiry must be stated, must be written document that can be preserved

**Action:** Group will meet and update

**9. Definition of Hand Digging: Task Team Update – Phil Bruni**

- Reviewed proposal using CSA-Z247 wording
- CSA Z247 committee has task team looking at definition
- Suggestion: modify 4.19 and add to glossary

**Action:** Group will meet and update

**10. Private Locates: Task Team update – Grant Piraine**

- Private locators need same tools as public locator
- Three perspectives: Excavator, Utility & Land/Facility Owner
- Suggestion: Start with excavator perspective – Modify 4.2

**Action:** Group will meet and update

**11. Complete Locate Package: Task Team Update – Tony Harnett**

**4-11: Locate Verification**

**Practice Statement:** Prior to excavation, excavators verify that all locates have been received and are on site, and that the limits of the locate markings correspond with the limits of the proposed excavation.

**Practice Description:** Upon arrival at the excavation site prior to beginning the excavation, the excavator ensures that all locates have been received and a Complete Locate Package (including the Notification Service's Locate Request confirmation) is on site by cross referencing the Notification Service's Locate Request confirmation to ensure a response was received from all Facility Owners listed. Also, that the limits of each locate are clearly identified on the locate form. The excavator verifies that all facilities have been marked, reviewing colour codes if in doubt. The excavator checks for readily visible signs of underground facilities, such as pedestals, risers, meters, new trench lines and service feeds from buildings and homes. Where readily visible evidence of unmarked facilities exists, the excavator contacts the project owner to get them located. Use of a pre excavation checklist is recommended by insurers and practiced by responsible excavating contractors.

**Discussion:**

- Note above changes made to proposal by BP committee

**Action:** Consensus to send to National



**12. Best Practices Proposal: The Located Area – Tony Harnett**

**TRANSACTION RECORD**

**Purpose:**

Suggested revisions to **3-17: The Located Area** to provide more clarity around the fixed objects that should be used when defining the Located Area.

**Practice Statement:** To Be Determined by Task Team

**Practice Description:** To Be Determined by Task Team

**Origin/Rationale:**

Earlier this year or late last year TSSA was investigating a Damage to an Enbridge Facility and found it difficult to determine whether or not the excavator was inside or outside the Located Area due to the fact that one of the fixed objects used to define the Located Area was obscured from plain site.

After much discussion, Enbridge Management suggested the best way to mitigate similar incidents in the future would be to revise this best practice and asked that I take on the task of putting these revisions forward.

At this time, I'd like to invite interested parties to participate in a task team to discuss and propose the possible revisions.

**References:**

n/a

**Discussion**

- Consensus to proceed
- Develop a team and move forward with proposal

The Located Area – Task Team Members:

- Tony Harnett – Champion
- Mike Eeles
- Andrew Oliveira
- Maureen Mountjoy
- Lynn Chaput

**13. ORCGA Update**

- ORCGA has hired an Event Planner
- Upcoming events:  
2020 Damage Prevention Symposium – Ottawa
- Best Practices sessions are continuing at the fall GC's

**14. Roundtable:**

- No items

**15. Adjournment:**

Meeting adjourned:

Next Meeting Date: February 11, 2019 – 2020 Symposium

Meeting Location: Fairmont Chateau Laurier, Ottawa, ON