



	<u>Name</u>	<u>Company</u>	<u>Stakeholder Category</u>
Attendees	Ian Munro (Co-Chair)	Aecon	Excavator
	Jim Douglas	ORCGA	Staff
	Lori O'Doherty	ORCGA	Staff
	Gord Campbell (CP)	Rogers	Telecommunications
	Vince Bellissimo (CP)	Timbel Limited	Excavator
	Maureen Mountjoy (CP)	AOLS	Land Surveying
	Tony Harnett (CP)	Enbridge	Gas/Oil Distribution
	Jeremy Cook (CP) (Co-Chair)	Terra Discovery Limited	Engineering
	Steve Singer	Bell	Telecommunications
	Hans Peters (CP)	Utilocate	Equipment Manuf. & Suppliers
	Dina Van Veen	Enersource	Electrical Distribution
	Mario Basile (CP)	PowerStream Inc.	Electrical Distribution
	Kent Trolley (CP)	Hydro One Networks	Electrical Transmission
	Kevin Decaire	PowerStream Inc.	Electrical Distribution
	Sat Viridi (CP)	TSSA	Regulator
	Pat Tiller	City of London	Municipal & Public Works
	Barry Shoppoff	Union Gas	Gas/Oil Distribution
	Randy Byatt	London Hydro	Electrical Distribution
Blair Mullin	Clearway		
Gretchen Gordon	TransCanada Pipelines	Transmission Pipelines	
Regrets	Neil McKindsey (CP)	PVS Locates	Locator
	Jeremy Long	Vivax-Metrotech	Equipment Manufacturer & Supplier
	David Yawney	Toronto Hydro	Electrical Distribution
	Lisa Woolcott	Accu-Link	One Call
	Guy Taillon (CP)	Ministry of Labour	Regulator
	Darrin Husack	Con-Drain	Excavator
	Patricia Forbes	Badger Daylighting	Excavator
	Sanjay Chakraborty	Accu-link	One Call
	Greg Epp (CP)	Niagara Region	Municipal & Public Works
	Corina Emde	Union Gas	Gas/Oil Distribution
	Mike Eeles	TSSA	Regulator
	Steve Madden	Powersteam	Electrical Distribution
	Kevin Mear	Powerstream	Electrical Distribution
	Dave Wulff	Vivax-Metrotech	Equipment Manufacturer & Supplier
	Steve Grove	Spring Grove Excavation	Excavator
	James Schofield	Enbridge	Gas/Oil Distribution
	Adam Hurley	QX Locates	Locator
	Dave Martins	QX Locates	Locator
	Jim Gilmore	Enbridge	Gas/Oil Distribution
	Tim Ceelen	G-Tel	Locator
	Catherine Madrigal	Accu-Link	One Call
	Steve Waugh	Ontario One Call	One Call
	Grant Piraine	OnSite Locates	Locator
	Ian Reece (CP)	IHSA	Safety Organization
	John Todorovski	TSSA	Regulator
	Mark Thompson (CP)	Enbridge Pipelines	Transmission Pipelines
	Doug McCallum	Robert B Somerville	Excavator
	Shonagh Woods	Bell	Telecommunications
	Matthew Aylett (CP)	Region of York	Municipal & Public Works
	Mike Carnovale	Region of York	Municipal & Public Works
	Dave Watson	G-Tel	Locator
	Neil Waugh	Link-Line Construction	Excavator
	Gord Butson	Robert B Somerville	Excavator
	Darlene McGrath	CCS	
	Blair Mullin	Link-Line	Excavator
	Tony DiFabio (CP)	MTO	Engineering
Gord Rose (CP)	Underground Engineering Services	Engineering	
	On1Call	One Call	
Andrew Stone	D'Orazio Infrastructure Group	Excavator	
Matt Mayer (CP)	Aecon	Road Builder	
Kevin McKinnon (CP)	Railway Association of Canada	Railway	
Charlie Wilson	Bruce Wilson Landscaping	Landscaping/Fencing	
Jason Miron	R.V. Anderson Associates	Engineering	
Larry Maddeaux	City of Oshawa	Municipal & Public Works	
Joe Bezzina	London Hydro	Electrical Distribution	
Mike Dale	Robert B Somerville	Excavator	
Zak Wahid	MultiView Locates	Locator	
Bob Hunter (CP)	Steed & Evans	Road Builders	



Item#	Item	Action Items
1.0	<b>Welcome, Introductions &amp; Review Agenda</b> <ul style="list-style-type: none"> <li>Ian opened the meeting and welcomed everyone</li> <li>Ian gave the safety moment</li> </ul>	
2.0	<b>Review minutes from Nov. 26, 2013 meeting</b> <b>Approved:</b> Hans Peters, Competers <b>Seconded:</b> Mario Basile, Powerstream  <b>Review minutes from June 26, 2014, 2013 meeting</b> <b>Approved:</b> Gord Campbell, Rogers <b>Seconded:</b> Steve Singer, Bell  <b>Review minutes from August 21, 2014, 2013 meeting</b> <b>Approved:</b> Steve Singer, Bell <b>Seconded:</b> Barry Shoppoff, Union Gas	
3.0	<b>Best Practice Proposal TR 2013-05 – Champion: Pat Tiller/Brad Gowan. – Closed Sept. 30, 2014 (New Proposal)</b>  <b>Purpose:</b> To alleviate unnecessary locates requests for “office clear” locates and ensure operational efficiency for excavators.  <b>Origin/Rationale:</b> Currently, when an excavator receives an “office clear locate” from a utility owner this begins the expiration of the “locate” (normally 30 days). Delays between “office clear locates” and “field marked locates” create operational issues.  The excavator would request from the One-Call center to refresh the ticket when excavation is expected to continue past the life of the ticket. Ticket life would best be 30 calendar days from the date the field locate was performed as noted on the locate sheet, unless otherwise specified by provincial or federal law.  In the example below the ticket expiry date would be November 11, 2014. Ideally it should be from the earliest “field marked locate” (October 21, 2014) with an expiry date of November 21, 2014.  Example:  Hydro One – clear – October 11, 2013 Rogers – clear - October 11, 2013 Bell – clear - October 11, 2013 Union Gas – Marked – October 21, 2013 London Hydro – Marked – October 21, 2013  <ul style="list-style-type: none"> <li>Pat Tiller presented the Best Practice proposal</li> <li>Much discussion was held</li> <li>It was noted that locates are now legislated be completed within 5 business days so the above should not be an issue moving forward</li> <li>Generally a Best Practice should not be used to push a legal issue</li> <li>It was suggested that more attention needs to be placed on managing resources and locate requests in order to achieve results within 5 days</li> <li>Consensus could not be reached to move this Best Practice forward.</li> <li><b>BP Closed Sept. 30, 2014</b></li> </ul>	Consensus could not be reached to move this Best Practice forward.  Best Practice closed Sept. 30, 2014
4.0	<b>Best Practice Proposal TR 2013-06 – Champion: Grant Piraine (New Proposal)</b>  <b>Purpose:</b> To create a Best Practice for Private Locate Contractors when locating privately owned buried utilities.  <b>Origin/Rationale:</b> At a certain point on a property, buried utilities servicing a property (i.e., communication, gas, hydro, sewer, water, etc.) change from being utility owned to being privately owned by the property owner. This point is called the demarcation point. Since the late 1980s, Private Locate Contractors in Ontario have been locating buried utilities past these demarcation points without any set of standards to follow. A Private Locator faces many challenges such as, having to locate all types of utilities, working	BP Withdrawn by G. Piraine

without utility records, having no access to buildings or mechanical rooms, working on congested and large properties, and working occasionally with excavators or property owners who may be uncooperative and/or unaware of the private locate process.

As the public utility industry is well aware, the network of public buried utilities is vast, complex and mostly documented. Privately owned infrastructure is just as large and complex; however, the majority of privately owned utilities are not documented. This lack of documentation presents a major problem for property owners when they have to rely on Private Locate Contractors to find their buried infrastructure.

Deferred to Sept. 2014 – Grant was unable to attend

**5.0 Best Practice Proposal TR 2013-04 – Champion: Lynn Chaput**

**PURPOSE:** In further review of our Best Practice guidelines, we have found that it is necessary to add the additional words to the glossary.

**Origin/Rationale:**

The words that are commonly used throughout the Best Practise guidelines in reference specifically to locates, we don't have the following words accompanied with their definition captured in the glossary of Terms & definitions. We have found it necessary to add the following words along with an appropriate definition.

1. Marks or Marking - The use of labelled stakes, flags and/or highly visible paint to indicate the location of facilities within the Located Area.
2. Limits of locate - Definition required
3. Valid - Definition required
4. Complete - Definition required
5. Unmarkable - Definition required
6. Untoneable - Definition required
7. LSP - Definition required

New task team created to work on this Best Practice:

- Gord Campbell (Lead)
- Sat Viridi
- Maureen Mountjoy
- Hans Peters
- Mario Basile

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**6.0 Best Practice Proposal TR 2014-01 Champion: Steve Grove BP Withdrawn by S. Grove (New Proposal)**

**Purpose:** To have Electronic Locates ("in hand") be recognized as an acceptable alternative to paper locates. Minimum sized tablet or laptop with a clear viewing screen.

**Origin/Rationale:**

- Easier to get locates to job site & share with all personnel involved with job
- Colour Monitor Screen allows easier viewing then worn black on white paper
- On1call is eliminating fax services
- Electronic locates would complement the ALA process – request & receive locates on site
- Save resources – trees , money & time

Best Practice Proposal TR 2014-01 withdrawn by S. Grove. Closed – Sept. 30, 2014

**7.0 Best Practice Proposal TR 2014-04 Champion: Steve Waugh BP's Closed as a result of the CCGA Best Practice Version 1.0**

Revise wording of 2-3 Formal Agreements with Members

**Best Practice Proposal TR 2014-05 Champion: Steve Waugh**  
Revise wording of 2-4 On1Call Governance

**Best Practice Proposal TR 2014-06 Champion: Steve Waugh**  
Revise wording of 2-26 All Owners or Operators of Underground Infrastructure must belong to On1Call

**Best Practice Proposal TR 2014-07 Champion: Steve Waugh**  
Revise wording of 2-27 Excavators Contact the One-Call Centre before Excavating

**Best Practice Proposal TR 2014-08 Champion: Steve Waugh**  
NEW Investigations & Compliance

**Best Practice Proposal TR 2014-09 Champion: Steve Waugh**  
Rewording of 4-25 Emergency Excavation

Best Practice Proposals have been withdrawn because of the creation of the CCGA Best Practice Version 1.0.

Closed – Sept. 30, 2014

**8.0 CCGA and Best Practices**

- Jim gave an update to the CCGA Best Practice Version 1.0
- New process for BP established
- Scheduled release date: Oct. 28, 2014
- ORCGA members will receive a copy of the CCGA BP Version 1.0 by end of November.

**9.0 ORCGA Update**

**CCGA Best Practice Version 1 - 2014**

- To be released Oct. 28 at the CCGA Conference
- ORCGA members will be mailed a copy of the CCGA BP Book end of November
- Additional Copies will be available for purchase by e-mailed [office@orcga.com](mailto:office@orcga.com)

**Dig Safe 2015**

- 2015 Dig Safe Kick off will be taking place in all 13 Geographic Councils across the province.
- ORCGA Staff will be contacting the Mayors in each of these areas and co-ordinating a "kick-off" event and asking for a proclamation from each Mayor
- Work to begin on this following the 2014 Election
- ORCGA is planning on 53 Dig Safe Events in 2015
- Aim is to have 100 Member Companies participate in a member initiated Dig Safe Day to promote damage prevention within.

**Golf 2015 - June 17, 2015**

- 2015 Golf tournament will be held at Deer Creek Golf & Country Club, Ajax, Ontario
- We have blocked off 4 – 9's allowing for 288 golfers
- In 2014 the tournament was sold out in 10 days with 216 golfers.
- Don't delay in registering early 2015

**Fall Expo 2014**

- Fall Expo 2014 was held in Milton, Ontario Sept. 2014.
- Over 200 people attended and increase in attendance of ?%
- Education & Events Committee are reviewing opportunities for 2015

**Symposium 2015**

- Feb. 10 – 12, 2015 at Sheraton on the Falls, Niagara Falls, Ontario
- Information attached
- 50% sold out
- Visit [orcga.com](http://orcga.com) for more details.

**Rodeo 2015**

- 2015 Rodeo location has not yet been determined.

**ORCGA Staffing**

- ORCGA will be hiring a Vice President early 2015.
- Posting has come down and interviews scheduled
- Vice President will step into the President role mid 2015
- Senior Manager Position will be posted early 2015.

**Membership**

- ORCGA membership drive is in full swing
- We are reaching out to all members to promote the ORCGA
- We need your help to bring excavators/contractors/utilities to the table
- Please e-mail [office@orcga.com](mailto:office@orcga.com) with any contacts you may have.

**Publications**

- Education & Events Committee are currently working on revising the following:
  - 1) Dig Safe brochure
  - 2) Colouring Book
  - 3) Dig Safe Wallet card
  - 4) Dig Safe Pen

**10.0 Round Table**

- No issues or concerns

Next meeting.

**Location**

Nov. 25, 2014 – Conference Call and Webex

Feb. 10, 2015 – Sheraton on the Falls, Niagara Falls, Ontario