

**Draft - ORCGA Best Practice Committee Meeting Minutes**

September 13, 2016  
 Landscape Ontario, Milton  
 Start 9:06 a.m.  
 Conclude 3:06 p.m.



	<b>Name:</b>	<b>Company:</b>	<b>Stakeholder Group:</b>
<b>Attendees Present:</b>	Ian Munro Jennifer Parent Jeremy Cook (Co-Chair) Maureen Mountjoy Dina Van Veen Phil Bruni Jim Gilmore David Yawney Mark Thompson Enzo Fabiano Andrew Stone Michael Carnovale Dina Van Veen Gord Campbell John Todorovski Neil McKindsey Patricia Forbes Tony Hartnett Shonagh Woods Grant Piraine Andrew Oliveira Jason Ramkissoon Terry Robins	ORCGA ORCGA Terra Discovery AOLS Enersource Union Gas Enbridge Toronto Hydro Enbridge Union Gas D'Orazio Group Region of York Enersource Rogers TSSA PVS Locates Badger Enbridge Bell OnSite Locates Telecon Multiview Bell	Staff Staff Engineering (CP) Land Surveying (CP) Electrical Distribution (CP) Gas/Oil Distribution Gas/Oil Distribution Electrical Distribution Gas/Oil Distribution Gas/Oil Distribution Excavator Municipality Electrical Distribution Telecommunication Regulator Locator Excavator Gas/Oil Distribution Telecommunication Locator Locator Locator Telecommunication
<b>Regrets:</b>	John Scaife Blair Mullin Brandon Cole Christine Hoffman Darrin Husack Doug McCallum Greg Epp Greg Hart Hans Peters Ian Reece Jeremy Long Kent Trolley Len LaFond Lynn Chaput Matthew Aylett Mike Eeles Peter Lamb Randy Byatt Ruhi Sharma Sat Virdi Tony DiFabio Usman Alam Vince Bellissimo Louise Cottreau	Cole Engineering Clearway Group  Top Shelf Solutions Con-Drain Somerville Niagara Region ComPeters ComPeters IHSA Vivax Hydro One Sensors and Software Planview Region of York TSSA MTO London Hydro OHSB, Ministry of Labour TSSA MTO TransCanada Timbell Flowkleen	Engineering Excavator  Equipment & Suppliers Excavator Excavator Municipality Equipment & Suppliers Equipment & Suppliers Safety Organization Equipment & Suppliers Electrical Transmission Equipment & Suppliers Engineering Municipal & Public Works Regulator Engineering Electrical Distribution Regulator Regulator Engineering Oil & Gas Distribution Excavator Excavator

	Jim Douglas Eric Boere Charlie Wilson Matt Mayer (CP) Kevin McKinnon (CP) Bob Hunter (CP) Gretchen Gordon Mike Dale Jason Miron Ann Newman Paul Barrett Rod McNeil	Ox-Equipment Region of Halton Bruce Wilson Landscaping AECON Railway Assoc. Of Canada Steed & Evans TransCanada Somerville RV Anderson Enbridge City of Cambridge Toronto Hydro	Excavator Municipal & Public Works Land Surveying Landscape/Fencing Railway Road Builders Oil & Gas Distribution Excavator Engineering Oil & Gas Distribution Municipal & Public Works Electrical Distribution
Item #	Item		Action Item
1	Jeremy welcomed everyone to the meeting. The group did a round table introduction.		None
2	Jeremy reviewed the agenda and the group had no additions to the agenda.		None
3	<b>Review teleconference minutes from 28JUN2016:</b> The group on the teleconference on only reviewed through Priority 1's. No one had any comments or concerns. The 28JUN2016 Best Practice Committee minutes were proposed to be approved by Maureen Mountjoy and seconded by Tony Harnett.		None
4	<b>Best Practices Committee Co-Chair:</b> The ORCGA had reached out to several potential candidates. Ian introduced John Scaife, as Best Practices Committee Co-Chair. The group agreed with this selection. John had a conflict for today, but will attend November's meeting.		None
5	<b>Best Practice Proposals Submission</b> Enzo Fabiano, Utility, Services & Construction Manager, C.E.T- Union Gas, Thunder Bay reviewed Best Practice proposals with the committee. Please see attached PowerPoint slides. The Best Practice Committee reviewed and discussed the proposals and decided, from the perspective of changing a Best Practice or developing a new Best Practice, that: <b>#1 – Locate Expiry Dates</b> – The period starts when the locate is completed. The idea is helpful; however, there was no consensus. In terms of the written Best Practices, what we have still stands and there is no reason to change the Best Practice. <b>#2 – Validity Date Stamp</b> – This is a significant issue across the province as it can increase the volume of requests. Every request is treated as an individual request. The idea is helpful; however, there was no consensus. In terms of the written Best Practices, what we have still stands and there is no reason to change the Best Practice. <b>#3 – Home Owner Locate Form</b> – The idea is helpful; however, there was no consensus. In terms of the written Best Practices, what we have still stands and there is no reason to change the Best Practice. It's more a matter of education for the Home Owner.  Ian stated that perhaps the ORCGA website could post online aids to help Home Owners.		<b>Ian and Enzo</b> Take Enzo's ideas to Education and Events Committee or the One Call Operations Committee

	<p>John Todorovski suggested two videos as potential education models:</p> <p><b>Exposing natural gas lines – contractor</b>  <a href="https://www.youtube.com/watch?v=z0miH9uWsQ0">https://www.youtube.com/watch?v=z0miH9uWsQ0</a></p> <p><b>Exposing natural gas lines – homeowner</b>  <a href="https://www.youtube.com/watch?v=5AHn0xXmo7U">https://www.youtube.com/watch?v=5AHn0xXmo7U</a></p> <p>Jeremy thanked Enzo for the presentation and suggestions.          Enzo offered to volunteer on any sub-committee if the need came up to further discuss the above proposals.</p>	
--	--	--

6	The Best Practice Committee reviewed the BP Priority 2's:	
---	---	--

Priority 2's – Review					
TR#	Section	Champion	Title	ORCGA Discussion	Result
2015 - 022	New	SCGA	Operational Best Practices	Need to see rewrite based on previous feedback before BPC approves or makes further comments.	AFR (awaiting further response)
2015 – 043	BP 2-5	ABCGA	Single Toll Free Number with North-American Access	Need to see rewrite based on previous feedback before BPC approves or makes further comments.	AFR
2015 – 044	BP 2-7	ABCGA	Voice Recording of All Incoming Calls	Need to see rewrite based on previous feedback before BPC approves or making further comments.	AFR
2015 – 045	BP 2-23	ABCGA	One Call Quality Standards	This is a One Call operational issue. One Call centres need to get together to decide on this issue. BPC will support their collective decision.	AFR
2015 - 047	BP 2-27	ABCGA	Excavators Contact the One Call Centre Before Excavating	BPC agrees with this revision.	Approved
2015 – 077	New	ORCGA	Alternative Locate Method(s)	<p>We disagree. SUE is a different subject. This is focussed on the field locating practices and should not be introduced into BP 1.5</p> <p>Also, need to see rewrite based on previous feedback before BPC approves or makes further comments.</p>	Not approved

**Priority 2's – Review**

<b>TR#</b>	<b>Section</b>	<b>Champion</b>	<b>Title</b>	<b>ORCGA Discussion</b>	<b>Result</b>
2015 – 078	New	ORCGA	Electronic and Paper Locate Report Format	<p>Responding to ABCGA's comments:</p> <p>Operable device essential – If device does not work, locate cannot be viewed.</p> <p>Minimum 7" screen size – our task team determined this is minimum size to effectively view each page of locate report in its entirety.</p>	AFR
2015 – 051	BP 3-8	ABCGA	Excavation Site Conditions	ORCGA has no change in our stance.	Not approved
2015 – 028	New	SCGA	Safe Ground Disturbance Checklist	Need to see rewrite based on previous feedback before BPC approves or makes further comments.	AFR
2015 – 055	BP 4-18	SCGA	Excavation Tolerance Zone	BPC's previous comments stand until there is some additional proposals to work with.	AFR
2015 – 018	BP 4-22	SCGA	Relocate Request	BPC agrees with the deletion and our previous comments stand.	Approved
2015 - 058	BP 4-35	ABCGA	Pre Demolition Verification Process	BPC's previous comments stand.	AFR
2015 – 061	BP 4-36	BCCGA	Trenchless Excavation	BPC's previous comments stand.	Not approved

**Priority 3's – Review**

<b>TR#</b>	<b>Section</b>	<b>Champion</b>	<b>Title</b>	<b>ORCGA Discussion</b>	<b>Comments</b>
2015- 011	BP 3.15	SCGA	Damage investigating and reporting	<p>This section should be rewritten to instruct a locator on how they should conduct a damage investigation.</p> <p>Reference to DIRT Report should be in Section 8.</p>	Not approved
2015-036	BP 4.26	ABCGA	Backfilling	BPC's previous comments stand.	Not approved
2015-016	BP 4.26	SCGA	Backfilling	Need to see rewrite based on previous feedback before BPC approves or makes further comments.	AFR
2015-070	BP 5.1	ABCGA	One Call Center Responsibilities and Use of Mapping	ORCGA agrees.	Approved

Item #	Item	Action Item
7	<p>The BPC discussed and agreed that harmonization has lost the consensus approach and the process is breaking down due to:</p> <ul style="list-style-type: none"> <li>• BP committees of regional partners are just starting to form and are not as established as ours is;</li> <li>• The national BP process is new and there are difficulties in managing it;</li> <li>• There is too large a volume of proposals and comments to effectively review;</li> <li>• National committee and regional partners have experienced staff turnover;</li> <li>• It's expensive and time consuming to meet face-to-face at a national level;</li> <li>• Comments are not coming back in a timely fashion from regional partners;</li> <li>• Process of sending and receiving feedback is going in circles;</li> <li>• If a regional partner has not submitted a comment by certain deadline are we to interpret that as they have read the statement and have no comment/agree?</li> <li>• We understood ORCGA Terms of Reference should be apply at the National Committee level, i.e. if you can't get consensus don't move forward;</li> <li>• National committee not announcing a clear national decision back to the regional partners. Where does every proposal stand?</li> </ul> <p>Ian Munro advised that CCGA has announced its BP 2.0 is being released at the National Symposium October 18-20, 2016. ORCGA is supposed to review a draft of BP 2.0 in the first week of October but that doesn't give enough time to review, comment and make changes. Apparently only approved Priority 1 proposals will be included in BP 2.0 but we have not been told which these are. Also, based on information sent to Maureen Mountjoy the "19 Stakeholders List" has been altered.</p> <p>The BPC asked Jeremy to formalize these concerns in an email to Ian Munro with a copy to Andrew Stone who sits on ORCGA's Board.</p>	<p><b>Jeremy to formalize concerns in an email to Ian Munro</b></p>
Item #	Item	Action Item
8	<p><b>Update from the CCGA Best Practice Meeting and Setting Future Direction for the Best Practice Committee</b></p> <p>Ian will follow up with the national committee to ensure that the ORCGA BPC gets to review BP 2.0. and the process in its entirety.</p> <p>This committee should still be forwarding and vetting topics for discussion to Jeremy, John or Jennifer.</p>	<p><b>Ian to follow up with National</b></p> <p><b>BPC submit topics for discussion</b></p>
9	<p><b>ORGCA Updates:</b> Keith Begley is now the new Manager, Activities, Logistics and Programs.</p> <p>Please contact Keith re:</p> <ul style="list-style-type: none"> <li>• Education and Events Committee;</li> <li>• Locate Rodeo (October 27 and 28);</li> <li>• Damage Prevention Symposium (January 31, Feb 1 and Feb 2);</li> <li>• the DPT Training Program; and,</li> <li>• April Dig Safe activities.</li> </ul> <p>The 2015 DIRT Report 9.0 will be released and mailed to all members this week.</p>	

	<p><b>GC Updates:</b></p> <ul style="list-style-type: none"> <li>• Ontario General Contractor's Association will be presenting at 4 GCs: Ottawa, Kingston, London, and Thunder Bay, and will be inviting their members.</li> <li>• Waterloo GC – will be held at the new Ontario One Call location and we will go on a tour and hear actual recorded locate calls.</li> <li>• Owen Sound – Bruce Power will be hosting the Owen Sound GC. As well we will be going on a tour of the facility.</li> </ul>	
10	<p><b>Roundtable:</b> Neil McKindsey inquired about DPT certification for his group.</p> <p>No one else had anything to report.</p>	<p><b>Ian to follow up with DPT Certification</b></p>
11	<p><b>Next BPC Meeting is on November 16.</b></p> <p><b>Location TBC.</b></p>	