

	<u>Name</u>	<u>Company</u>	<u>Stakeholder Category</u>
Attendees	Lori O'Doherty	ORCGA	Staff
	Gord Campbell (CP)	Rogers	Telecommunications
	Maureen Mountjoy (CP)	AOLS	Land Surveying
	Tony Harnett (CP)	Enbridge	Gas/Oil Distribution
	Jeremy Cook (CP) (Co-Chair)	Terra Discovery Limited	Engineering
	Hans Peters (CP)	Utilocate	Equipment Manuf. & Suppliers
	Jeremy Long (CP)	Vivax-Metrotech	Equipment Manufacturer & Supplier
	John Todorovski	TSSA	Regulator
	Corina Emde (CP) (Co-Chair)	Union Gas	Gas/Oil Distribution
	Vince Bellissimo (CP)	Timbel Limited	Excavator
	Jason Ramkissoon	Multiview	Locator
	Sudhir Kumar	Multiview	Locator
	Ruhi Sharma	MOL	Regulator
	Len Lafond	Sensors & Software	Equipment Manufacturer & Supplier
	Greg Hart	Utilocate	Equipment Manufacturer & Supplier
	Doug McCallum	Robert B Somerville	Excavator
	Mike Eeles	TSSA	Regulator
Patricia Forbes	Badger Daylighting	Excavator	
Terry Robins	Bell	Telecommunications	
Regrets	Matthew Aylett (CP)	Region of York	Municipal & Public Works
	Mike Carnovale	Region of York	Municipal & Public Works
	Bav Mistry	Hydro One	Electrical Distribution
	Adam Tyler	Hallltech	Equipment Supplier & Manufacturer
	Kent Trolley (CP)	Hydro One Networks	Electrical Transmission
	Sat Viridi (CP)	TSSA	Regulator
	Randy Byatt	London Hydro	Electrical Distribution
	Blair Mullin	Clearway	Excavator
	Gretchen Gordon	TransCanada Pipelines	Transmission Pipelines
	David Yawney	Toronto Hydro	Electrical Distribution
	Mark Thompson (CP)	Enbridge Pipelines	Transmission Pipelines
	Lynn Chaput	Planview	Equipment Manufacturer & Supplier
	Mario Basile (CP)	PowerStream Inc.	Electrical Distribution
	Neil McKindsey (CP)	PVS Locates	Locator
	Andrew Stone (CP)	D'Orazio Infrastructure Group	Excavator
	Dina Van Veen (CP)	Enersource	Electrical Distribution
	Lisa Woolcott	Accu-Link	One Call
	Darrin Husack	Con-Drain	Excavator
	Greg Epp (CP)	Niagara Region	Municipal & Public Works
	Ian Munro	ORCGA	Staff
	Adam Hurley	QX Locates	Locator
	Dave Martins	QX Locates	Locator
	Jim Gilmore	Enbridge	Gas/Oil Distribution
	Ian Reece (CP)	IHSA	Safety Organization
	Steve Waugh (CP)	On1 Call	One Call
	Neil Waugh	Link-Line Construction	Excavator
	Blair Mullin	Link-Line	Excavator
	Tony DiFabio (CP)	MTO	Engineering
	Gord Rose	Underground Engineering Services	Engineering
Peter Lamb (CP)	MTO	Land Surveying	
		Road Builder	
		Railway	
		Excavator	
		Road Builders	

Item#	Item	Action Items
1.0	<b>Welcome, Introductions &amp; Review Agenda</b> <ul style="list-style-type: none"> <li>Corina and Jeremy opened the meeting and welcomed everyone</li> </ul>	

- Round table introductions were made

2.0

**Review minutes from May. 5, 2015 meeting**

**Approved:** Gord Campbell  
**Seconded:** John Todorovski

**Review minutes from July, 7 2015 Conf. Call/Webex meeting – Deferred to Sept. 10, 2015**

**Approved:** Tony Harnet  
**Seconded:** Maureen Mountjoy

3.0

**Best Practice Proposal TR 2015-01 – Champion: Sat Virdi**

**Update:** John Todorovski

**Purpose:**

To utilize electronic devices suitable for viewing locate sheets on site during excavation.

**Origin/Rationale:**

To develop an industry standard with respect to an acceptable size of the viewing screen of electronic devices for the purpose described above. Additionally this standard shall reflect the accountability of excavators following ORCGA best practices and regulatory protocol. The industry should determine whether or not electronic devices are more or just as suitable as a paper copy of locates; namely with respect to efficiency, clarity, and validity

Task team met and proposed the following:

**Must:**

1. The locate can be read in its entirety, minimum 7" screen/tablet, with a minimum 1024 x 768 resolution (Committee compared ability to read all documents & fonts)
2. All locates must have a time stamp
3. Device must be operable and locate report accessible at all times. (battery)

**3.23– Locating and Marking**

**Title:** Viewing Locate Reports and Devices or the Display/Format of Locate Reports

**Practice Statement:**

Electronic or paper Locate Reports are both acceptable formats. Locates must be onsite with the excavator.

**Practice Description:**

Electronic Locate Reports are acceptable

- Locate report can be viewed in its entirety
- Viewing screen shall be free of defect
- Minimum 7" (diagonal) 3-4 6-9"ratio screen/tablet, with a minimum 1024 x 768 resolution.
- Device must be operable and locate report must be accessible at all times

Once this BP passes, task team will review wording found on other existing BP's.

4.0

**Best Practice Proposal TR 2015-02 – Champion: Darrin Husack**

**Purpose:**

"Greenfield" land development excavation limit adjustments to decrease burden on locate system.

Strategic dig area boundary adjustments to alleviate strain on the locate system by developing a method whereby significant clearance areas can be obtained by excavators in instances of new development of "greenfield" land.

Greenfield: meaning land that is currently undeveloped and has no urban attributes or utilities previously installed. In most instances this would refer to farmland, parkland or an area of grass, trees and other vegetation set apart for recreational or aesthetic purposes in an otherwise urban environment

**Origin/Rationale:**

Excavators may adjust their dig areas by 1 meter or more, (i.e. remain a minimum of 1.0 m within the private property side of the municipal right-of way) if a clearance can be provided for the duration of grading, and sewer & water utility installation of their "greenfield" development, for all areas except where a future entranceways will be developed. Future entranceways will have standard locates obtained.

In many cases in new development scenarios, large areas of previous "greenfields" are serviced for residential or commercial development. Where this occurs, hundreds of meters along existing right of ways have to be located as the development areas will encompass the existing "greenfield" lands and abut against the municipal property lines.

As locates are required to encompass the area where excavations are to occur, and the entire parcel of land that is going to be developed will require to be stripped and graded, these new developments require a substantial amount of locate effort despite them being a "greenfield" (or known to have no utilities previously installed).

These parcels of "greenfield" land about the municipal right-of-ways which may or may not have already

Task team will review committees suggestions and report back at Nov. 2015 meeting

Add Jeremy Long to this task team

Task Team meeting Nov. 5.

Best Practice Proposal did not move forward. Closed.

Lori to connect Andrew and Vince with the ORCGA ALA task team and those offering ALA's as some company's i.e. Rogers may cover this off under an ALA, other utilities may be able to provide Field Clears

been serviced; thus all surrounding municipal right-of-ways require locates to be obtained, as the excavation or dig area is to the property line/ municipal right-of-way boundary.

Note: the developments themselves will only cross into the existing right-of-ways beyond the property lines if proposed new roadways are the means of access for the new development, and then only in these areas.

Furthermore, because the size of these developments can be significant, the timelines to complete these projects from start to finish may exceed a year, thus requiring remarks throughout to remain compliant.

By excavators adjusting their dig areas and remain a minimum of 1 meter within their "greenfield", a substantial savings could be passed on to the locate system if an agreement can be reached that the resulting "greenfield" being developed can be viewed as clear until such time as the developing excavator releases the land with grading, sewer and water installed.

This proposal makes the assumption that any existing utilities are installed within the municipal right-of-ways (as designed) and do not encroach into existing private property.

Andrew Stone proposed the proposal  
After much discussion it was agreed that this was not a Best Practice.  
Suggestion made that we connect Andrew and Vince with the ALA Task Team

**Best Practice Proposal did not move forward. Closed.**

5.0

**Best Practice Proposal TR 2015-03 – Champion: Len Lafond**

Proposed NEW ORCGA 3-22: Alternative Locate Method(s)

**Purpose:** To include a new Practice Statement to embrace the use of alternate technology(ies) where conventional methods are unable to resolve a known or suspected utility, or, to locate a non-utility artifact which may interfere with installation or modification of a utility or structure. The glossary would require amendment to include the definition of Ground Penetrating Radar.

**Practice Statement:**

When electromagnetic methods of locating prove inconclusive or ineffective, particularly where there is a known utility present, or to search for non-utility artifacts, Ground Penetrating Radar (GPR) may be used as an acceptable alternative method for locating.

**Practice Description:**

In cases where conductive or non-conductive utilities or artifacts cannot be located using electromagnetic means, methods such as Ground Penetrating Radar can be used to determine the location of such utilities or artifacts. It is important to note that these technologies are not effective in all areas or conditions, because electrically conductive soils and materials can limit the depth of radar penetration. Users of these technologies should have the degree of knowledge and training required to operate the associated equipment and/or to interpret the results. Applicable radar frequencies range from 100 MHz to 500MHz, where higher frequencies provide higher resolution but shallower depth of penetration.

**Proposed Glossary Entry:**

Ground Penetrating Radar (GPR): is a non-destructive testing method that transmits electromagnetic radiation in the microwave band of the radio spectrum into the subject medium and displays the reflected signals from subsurface artifacts.

**Origin/Rationale:**

In an effort to harmonize Best Practices on a continental basis, to recognize the acceptance of new technology by asset owners and in the interest of due diligence, the adoption of alternate technologies is essential to ensure the principals of Damage Prevention are properly observed.

**References:**

- CGA Best Practices 10.0, Chapter 4, Paragraph 12.
- Ear to the Ground 2014, P. 7 CCGA Harmonized Best Practices Version 1.0  
"The CCGA also acknowledges the established Common Ground Alliance Best Practices(US) initiated by the Common Ground Study"  
-Jim Tweedie, CCGA Past Chair
- Ear to the Ground 2015 P.11 Damage Prevention and Innovation  
"To continue to reduce the risks surrounding third-party excavations, we're looking to innovation to help us take our damage prevention efforts up another notch"  
-Wes Armstrong, Director of Distribution Operations for Union Gas

Len presented this proposal.  
Much discussion was held. There were many views shared  
BP needs to be re-written, expanding alternative methods.  
Committee agreed that the BP has merit and that a task team be formed.

- Task Team created: Len will take the lead
- Len Lafond, Sensors & Software
  - Jeremy Long, Vivax
  - Jason Ramkissoon, Multiview
  - Terry Robins, Bell

Task Team created:  
Len Lafond, Sensors & Software  
Jeremy Long, Vivax  
Multiview Guy  
Terry Robins, Bell  
Excavator Person Required to sit on this task team

To be presented at next meeting in Nov. 2015.

Task team meeting Nov. 4, 2015

- Pat Forbes, Badger

**CCGA NEW Best Practices from SCGA**

**A task team will be created to comment to the Best Practice Task Team Needed:**

- Section 1.0 – Operational Best Practices
- Section 3.0 – Practice of Secondary Facility Sweeps
- Section 4.0 – Safe Ground Disturbance Checklist

Task Team:

- Gord Campbell
- Tony Harnet
- Corina Emde
- Hans Peters
- Jeremy Cook
- Vince Bellissimo

**CCGA Best Practice 1.0**

Committee Reviewed Best Practice Proposals

CCGA SCGA BP – 1.2

- Approve to remove reference
- Oppose to add an appendix

CCGA ABCGA BP – 1.2

Opposed:

CCGA SCGA BP - 1.9

Opposed:

**CCGA Best Practice 2.0**

CCGA SCGA BP – 2.1

Opposed:

CCGA BC BP – 2.1

Approved

CCGA ABCGA BP – 2.2

Opposed:

CCGA ABCGA BP – 2.5

Opposed:

CCGA ABCGA BP – 2.7

Approved: Title

Opposed: Practice Statement (Statement and description are not consistent)

Opposed: Practice Description

CCGA SCGA BP – 2.8

Approved:

CCGA SCGA BP – 2.9

Approved:

Approved:

CCGA ABCGA BP - 2.9

Opposed:

CCGA ABCGA BP – 2.12

Approved

CCGA SCGA BP – 2.20

Approved

CCGA ABCGA BP – 2.23

Opposed

CCGA ABCGA BP – 2.27

Opposed Change un-necessary

**CCGA Best Practice 6.0**

CCGA SCGA BP – 6.6

Opposed

Task Team Created.

Task Team meeting  
Oct. 20, 2015 9:00 – 12:00

**CCGA Best Practice 7.0**

CCGA SCGA BP – 7.4  
Opposed

**CCGA Best Practice 3.0**

CCGA SCGA BP – 3.3  
Opposed

CCGA SCGA BP – 3.15  
Opposed

CCGA ABCGA BP – 3.15  
Opposed

**CCGA Best Practice 4.0**

CCGA SCGA BP – 4.1  
Approved

CCGA ABCGA BP – 4.1  
Opposed

CCGA SCGA BP – 4.3  
Opposed

CCGA ABCGA BP – 4.3  
Opposed

CCGA SCGA BP – 4.8  
Opposed

CCGA SCGA BP – 4.10  
Opposed

CCGA SCGA BP – 4.11  
Opposed

CCGA SCGA BP – 4.12  
Opposed

CCGA SCGA BP – 4.20  
Opposed

CCGA ABCGA BP – 4.20  
Opposed

CCGA SCGA BP – 4.21  
Opposed

CCGA ABCGA BP – 4.21  
Opposed

CCGA SCGA BP – 4.22 - deferred to Nov. 2015

CCGA SCGA BP – 4.26 - deferred to Nov. 2015

CCGA ABCGA BP – 4.26 -deferred to Nov. 2015

**UPDATE: CCGA Best Practice Review of TR's**

- Committee reviewed the 7 Low TR's submitted by the CCGA
- Moving forward the BP Committee will be copied on the CCGA BP minutes and any correspondence.
- See attached all documentation.
- Committee approved 3 of the 7 CCGA Low TR's Best Practices

CCGA TR 2015-01 – BP 1-17	Approved
CCGA TR 2015-02 - BP 3-8	Approved
CCGA TR 2015-03 - BP 3-14	Opposed
CCGA TR 2015-04 - BP 3-19	Opposed
CCGA TR 2015-05 - BP 4-15	Opposed
CCGA TR 2015-06 - BP 5-4	Opposed
CCGA TR 2015-07- Glossary	Approved

**New Business - Topics for Discussion**

- Clearances
- Abandoned Plant
- Unmarkable Plant

Deferred to Nov. 2015

Deferred to Dec 2015

□ Locate Report Formats

**ORCGA Update**

2016 Symposium

- Feb. 9 – 11, 2016
- Blue Mountain Resort

Geographic Council meetings begin Oct 1, 2015. Visit [www.orcga.com](http://www.orcga.com) for dates and locations

Damage Prevention Technician Program (DPT)

- Course locations and dates are posted at [www.orcga.com](http://www.orcga.com).

**Round Table**

Jeremy

- An additional Best Practice Committee will be set for late November.

Ruhi

- Mentioned a letter received for the Windsor Construction Association.
- Discussion was held and suggested that she contact Kevin Bowers at Union Gas.

**Next meeting:**

**Nov. 19, 2015 – Landscape Ontario, Milton 9:00 – 3:00**

**Feb. 9, 2016 – Blue Mountain Resort, Collingwood. 12:00 – 4:00**

Lori to send contact info.