



Attendees	Name	Company	Stakeholder Category
✓	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	City of Cambridge	Municipal & Public Works
	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	Rogers Communications Canada Inc	Telecommunications
	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
✓	Rupee 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
	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
	Maureen Mountjoy	AOLS	Land Surveying



Attendees	Name	Company	Stakeholder Category
	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
✓	Zoltan Pop	Badger Daylighting Ltd.	Excavator
✓	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
✓	Harshita Singh	Ontario One Call	One Call
	Andrew Stone	D'Orazio Group	Excavator
✓	Landon Tait	Stantec Consulting Ltd	Engineering
✓	Raffaello Taurino	Clearway Construction	Excavator
✓	Mark Thompson	Enbridge Gas 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
	David Yawney	Toronto Hydro	Electrical Distribution
✓	Steve Zacchigna	TSSA	Regulator

1. Welcome:

Jeremy opened the meeting. Welcomed Grant Piraine as the new Co-Chair.
 Roundtable introductions

2. Reviewed Previous Minutes:

Motion to accept Previous Meeting Minutes: MOVED: Gord Campbell;
SECONDED: Richard Durrer; **MOTION CARRIED**

3. Reviewed Action items arising from previous minutes

- Gord Campbell contacted CGA Chair re participation on Z247. There are 50 seats available and all are assigned. Nothing until someone gives up a seat. Gord is on the committee.
- Tony Harnett put in a proposal re Complete Locate Package (see item 8 below).
- Successor for John Scaife has been found.

4. CCGA National BP Committee Update

- Underground Infrastructure Damage Program scrub on Z247 wording.
- Review current TR process.
- Consider pros and cons of electronic vs printing of Best Practices.
- National BP Committee met in Whistler, B.C. Highlight was BP Manual Version 3.0, three TR's included.
- Printable version will be available at ORCGA for members.

Action: Committee to provide feedback to Gord regarding pros and cons of electronic vs printing of Best Practices



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

- Feedback from the various GC members on current task team proposals.
- Broaden reach of Best Practices across the Province.
- Aim is to get input from all members/sectors in the Province and bring back to the committee.

Action: Kim to distribute 'feedback' document to everyone on the committee

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

- 'Preserving The Marks' was introduced at CCGA. It was not recognized as a TR.
- Concern: CCGA not interested in having anything to do with how.
- Agreed to take back and Ontario committee will decide if we are going to reword.

Discussion:

- National committee should not have refused to recognize as a TR.
- Issue is difference between saying what you want to happen and telling how you want it to happen.
- The individual member should determine their procedure.
- What vs how. What do we mean by 'what'? Are we talking about the objective or the intended result?
How: Procedure, methodology of specific action. Need to understand and put down what we understand by the what and how, where it fits in with Best Practices and send it back to the National Committee for feedback.
- You could provide methods/examples. The preferred methods are 'a, b, c', but not state 'should'.
- If we accept that methodology is part of the 'how', we can talk about procedures or methodology, but we shouldn't be saying 'this is how you have to do it'.
- Very difficult to look at Best Practices and simply eliminate the word how, that is not solving the problem.
- Does this mean Regional Partners will be looking at our Best Practice and try to change a lot of things? Yes.
- Will be hard to change an agreed upon Best Practice; but going forward the wording will be looked at.
- Suggestion; cannot put the word 'should' or 'must'.
- Since it was not entered as a TR, there was not a discussion as to what was objectionable. Don't know if it's too descriptive or is it the very existence of the Best Practice proposal.
- Comment; is a Best Practice a procedure? Procedure is a step by step process.
- Practice is a general statement that gives you a guideline.
- Research ISHA or CSA definition for procedure or practice when writing their standards.
- How we word the Best Practice is significant.
- Cannot define a general line between practice and procedure. For every different topic there will be a different limit.
- Comment; if Ontario wants to be specific, we should do it. We shouldn't stop because the National standard is different.
- IHSA definition: Safe work practice: general methods of how to perform a task.
Procedure: Series of specific steps.
- Regional Partners need to have a better understanding of what a Best Practice is without crossing line that we are infringing on the members responsibilities
- TR process was not followed by CCGA; proposal should have been entered, recorded and given/taken back. We do not have the chance to discuss now.
- Need to work on proposal and resubmit. What was the discussion that led to modifying the existing BP? The current was too generic.

Preserving The Marks - Task Team Members:

- Gord Campbell
- John Todorovski
- Grant Piraine
- Lynn Chaput
- Jan Ferguson
- Mike Pritchard

Action: Gord Campbell to take our concerns to CCGA. Proposal procedure was not followed.

Best Practice Writing

Discussion

- Do we need to write a definition of what a best practice is? What are we trying to do with our Best Practices?
- Put a submission together to discuss.
- The word 'should', is acceptable in the right context.
- Task group will explore mandate of Best Practices in general, what we can do and not do when writing them.
- It is an educational tool. It is not a step by step procedure.



Best Practice Writing – Task Team Members:

- Jeremy Cook
- Mike Arcuri
- Lynn Chaput
- Adam Mordaunt
- Grant Piraine

Action: Jeremy Cook – Bring back what we feel is fair and not fair, in terms of writing a Best Practice

7. Task Team update: Clearances – Phil Bruni

- Practice Statement should have defined what a clearance is or all clear.
- Do not 'filter clear' for machine digs. If you hand dig you will get a clearance.
- It is very Ontario specific.

Action: Group will meet, discuss and update

8. Task Team update: Private Locates – Grant Piraine

- No standards or regulations for private locates.
- Need guidance for the excavator working on private property, private locator and private landowner.
- Need to define what a private locate is, how a private locator does its job and what we need to perform an accurate locate.

Private Locates – Task Team Members:

- Grant Piraine
- Andrew Oliveira
- John Scaife
- Landon Tate
- Adam Mordaunt
- Mike Pritchard
- Raffaello Taurino
- Jan Ferguson

9. Best Practices Proposals:

Complete Locate Package – Tony Harnett

Purpose:

To create a Best Practice or Revise an Existing Best Practice providing clarity around "What Constitutes a Complete Locate Package"

Practice Statement: To Be Determined by Task Team

Practice Description: To Be Determined by Task Team

Origin/Rationale:

Recently a Regulator (TSSA) attended an excavation site and requested to see the Excavator's Gas Locate. The Excavator could not provide a Gas Locate as Ontario One Call did not notify the Gas Utility to respond due to the fact that the mapping provided to Ontario One Call showed no gas in the area.

The Ontario One Call Confirmation shows which Utilities are notified and those that are not notified are assumed to have no buried plant in the requested Dig Area therefore the Ontario One Call Confirmation should be part of the Complete Locate Package the Excavator is required to have on site.

References:

n/a



Discussion

- We have a Best Practice on Locate Report, Validity of Locate, 3rd piece-'do you have all the locates that you need?'
- Reviewed a lot of existing Best Practices to determine if it should be a revision. Task team to determine.
- Suggestion; title should be Complete Response.
- Consensus to proceed.
- Develop a team and move forward with proposal.

Complete Locate Package - Task Team Members:

- Tony Harnett
- Paul Barrett
- Tyler Chapin
- Mike Eeles
- Sarah McKeever
- Jim Gilmore

Definition of Hand Digging – Phil Bruni

Definition of "**Hand Digging**" since it is used in the "Underground Infrastructure Damage Prevention" and not defined in "Appendix A: Glossary of Terms and Definitions".

The current CSA Z247 release identifies **Hand Digging** as follows:

Hand digging — any movement of earth using a hand shovel.

Notes:

- 1) *This does not include picks, bars, stakes, or other earth-piercing devices.*
- 2) *The preference is to use an insulated or wooden-handled shovel.*

Although it is not the intention to rewrite the Best Practice booklet as this has always been a work in progress it should be noted that some definitions may not be sufficient when compared to the CSA Z247 definitions.

Comparing "**Excavate or Excavation**" to the CSA definition:

Ground disturbance — any work, operation, or activity on or under the existing surface resulting in a disturbance or displacement of the soil or ground cover.

Notes:

- 1) *Ground disturbances can include, but are not limited to, the following: digging; excavation; trenching; ditching; tunnelling; boring/drilling/pushing; auguring; topsoil stripping; land levelling/grading; plowing to install underground infrastructure; tree planting; clearing and stump removal; subsoiling; blasting/use of explosives; quarrying; grinding and milling of asphalt/concrete; seismic exploration; driving fence posts, bars, rods, pins, anchors, or pilings; and crossing of buried pipelines or other underground infrastructure by heavy loads off the travelled portion of a public roadway.*
- 2) *For the purposes of this Standard, the definition of "ground disturbance" does not include agricultural cultivation to a depth less than 450 mm that does not reduce the cover over the underground infrastructure.*

Discussion

- Hand digging in Best Practices booklet doesn't have a spot in glossary of the terms.
- This is not to develop a new practice, but to enhance the glossary.
- Suggestion; to identify hand shovel, should be defined as a single handle shovel.
- Other terminology – minimal intrusive excavation.



- Should we work on defining hand digging for our glossary?
- Consensus to proceed.
- Develop a team and move forward.

Hand Digging Definition - Task Team Members:

- Phil Bruni
- Richard Durrer
- Jim Gilmore
- John Todorovski

10. Roundtable:

- Tony suggested BP 3-17 needs to be improved.

11. Adjournment:

Meeting adjourned:

Next Meeting Date: May 21, 2019 - Alectra Utilities, Markham 9:00 am – 3:00 pm