



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
✓	Alan Asselstine	Rogers Communications Canada Inc	Telecommunications
✓	Paul Barrett	KorTerra Inc	Equipment Manufacturers & Suppliers
	Vince Bellissimo	Timbel Limited	Excavator
	Eric Boere	Halton Region	Municipal & Public Works
✓	Jeff Brintnell	PVS Contractors	Locator
✓	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
	Rupee Dhillon	Powell Contracting	Road Builder
	Colin Donohue	Ox Equipment	Equipment Manufacturers & Suppliers
✓	Alek Dupras	Enbridge Pipelines Inc	Transmission Pipelines
✓	Richard Durrer	Ontario One Call	One Call
✓	Mike Eeles	TSSA	Regulator
	Michael Elia	Enbridge Pipelines	Transmission Pipeline
	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
✓	Reza Habibollahi	Rogers Communications Canada Inc	Telecommunications
	Kevin Hadley	multiVIEW Locates	Locator
✓	Tung Hannah	TC Energy	Transmission Pipelines
✓	Tony Harnett	Enbridge Gas Inc	Gas/Oil Distribution
	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
✓	Michael Madigan	TSSA	Regulator
✓	John Marshall	TSSA	Regulator
✓	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



Attendees	Name	Company	Stakeholder Category
	Maureen Mountjoy	AOLS	Land Surveying
✓	Ian Munro	TTC	
	Sarah Nardozzi	City of Toronto	Municipal & Public Works
✓	Chris Neate	Planview Utility Services	Engineering
✓	Andrew Oliveira	Telecon Design	Engineering
	Mike Paquette	Energy + Inc	Electrical Distribution
✓	Alexander Pavlovski	TTC	
✓	Paul Pimek	TSSA	Regulator
✓	Jason Ramkissoon	multiVIEW	Locator
	Ian Reece	IHSA	Safety Organization
✓	Sean Rogers	COGECO Connexions	
	Cory Ruitter	Alectra Utilities (PowerStream)	Electrical Distribution
✓	Mike Sanford	TSSA	Regulator
	John Scaife	Urban X	Engineering
✓	Kul Shan	TSSA	Regulator
	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
✓	Sat Viridi	TSSA	Regulator
✓	Sarah Ward	Utilities Kingston	Gas/Oil Distribution
	Derek Whiteman	Enbridge Gas Inc	Gas/Oil Distribution
	Kyle Winters	ComPeters Inc	Equipment Manufacturers & Suppliers
✓	Jondon Wilson	Hydro One	Electrical Transmission
✓	Dave Wulff	Vivax Canada Inc	Equipment Manufacturers & Suppliers
✓	Steve Zacchigna	TSSA	Regulator

1. Welcome:

Grant opened the meeting. Roundtable introductions

2. Reviewed Previous Minutes:

Motion to accept Previous Meeting Minutes: MOVED: Gord Campbell;
SECONDED: Paul Barrett; **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.
- Would like to get 4-16: Preserving The Marks approved and in the manual.
- Reviewing membership to ensure all provinces have equal representation.

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

- Regional Partners reviewing; if there are no comments, it is a yes
- Went to review by National twice



6. Clearances: Task Team update – Phil Bruni

- Reviewed Practice Statement
- New Best Practice; assigned a number

2-33: Types of Clearances

Practice Statement:

When an Owner or its Agent issues a clearance to dig as a response to the locate request, it must be understood that the clearance given was based on the information provided at the time of the locate request.

Practice Description:

Clarifying the Clearance given by Owners or their Agents.

A Conditional clearance can be given on behalf of the Owner by one of the following methods:

- 1) **Filter clears** are done at time of the locate request and are typically done by the “Notification Service” based on criteria defined or given by the Owner. Filter Clears can be based on the following criteria but not limited to method or type of excavation; location of work (public or private property); and, depth of excavation.
- 2) **Clearance by “Look-up”** on behalf of the Owner will perform a risk-based assessment of the potential impact to the plant and will make a decision based on that information.

Discussion:

- Note above changes made to proposal by BP committee

Action: Consensus to send to National BP Committee

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

- Reviewed proposal
- CSA Z247 committee has task team looking at definition
- Proposal is to add to Best Practices Manual glossary

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 Z247-15 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.*

Action: Consensus to send to National BP Committee

8. Private Locates: Task Team update – Grant Piraine

- Best Practices proposal read

CHANGES TO EXISTING 4-2 BP

4-2: Privately Owned Facility Awareness

Practice Statement - Prior to excavating, the excavator must be aware that privately owned underground utility infrastructure may exist within the work area if working on private property. The excavator should request the property owner to locate its buried facilities or hire a Locate Service Provider (LSP) (private or otherwise) to locate and mark these buried facilities on the property owner's behalf.

Practice Description – It is incumbent on the excavator to ensure that all buried facilities, both publicly and privately owned, in and near the work area have been located and marked. Privately owned buried facilities are typically not marked by representatives of the public utility owners beyond the demarcation point for each utility. The excavator should have all known private facilities in and near the work area identified, located, and marked prior to excavation activities.

Identification activities undertaken by the excavator or its LSP include, but are not limited to:

1. Records Review – review utility records to identify the presence of privately owned facilities and determine connection points where an active signal trace can be used to locate these buried facilities. Records include but are not limited to:
 - a. Public (usually Notification Center generated) locate reports for the work area
 - b. Design, construction, or as-built drawings for the site
 - c. Property Surveys
2. Site Interviews – interview site operations personnel to further help identify potential underground infrastructure on-site.
3. Visual Inspection – visually inspect the work area and associated building utility rooms for indications of the presence of buried facilities.
4. Locate Private Utility Infrastructure – obtain from the owner, or with the owner's authorization, locate reports from an LSP to confirm that known private buried facilities have been located and marked.

Discussion:

- Note above changes made to proposal by BP committee

Action: Consensus to send to National BP Committee



9. Complete Locate Package: Task Team Update – Tony Harnett

- Consensus reached at November 7, 2019 BP meeting to send to National BP Committee

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.

10. Best Practices Proposal: The Located Area – Tony Harnett

3-17: The Located Area

Practice Statement: The Located Area is properly established and identified on the Locate Report.

Practice Description: The Located Area should be outlined and labelled on the sketch portion of the Locate Report and be identified by a North, South, East and West boundary. Fixed objects, such as building lines, curbs, etc., or measurements from fixed objects may be used to define the Located Area. The fixed objects used should be within the located area where possible or as close to the located area on the outside. Objects used should not be obscured by other topographical features such as landscape features, fences, buildings, etc. The limits of the located area should include underground utility infrastructure within one metre of the requested dig area. In all cases, the scope and type of work to be performed should be clearly understood by the Locator prior to establishing the Located Area. Markings and sketched underground utility infrastructure should not extend beyond the Located Area either on the Locate Report or in the field.

Discussion:

- Note above changes made to proposal by BP committee

Action: Consensus to send to National BP Committee

11. ORCGA Update

- Deferred to next meeting

12. Roundtable:

- Mike Eeles: Question regarding 3-24: Electronic Locate Format. Wording of 'recommend' for screen size. BP was 3 years in the making. Went to National with the word 'must', came back to ON twice. To get the Best Practice added to the manual, the ORCGA committee agreed to accept the word 'recommend',
- ON 7" screen is enforced

13. Adjournment:

Meeting adjourned:

Next Meeting Date: TBA