



<b>Attendees</b>	<b>Name</b>	<b>Company</b>	<b>Stakeholder Category</b>
✓	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
	Mike Arcuri	PVS Contractors	Locator
✓	Phil Bruni	Enbridge Gas Inc (O/A Union Gas)	Gas/Oil Distribution
✓	Gordon Campbell		
✓	Tyler Chapin	Hydro One Networks	Electrical Transmission
	David Cross	TC Energy	Transmission Pipelines
	Michael Dale	Robert B Somerville	Excavator
✓	Marisa De Jesus	Townvac	Excavator
✓	Rupee Dhillon	Powell Contracting	Road Builder
✓	Tony DiPede	North Rock Group	Excavator
✓	Joshua Dodds	Valard Construction	Excavator
✓	Mike Eeles	TSSA	Regulator
	Michael Elia	Enbridge Pipelines	Transmission Pipeline
	Greg Epp	Niagara Region	Municipal and Public Works
	Adam Garbe	PVS Contractors Inc	Locator
✓	Jim Gilmore	Enbridge Gas Inc	Gas/Oil Distribution
✓	Katie Gotsman	Ontario One Call	One Call
	Reza Habibollahi	Rogers Communications Canada Inc	Telecommunications
✓	Tony Harnett	Enbridge Gas Inc	Gas/Oil Distribution
	Christine Hollett	Ontario One Call	One Call
✓	David Holden	Toronto Hydro Electric Systems	Electrical Distribution
✓	Darrin Husack	Con-Drain Company (1983) Ltd.	Excavator
	Sam Imani	York Region	Municipal & Public Works
✓	Emily Ingram	City of Cambridge	Municipal & Public Works
	Dave Martin	Toronto Hydro	Electrical Distribution
	Matt Mayer (CP)	Aecon	Road Builder
	Doug McCallum	Robert B Somerville	Excavator
	Sarah McKeever Burke	Ontario One Call	One Call
✓	Jason Meyer	PVS Locates Inc	Locator
✓	Jason Miron	RV Anderson	Engineering
✓	Adam Mordaunt	Ontario One Call	One Call
✓	Maureen Mountjoy	AOLS	Land Surveying
	Sarah Nardozzi	City of Toronto	Municipal & Public Works
	Matthew Neundorf	Ministry of Labour	Regulator
✓	Andrew Oliveira	Telecon Design	Engineering
	Ken Ripley	Ontario Excavac Inc	Excavator
	Sean Rogers	Cogeco Connexion Inc	Telecommunications
✓	Ian Ross	El-Con Construction	Excavator
	Cory Ruitter	Alectra Utilities (PowerStream)	Electrical Distribution
	John Scaife	Urban X	Engineering
✓	Andrew Stone	Clearway Construction	Excavator
✓	Landon Tait	Stantec Consulting Ltd	Engineering
	Raffaello Taurino	Clearway Construction	Excavator
	Mark Thompson	Enbridge Pipelines Inc	Gas/Oil Distribution
✓	John Todorovski	TSSA	Regulator
	Derek Turnbull	Enbridge Gas Inc	Gas/Oil Distribution
✓	David Warwick	City of Thunder Bay	Municipal & Public Works
✓	Derek Whiteman	Enbridge Gas Inc	Gas/Oil Distribution
✓	Pat Winter	Drain-All	Excavator
	Kyle Winters	ComPeters Inc	Equipment Manufacturers & Suppliers
	Travis Wylie	City of Ottawa	Municipal & Public Works
✓	Bob Zappitelli	Synergy North	Electrical Distribution



**1. Welcome:**

Jeremy opened the meeting.  
Reviewed agenda

**2. Reviewed Previous Minutes:**

**Motion to accept Previous Meeting Minutes: MOVED:** Derek Whiteman;  
**SECONDED:** Maureen Mountjoy; **MOTION CARRIED**

**3. CCGA National BP Committee Update**

- National Committee met June 7<sup>th</sup> and all comments from TR's.
- Approved TR's will be included in new version of manual.
- TR 2018-082 (SCGA BP 4 NEW) – Practice of Secondary Locates - **Withdrew**
- TR 2018-083 (SCGA BP 3-15) Damage Investigation and Reporting NEW - **Withdrew**
- TR 2019-085 (ORCGA BP 4-16 Revised) – Marking Preservation - **Approved**
- TR 2020-086 (ORCGA BP 4-11 Revised) – Locate Verification - **Approved**
- TR 2020-087 (ORCGA BP 3-17) – The Located Area – New
- TR 2020-089 (ORCGA 4-2) Privately Owned Facility Awareness - **Approved**
- Meeting was held October 19<sup>th</sup> to deal with the manual release and elections.
- Working on manual release.
- Gord Campbell is standing as Chair, looking for a vice-chair.
- Five TR's have been approved for circulation.

**4. CCGA Best Practices Proposals – For Comment**

TR 2020-087 (ORCGA BP 3-17 Revised) The Located Area

- Discussion on locate area (requested dig area) and located area.
- Issue is how do you describe what is actually located.
- Using surface features to help define the area that has been located and not taking measurements from features that will be removed has been discussed.
- **Revised** the BP to make it more descriptive and to ensure that the objects used are visible, so you can see where the located area is.
- We have not captured, in our proposal, that the located area should be defined in a way that the excavator or another party will be able to recreate.
- Provide a more detailed explanation as to why this proposal was put forward.
- Something did happen, it's a concern, it could happen again, and the attempt is (as much as possible) to prevent that reoccurrence.
- **Response:** After reviewing the latest feedback our committee felt the reason for change has not been captured by the wording initially proposed. The vent that triggered this proposal indicates the importance of a second party being able to recreate the limits of the located area to avoid a ground disturbance outside it. We are reforming our task team to restate this in clearer language.

TR 2021-092 (ATLCGA BP 3.7 Revised) Visual Inspection

- See attached
- Proposal is a title change from Locate Quality to Visual Inspection
- BP talks about need for a visual inspection during the locate process
- **Response:** We agree with the recommendation to rename.

TR 2021-093 (ATLCGA BP 3.5 Revised) Training

- See attached.
- Remove Workplace Safety Insurance Act & Occupational Health & Safety Acts which are applicable to Ontario only.  
Revise wording acceptable.



- Adding 'Assessment of competence on a minimum biannual frequency'. Does not belong in this BP, competency is covered at the employer level. Competency is defined in law as well as regulations.
- **Response:** We agree the 8<sup>th</sup> bullet point should be revised: In principle BPs should not reference other BPs so we suggest eliminating reference to Section 6 and using the following wording "Applicable federal and provincial legislation and regulations". We disagree with the 13<sup>th</sup> bullet point: Training and competence are not the same and we would like to keep the issue of competence separate from training and dealt with elsewhere in the BPs as appropriate.

TR 2021-094 (CCGA BP 7.1 Revised) Know the Target Audience and Their Needs

- See attached.
- CCGA Marketing & Training Committee reviewing Section 7 & 8 to update wording.
- Second sentence in Practice Description; educating people about infrastructure is not a Best Practice. Rewrite the sentence.
- Removal of bullet points agreed to.
- **Response:** We agree with proposed wording change in Practice Statement and deletion of the last 4 bullet points. We feel the 2<sup>nd</sup> sentence in Practice Description would be improved if written as "This practice should also seek to enhance public awareness of buried infrastructure and their role in damage prevention".

TR 2021-095 (CCGA BP 7.2 Revised) Develop and Use a Continuing Awareness Communication Plan

- See attached.
- Change of title from Develop and Use a Marketing Plan.
- Why change the word marketing? Marketing refers to getting information out, communication is getting information out and receiving feed back.
- Remove the word awareness from the BP, other than the second use of the word in the first sentence of the Practice Description.
- Discussed and suggested rewriting the last two sentences of the Practice Description to introduce the bullet points.
- Addition of bullet points to the best practice is fine as stated.
- **Response:** We agree to replacing "marketing" with "communication" because marketing implies a 1-way message versus communication which implies a 2-way message. We feel using "continuing awareness communication" in Title, Practice Statement, and Practice Description is unnecessarily wordy and should be downsized to "continuing communication". We feel the last two sentences in Practice Description should be combined and written as "It also accommodates the need to track and analyze results, and effectively communicate the following objectives:".

TR 2021-096 (SCGA BP 4.11 Revised) Locate Verification

- See attached.
- This TR has not been given to the National committee or released to the Regional Partners.
- Addition of second paragraph to Practice Description.
- The word Project Manager is not defined in the book.
- Issue with introduction of terms 'secondary locate' and 'unresolved' underground infrastructure.
- 'utilizing passive locating methods, such as, inductive 3-way sweeps. When possible, direct connect methods should validate end point determination of all facilities' is inappropriate for this BP (last two sentences of paragraph).
- Trying to put an obligation on the excavator, obligation lies with the owner of the buried infrastructure.
- The necessary information and guidance is contained in the first paragraph
- **Response:** We disagree with the proposed added wording forming the 2<sup>nd</sup> paragraph of Practice Statement. This situation is covered by BP 4-20 and should not be inserted into another BP. We also note that Section 4 is for excavators and it would be inappropriate to provide advice on how to perform locates here.

## 5. ORCGA Update

- ORCGA continues to work in pandemic mode, meeting in-person quarterly.
- Will continue with the mode of meeting virtually, looking to in-person in the future.
- Damage Prevention Symposium updated.
- Discussed Golf Tournament & Locate Rodeo & Excavator Challenge



- Discussed hybrid GC's – One in-person & one virtually.
- Discussed Federal wage subsidy programs.
- Lockdown affected delivery of the DPT program
- New training offering with the Safe Excavation Training based on the Best Practices.
- CCGA virtual Symposium – November 16 – 18
- Involved with a new initiative from the OOC Board of Directors, through the Operations Committee called the Dig Ready Working Group.  
A main issue is targeting late locates.

**6. Roundtable:**

- No announcements

**7. Meeting Adjournment:**

Next Meeting Date:  
February 7, 2021  
Damage Prevention Symposium  
1:00 – 3:00 pm