

LOCATE SERVICES POLICY

Policy No: WRD 01-2014, Approved by Council: September 10, 2014

Bylaw 2014-44 – Schedule A

DEFINITIONS

For the purpose of this Bylaw the following terms have the following meanings:

- **“Locate”** means markings on the ground made by the owner of underground infrastructure indicating the location of its underground infrastructure; and providing to the Excavator a written document containing information respecting the location of the underground infrastructure.
- **“Locate request”** means notification by an Excavator of proposed work to Ontario One Call, call centre.
- **“Excavator”** means any individual, partnership, corporation, public agency or other person or entity that digs, bores, trenches, grades, excavates, moves or breaks earth, rock or other materials in the ground, and “excavation” has a corresponding meaning of the underground infrastructure.
- **“Council”** means the Municipal Council of The Corporation of the Municipality of Dutton Dunwich.
- **“Municipality”** means The Corporation of the Municipality of Dutton Dunwich.
- **“Emergency locate request”** means a loss of service by a utility that in the circumstances would be considered essential, so that absence of the service can reasonably be expected to result in an imminent or significant safety or environmental hazard, or imminent threat to the person or the public. An Excavator crew is either on site or has been dispatched. The circumstances therefore require facility owners to take all reasonable steps to complete a Locate response (clear or locate) within two (2) hours from its receipt by the Member. Emergency Locate Requests are transmitted by Ontario One Call to the Member within fifteen (15) minutes of receipt by the Call Centre’s staff.

In this Bylaw, unless the context requires otherwise, words in the singular shall include the plural and words in the masculine gender, shall include the feminine.

GENERAL POLICIES

Ontario One Call is a non-profit Corporation established in 1996 which provides a 24/7 single point call of service for underground utility locates. Ontario One Call operates the provincial “Call Before You Dig” service and is free of charge to those requesting locates.

On November 24, 2011 Bill 8, Ontario Underground Notification System, 2012 was passed and requires all municipalities to join the Ontario One Call service.

For all excavation projects, Ontario One Call MUST be contacted and a locate request submitted. This can be undertaken either online <http://www.on1call.com> or by calling 1-800-400-2255 and submitting a request.

Once Ontario One Call issues a ticket for locate requests the Excavator is responsible for ensuring that each of the utilities listed actually clears the site, or locates their infrastructure.

Municipal Administrative Staff will track the locate according to procedures outlined in Appendix 1.

PUBLIC UTILITY LOCATES

Municipal Staff will complete locates as required.

The following disclaimer will be attached to correspondence with Excavators:

“Municipality of Dutton Dunwich, Water, Drainage and Roads Authority will all respond to this locate request under separate cover. You will be liable for any damage to Municipality of Dutton Dunwich infrastructure if excavating/digging prior to receiving a completed locate from all Municipality of Dutton Dunwich authorities.

It is understood that the above information has been provided from our records and represents our knowledge of the approximate location of Municipality of Dutton Dunwich underground service for the authority provided only. The responsibility is that of the excavator/contractor to exercise extreme caution where mechanical equipment is used in the vicinity of the underground service and the liability for damages rests with the excavator/contractor. In all instance of Municipality of Dutton Dunwich infrastructure being damaged, it is the responsibility of the excavator/contractor to notify the Municipality of Dutton Dunwich immediately at 519-762-2204 or after hours at 519-762-2733 (Water) 519-762-2748 (Roads).

Caution: depth of underground service varies and must be determined by hand digging.

The locate is valid for 30 days, is not transferable and is not valid outside the located area.”

PRIVATE UTILITY LOCATES

The Municipality does not offer locate services for requests on private property. The Excavator therefore should be aware that they are required to contact a private locator for these locate requests.

The following disclaimer will be attached to correspondence with locate requests of private locates:

“We do not provide locate services on private property. Please contact a private locate company to provide these services. You will be liable for any damage to Municipality of Dutton Dunwich infrastructure. The Municipality of Dutton Dunwich will not be held liable for any damages.”

OTHER CONSIDERATIONS

Minor changes to this Bylaw may be made by the Municipality of Dutton Dunwich Staff from time to time as determined necessary.

A penalty charge of \$250 will be charged for any after hours, non-emergency locate requests called in as emergencies.

Appendix 1 - Locate Services Procedure

Ontario One Call (ON1Call) is a non-profit corporation established in 1996 which provides a 24/7 single point of call service for underground utility locates. ON1Call operates the provincial "Call Before You Dig" service and is free of charge to those requesting locates.

On November 24, 2011 Bill 8, Ontario Underground Infrastructure Notification System, 2012 was passed and requires all municipalities to join the ON1Call service. This allows anyone wishing to excavate anywhere in Ontario to make one phone call to request the location of buried services. Municipalities are mandated to join by June 19, 2014.

The procedure for completing locate requests is as follows:

The Accounting Clerk checks emails to locates@duttondunwich.on.ca received from ON1Call a number of times daily.

In the Accounting Clerk's absence, the Treasurer will be responsible for locate procedures.

The Accounting Clerk will track the locate process using the Locate Tracking Form found in S:\CENTRAL FILING INDEX & RETENTION BYLAW/E - Environmental Services\E06 Utilities - Locations and Maps\2014 - ON1Call form, to ensure that all locates have been completed within the allowable time frame based on the locate priority.

The Accounting Clerk changes the subject line on the ON1Call request to include the locate tracking record number and locate priority and forwards the requested locate email to the following;

timhansen@duttondunwich.on.ca

mhull@duttondunwich.on.ca

drainage@duttondunwich.on.ca

Water, Roads and Drainage Staff determine if a physical locate is required. If a locate is required, staff schedule and carry out locate services within the required timeframe and complete the two part locate form. The form is provided to the party requesting the locate. The appropriate staff retains copies of all locates provided.

Upon completion and provision to the required parties, a reply email is sent to locates@duttondunwich.on.ca with an indication that the locate has been completed and provided to required parties and the date of completion.

If staff has determined that a locate is not required, a reply email is sent to locates@duttondunwich.on.ca with an indication of an all clear.

Upon confirmation and receipt of completion from all Staff, the Accounting Clerk will complete signoff of the locate status on the ON1Call 360 Feedback website.

The Accounting Clerk will move all emails, including sent email records, relating to the now closed locate request to the completed locate file in Microsoft Outlook for locates@duttondunwich.on.ca.

The Accounting Clerk will sign off on the Locate Tracking Form and will file the form in numerical sequence in the Locate binder.