

SCGA Member Meeting
Thursday, June 6, 2013
10:30 am – 1:00 pm
Holiday Inn Hotel and Suites, 1800 Prince of Wales Drive – Regina, Saskatchewan

Attendees:

1. Dean Reeve, President, SCGA
2. Daryl Posehn, Executive Director, SCGA
3. Donovan Nelson, SaskPower (SCGA Board Member)
4. Rick Sorenson, Badger Daylighting (SCGA Board Member)
5. Todd Hundseth, Hundseth Powerline (SCGA Board Member)
6. Luis Wilson, Magna Electric Corporation (SCGA Board Member)
7. Steve Loney, TransCanada Pipelines (SCGA Board Member)
8. Bill Fraser, Carson Energy Service (SCGA Board member)
9. Barb Tchozewski, Sask1st Call
10. Graham Biletski, Alliance Pipeline Ltd.
11. Leo Beaulieu, TSM Contractors Ltd.
12. Mark Stabler, A & B Pipelines
13. Dean Ranford, TransGas
14. Ryan Smotra, Graham Group Ltd.
15. Eric Kuntz, Future Fence
16. Hank Heerspink, Central Line Contractors Association of Sask.
17. Jason Rao, Armour Safety
18. Matt Powell, Enbridge Pipelines
19. Bruce Lovely, Enbridge Pipelines
20. Kevin Reese, Karina Developments Ltd.
21. Amanda Krenbrink, K-Line Maintenance & Construction Ltd.
22. Vanessa Arnestad, K-Line Maintenance & Construction Ltd.
23. Curtis Koskie, Ledcor Group
24. Gord Moker, Safe Saskatchewan
25. Brad Friesen, Absolute Locating
26. Mike Cormier, Vertex Professional Services Ltd.
27. Troy Welder, Synergy Land Services
28. Steve Wallace, Heavy Construction Safety Association of Sask.
29. Tracy Goudy, SaskEnergy (Minutes)

AGENDA

1. Review of Agenda
2. Approval of Minutes
3. President's Report
4. SCGA Resolutions
5. 2013 Business Plan Update
6. Other Business
7. Lunch

Item #	Subject	Discussion	Status and Action items
	Open Meeting	Dean Reeve opened the meeting by welcoming attendees to the mid-year meeting of the Saskatchewan Common Ground Alliance. Exciting to see new member and visitors here. Dean introduced himself and Daryl Posehn the Executive Director. SCGA is a volunteer organization with the help of the Executive Director to move our agenda forward. We are all here because of safe excavation and public safety in the province. Can't remember a time when our province has been so busy – have never seen this activity in Sask – with that activity the risk of damage goes up for everyone. For example on Tuesday June 4 – there were six natural gas distribution line hits. Those hits increase risk and safety concerns.	
1.0	Review of Agenda	Agenda reviewed. No changes noted.	
2.0	Approval of Minutes	Dean Reeve asked if there was any discussion on the minutes from the November 23, 2013 Annual General meeting. No discussion.	Motion to adopt by: <i>Steve Wallace</i> Seconded by: <i>Rick Sorenson</i> <i>All in favour</i>
3.0	President's Report	Dean Reeve provided a President's report highlighting the following: Welcome to all members in attendance All members / visitors introduced themselves and their company name. CCGA National Representation is from every region in Canada, however they are all at different stages of growth. Ontario is the most developed, BC is next, Alberta and Sask are similar. Manitoba is behind. A significant piece that has been accomplished is the creation of a national portal for one call centres. Clickbeforeyoudig.com will be launched on June 7. One click gets you to your province's one call centre to submit your web based line locate request. CCGA National Damage Prevention Symposium CCGA is planning a symposium for November 12-14, 2013 in Kananaskis, Alberta. National Best Practices Lots of work has been done on a set of draft National Best Practices. At today's meeting there are copies of the Saskatchewan version which is 3-4 years old – it's	Action: Include a link on SCGA website to the CCGA Symposium

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		<p>a skinny version. National version is being drafted and available late summer. Plans are to have them available to members in December 2013.</p>	
4.0	<p>Resolutions of SCGA</p>	<p>SCGA Articles of Incorporation – Registered Location of Office and Board Eligibility</p> <p>1. It is resolved that the Articles of Incorporation dated July 25, 2007 for the Saskatchewan Common Ground Alliance be revised for the following:</p> <p>Registered location of the SCGA office be revised to: Saskatchewan Common Ground Alliance 1000 - 1777 Victoria Avenue Regina, Saskatchewan S4P 4K5</p> <p>2. It is resolved that Schedule 1 of the Articles of Incorporation dated July 25, 2007 for the Saskatchewan Common Ground Alliance be revised for the following:</p> <p>Classes of Membership - All members and sponsors are entitled to vote at meetings, sit on Task Forces and become Directors on the Board.</p> <p>3. It is resolved that the SCGA By-laws as attached and dated May 31, 2013, be approved.</p> <p>A copy of the bylaws was included in the member package. The bylaws are typical to member type of organizations. There is nothing unusual. Discussion centered on how many members are required for quorum. Steve Wallace asked how many SCGA members – 35 members. Having 25% for quorum is of a concern because if you grow a membership you have to have lots of members in attendance for quorum. Should we modify? If membership is under 100 – 25% for quorum is good. Graham Biletski mentioned that if you require 20% and/or 20 as a minimum there could be a situation where you don't have enough for quorum. Daryl Posehn indicated quorum is required for Board meetings. Dean Reeve indicated that we don't want the quorum requirement to stop the business of the SCGA. Graham indicated that they use advanced voting and email voting is accepted. Discussion then centered on using a number of members instead of a percentage and the fact that the Board can amend the number of members that are required to vote at a meeting.</p> <p>Motion was put forward to amend the Bylaw as follows: Article IV – Member Meetings 3. The presence of not less than ten (10) members shall constitute a quorum and shall be necessary to conduct the business of this Corporation.</p>	<p>Motion on Table for Items #1 & #2: <i>Dean Reeve</i> Motioned by: <i>Steve Loney</i> Seconded by: <i>Luis Wilson</i> Motion to adopt, all in favor, no discussion.</p> <p>ACTION: Amend Articles of Incorporation with ISC.</p> <p>Motion on Table for Item #3: <i>Dean Reeve</i> Motioned by: <i>Hank Heerspink</i> Seconded by: <i>Steve Loney</i> Motion to adopt (with the proposed amendment to Article IV), all in favor.</p> <p>ACTION: Amend Bylaws as discussed.</p>
4.0	<p>Resolutions of SCGA (continued)</p>		

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		<p>4. It is resolved that the following nominee be presented as Director of the Saskatchewan Common Ground Alliance effective June 6, 2013:</p> <p>Bill Fraser, Carson Energy Services</p>	<p>Motion on Table for Item #4: Motioned by: <i>Graham Biletski</i> Seconded by: <i>Bill Fraser</i> Motion to adopt, all in favor, no discussion.</p>
5.0	2013 Business Plan Update	<p>Daryl Posehn SCGA Executive Director reviewed the five key strategies of the 2013 Business Plan that were introduced in November 2012 and are available on the SCGA Website</p> <ul style="list-style-type: none"> • Expanding Participation • Increased key stakeholders participation in leadership roles within the SCGA • Develop and promote damage prevention best practices • Enhance public awareness of underground facility damage prevention by working with national organizations • Build the SCGA to be well governed, well managed, financially sound and sustainable for the long term 	
5.0	2013 Business Plan & Budget (continued)	<p>1) Expanding Participation There are 10 new members and a number of potential members. One of the objectives is to broaden the membership. SCGA started with just utilities but its more than just utilities it's the land developers and everyone who digs that needs to be a member. Broadening our membership makes for a better organization and offers a different perspective. SCGA has grown this year and we are happy with that so far. The goal is to get 25 new members by the end of the SCGA Q4. We need to look to our new members to help expand the SCGA.</p> <p>2) Increased key stakeholders participation in leadership roles within the SCGA Key stakeholder participation enables good discussion. The Executive Director needs member input to build relationships.</p>	

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5.0	2013 Business Plan & Budget (continued)	<p>3) Develop and promote damage prevention best practices</p> <p>Developing a SCGA Task Force to review the national best practices draft that all provinces will adopt. Saskatchewan isn't that different – but there will be challenges. Draft Best Practices will be brought back to the organization – the 2013 version will be out in January / February 2014. Bill Fraser asked who has a safety program? They are a requirement. Best Practices have to be something a large or small organization can adopt. What's the value of being a SCGA member – the Best Practices will be of value. Steve Wallace commented that not every organization has a safety program. There has to be the self-interest of no hits. The Heavy Construction Association has three or four other groups that work for them. The Best Practices need to encompass the widest group possible. Dean Reeve commented that the SCGA has distinct reasons to have best practices...its public safety. What does an incident cost? At a minimum its \$20,000 which is a lot for a small organization. No amount is a small amount, it's the equipment, the downtime, and clearly public safety is an issue. Mission Zero is the goal. We have to be better at letting others know about how much an incident costs. The CSAA card has a quick checklist of what to do before digging. Perhaps having the best practices summarized on a small card. The best practices will indicate how to use markings for a project and how to work with developers. Steve Wallace mentioned that lines are at different depths underground. They have been inserting plastic wires above the lines which are visible before the lines are hit. Awareness is a large piece of it. For example, lines are installed underground three feet but then rising up closer to ground level once it gets closer to the house.</p> <p>The broad challenge of developing Saskatchewan's Best Practices involves everyone; in particular the Task Force will include Graham Biletski, Jason Rao, Jim Tretiak and Daryl Posehn. If anyone else is interested please let Daryl Posehn know. We need a diverse group and input from everyone. Target is for late July to have a first draft, by looking at Ontario's Best Practices and the draft of the National Best Practices. The draft of the Best Practices will come</p>	

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5.0	2013 Business Plan & Budget (continued)	<p>back to the SCGA organization. The Task Force will bring the Best Practices back to the Board and the available to SCGA members.</p> <p>4) Enhance public awareness of underground facility damage prevention by working with national organizations</p> <p>Goal is to keep promoting SCGA. SCGA attended the February Safety Council Seminar and had a display booth shared with Sask1st Call. We also supported, and attended the CSAA Contractor breakfasts which are an important event where +4,500 people attend. These are the people that are out there digging. April was declared Safe Digging Month by the Government of Saskatchewan and advertised in newspapers where the breakfasts were held. Digging just isn't happening during the day -- there are the weekend warriors. The national branding of click before you dig links you to your provinces one call centre to request a line locate. SCGA has to work on getting our name out there. The national symposium in November will be attended by SCGA. Mandatory One Call Legislation is one aspect of damage prevention. Not all underground facilities are represented by Sask1st Call. Introduction into the Legislature will take two-three years. It took Ontario four-five years to get through their process. Mandatory One Call is in the United States, if you have underground facilities you must be a member of one call, so that everyone is notified. That's not the case in Saskatchewan. Nothing is more frustrating to an excavator than to have to make more than one call and to try and figure out which other lines are in the ground. Ontario has led the way. We are counting on OH&S to be a big supporter of one call. Why aren't people members? Not knowing where all the lines are is a liability. Steve Wallace mentioned that cities / towns RM's are giving resistance in Manitoba. In Ontario, resistance is from the cable companies and communities. Barb Tchozewski commented that all companies must be notified and give clearance to diggers. In order to get all locates completed you have to call Sask1st Call plus five other calls. Why don't they want to be part of Sask1st Call – does it take too long? Need to get to those questions and provide solutions. SCGA need to develop a transition plan over time.</p> <p>The Mandatory One Call Task Force has been developed and will be chaired by Daryl Posehn, along with Todd Hundseth, Shane Kerr, Steve Wallace and</p>	

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5.0	2013 Business Plan & Budget (continued)	<p>Barb Tchozewski. A white paper with issues will be developed along the November 2013 timeframe. It will be shared with government to ensure it's all encompassing and covers all issues. The question is raised about who is going to police the people/companies for not being a one call member. What will the penalty structure / provision be for someone who hasn't called? The timing is right for Saskatchewan since we are becoming a busy province. Bill Fraser indicated that some people don't know who to call. There are private property owners that have lines. Is this an achievable thing to do – is there support from around the room?</p> <p>5) Sustainable Organization We have strong governance; board is supportive of Executive Director. Communication to members has increased by way of newsletters, linking them to Damage Prevention magazine articles – which are important and informative reading. What can the SCGA bring to your organization – we have a good thing going on. Does the SCGA give you value to say that you are a member? Can we give you our logo? Are there other things we can do for you – think about it and let Daryl Posehn know. Websites are a valuable tool to get valuable information out there to members.</p> <p>As an organization SCGA can give presentations – if you need a presentation on your staff meeting agenda we can provide that so that you organization can learn about the SCGA and we can create a greater awareness.</p> <p>As for training, what does the SCGA endorse for safe excavation training? The Alberta Common Ground Alliance certifies trainers and companies. The SCGA has received lots of questions from companies inquiring about who we recommend for safe excavation training.</p> <p>The SCGA objective is that the end of the day it's all about safe excavation. Need to get a handle on the cost to industry on an annual basis relating to facilities, downtime, labour the entire cost. Cost of annual incidents is large -- is it \$5 million or \$10 million. That money could be used in a better way. Our province is busier and it is growing. We need a multi-pronged approach, development of best practices, training and getting the word out.</p> <p>SCGA is happy to see a broader membership. SCGA has increased by 10 new members since the November 2012 annual general meeting.</p>	<p>ACTION: SCGA to look at providing a list of safe excavation trainers and what elements to look for in the programs. Put this list on the SCGA website. Could training organizations be part of the SCGA and provide training as per the Best Practices.</p>

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		<p>Daryl asked the group if there were any questions or comments and if there are any other connections with other associations (safety) that provide training – Saskatchewan Mining Association was mentioned.</p> <p>SCGA is to be complementary to SARM / SUMA and municipalities. How can you as members help us to give us those connections? Steve Wallace commented that Alberta oil companies are in Saskatchewan and because ground disturbance rules are different in provinces that they might be breaking the law in Saskatchewan. There needs to be more linkages and need to be more effective.</p> <p>The SCGA will be working more closely with the CSAA to be more effective. The cards that the CSAA develops have color coding on them which is creating better awareness.</p>	<p>ACTION: Graham Biletski requested copies of the SCGA brochures to include in his land owner information packages.</p> <p>ACTION: Attend Next Weyburn Oil Show</p>
6.0	Other Business	<p>Dean Reeve closed the meeting by thanking everyone who attended. Safe excavation is for the sake of the public and the employees. The real danger is at the front line where bad things can happen. Are we going to go today with no line hits – not likely? It won't be a "mission zero" day today. Each situation creates a potential for a fatality. Everyone needs to take excavation seriously. Message is don't dig without making a call; need to understand what safe digging looks like.</p> <p>December 5, 2013 – Annual General Meeting</p>	
	Meeting Adjourned	<p>11:50 Dean Reeve put motion on table to adjourn meeting.</p> <p>Lunch was provided.</p>	<p>Motioned by: Bill Fraser Seconded by: Todd Hundseth</p>