

DEDICATED LOCATOR REQUEST POLICY

KEY FEATURES:

- The Policy details out any and all requirements for use of the Dedicated Locator Request Process through Ontario One Call for any party or parties that will use this service.
- This Policy refers to the decisions made by the Dedicated Locator Working Group.

I. Overview

1. Bill 93, Getting Ontario Connected Act, 2022, introduced a new legal concept of Dedicated Locator to the Ontario Underground Infrastructure Notification System Act (OUINSA).
2. A Dedicated Locator Working Group (DLWG), which was composed of the stakeholders (Members, Excavators, Locate Service Providers and Ontario One Call) was established to create the processes for the industry to follow.

This policy outlines the requirements to submit a Dedicated Locator Request to Ontario One Call, set by the DLWG.

II. Scope

3. This policy will apply to any party or parties that are involved in the Dedicated Locator Process as detailed in the **90 Day submission process** of the **Policy** section of this document.

III. Policy

4. 90 Day submission process
 - i. Project Owner will visit the Dedicated Locator page of the Ontario One Call website (<http://www.OntarioOneCall.ca/DL>) and download the latest version of the 90 Day Notice form.
 - ii. Project Owner submits 90 Day Notice to Ontario One Call (DL@OntarioOneCall.ca) including scope of work and a map outlining the project area.
 - iii. Ontario One Call identifies Members in the vicinity of the Project area.
 - iv. Within 3 business days of receiving the 90 Day Notice, Ontario One Call notifies the affected Infrastructure Owners within the proposed Dedicated Locator Project Scope and the Project Owner.
 - v. Within 10 business days of Ontario One Call completing step iii;



- a) the affected Members and the Project Owner must agree in writing on a dedicated locator. A template agreement can be downloaded from the Dedicated Locator page of the Ontario One Call website (<http://www.OntarioOneCall.ca/DL>)
- b) The Project Owner provides the name and contact information of the Dedicated Locator Service Provider to Ontario One Call.
- c) The affected Members must provide mapping information and any other standards to the Dedicated locator required to accurately locate the members infrastructure.
- d) 21 calendar days before the commencement of the Project, Ontario One Call will review the Project area to confirm that the affected Members list has not changed.
- e) Dedicated Locator Service Provider/Project Owner submits locate request(s) with Ontario One Call and follows all other standard step associated with requesting locates

5. Fee to use this service

- i. There are two streams that are applicable to the Dedicated Locator model. It is at the discretion of Ontario One Call which stream will be applied to a Project Owner depending on the circumstances.

- a) Stream 1

A Project Owner is working in a single Locate Alliance consortium (LAC) region and all the works are of the same type and part of the same large scale project.

For example:

A road construction company is working for the City of Ottawa and only in that LAC Region. They will be performing the same type of work over a large area and timeframe, but this is all a single project. The Project Owner will be arranging their own Dedicated Locator in advance of starting the project.

Should this construction company start another project in a different area or Region, they would need to register separately for the additional area or Region.

The Dedicated Locator Team will create a Dedicated Locator ID (DLID) to be



used for this project and they will be available to assist with process support. The Dedicated Locator Team will provide a full list of members that are in the area or Region at the start of the pay period. This members list will be reviewed for any new members and the Project Owner will be notified if any new members enter the area or Region.

All other aspects will be handled at the Project Owner's end.

Cost: \$6500.00 + HST per calendar year, per region.

b) Stream 2

A Project Owner is working on projects that are based throughout Ontario and not localized to an area or Region.

For example:

A telecom company is installing new high speed internet services. They will be doing this in multiple regions or project areas. Each area will have its own 90 day notice submission and the DL Team will assist in the full 90 day process as indicated in point 3 of this document.

Cost: \$6500.00 + HST per calendar year, per project.

6. Technical Requirements

- i. All parties that are receiving notification via email or FTP (File Transfer Protocol) agree to have fully operational systems that are available at all times. This would include any backup systems in place should there be an outage at any time. Any parties failing to receive or accept notifications may be subject to Compliance action in accordance to the Member Requirements of Schedule 1 to By-law 3.
- ii. Any party who is receiving notification from Ontario One Call shall provide a Primary Contact for follow up should there be any issues with the transmissions of emails or FTP's.