



**MINUTES**  
**DEGIFS EXECUTIVE TELECONFERENCE**  
**December 18, 2002, at 7:50 – 10:40 a.m.**

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**Attendees:**

|                        |                             |                            |
|------------------------|-----------------------------|----------------------------|
| Brian Chow             | Kevin Turner                | Calvin VanBuskirk          |
| Eric McQuarrie (chair) | Peter Mitchell (after 8:00) | Heather Blyth (until 9:20) |
| Bruce Thomson          | Bill Grainger               |                            |
| Doug Nicol (minutes)   | Mike Greig                  |                            |

**Executive Member(s) Absent:**

Doug Dewar

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**1. ADOPTION OF AGENDA**

**2. PREVIOUS MEETING MINUTES**

- February 13 meeting minutes – Doug Dewar – *carry forward*
- October 23 meeting (AGM) minutes finalized
- November 19<sup>th</sup> meeting minutes finalized

**3. REVIEW OF ACTION ITEMS FROM PREVIOUS MEETINGS**

The following action items were carried forward from previous meetings:

**Kevin Turner** – summarize minutes from previous meetings and forward to Tim Stokes to appear on web page. *done*

**Don Dobson** – send presentation to MLA Panel to Tim Stokes for posting on web page. *done*

**Peter Weir** – draft a summary of the meetings with Dr. Hoberg for *Aspect* – *the presentation to Hoberg is posted on the web page – drop as an action item.*

**Mike Greig** – provide update on getting more links with Forrex at next Executive meeting – *done* – Forrex wants more involvement by Degifs – eg Board of Directors (Degifs declined to put a member onto board of directors). **ACTION: Mike Greig** – discuss with Don Dobson

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any further action required/wanted and co-ordinate with Heather Blyth to link a Forrex web page to our site.

**All Executive** - consider issue of compensating members for volunteer time at the next meeting – *carry forward*

**Doug Dewar** – finalize Feb 13 meeting minutes and distribute - *carry forward.*

**Kevin Turner** – circulate Terrain Mapping Practices Guideline to Executive – *done*

**Don Dobson** – Send a letter of condolence from DEGIFS to Jim McFarlane’s family – *done/drop*

**Kevin Turner** - confirm acceptance by Doug Dewar of Workshops/AGM Coordinator *done (Doug accepted)*

**Peter Mitchell** – distribute new BCIA Act to Executive - *done*

**Peter Mitchell** – check into status of binders for new Executive member’s *binders sent out – Bill Grainger yet to receive his.*

**Kevin Turner** – incorporate changes to AGM Minutes and send draft to Tim Stokes to post on the web site - *done*

**Mike Greig** – discuss the web page management with Tim Stokes and consider Heather Blyth as well - *done*

**Kevin Turner and Bryan Brassington** - develop a plan to address issues with affiliates and particularly the students – *carry forward*

**Kevin Turner** – Draft Critical Dates Calendar for next Executive meeting *done*

**All Executive** – get any outstanding expense claims in to Tim Stokes as soon as possible *done*

**Peter Mitchell** – Distribute a copy of the two CAA documents to Eric McQuarrie - *done*

**Brian Chow** - call and discuss with Christopher Baldis *done*

**Eric McQuarrie** - review CAA publications and assess whether additional action is required to emphasize professional engineering/geoscience roles *done – Eric noted the CAA considered the majority of our comments and incorporated them*

**Eric McQuarrie** – prepare a travel budget for a meeting of the TSFA Task Group to present to Executive for review *by Calvin VanBuskirk (see Section 6.3.2 below).*

**Eric McQuarrie, Bill Grainger, Calvin VanBuskirk** – develop terms of reference for proposed budget for face to face meeting for TSFA Sub-committee for next Executive meeting *done as part of minutes*

**Calvin VanBuskirk** – create Guidelines Subcommittee working group and proceed with the review of the TSM Practices document created and done (see below)

**All Executive** – Review TSM Guidelines and comment on how DEGIFS should handle this *done.*

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**Kevin Turner** – Send to Jennifer Clarke or Bruce Thomson the names of the new Executive *done*.

**All Executive** – forward examples of low tender - poor quality work as a consequence of low bidding *See below – Doug Nicol has concerns*

**4. CRITICAL DATES CALENDAR (Kevin Turner)**

- Kevin completed a draft Critical Dates Calendar. In-put still required from others  
**ACTION: Bruce Thomson** to sort out the date requirement for posting nominations 90 days before election in Aspect . **ACTION: Doug Dewar** – provide input regarding AGM dates. **ACTION: Brian Chow** – provide dates for the bursary

**5. DEGIFS TERMS OF REFERENCE (Eric McQuarrie)**

- Eric reviewed the DEGIFS terms of reference. In particular item 3. PURPOSE was reviewed. It was determined that DEGIFS may not be fulfilling item d) “promote public awareness of the role of Professional Engineers and Professional Geoscientists in the forest sector”. DEGIFS should encourage its members to submit articles and letters to local newspapers – promoting public awareness
- **ACTION: Eric McQuarrie and Kevin Turner** - look into publishing articles during national forestry and national engineering weeks.
- **ACTION: Bruce Thomson-** Place article in Aspect encouraging members to submit/respond to letters/articles in local newspapers. Aspect article should provide some guidance for members in terms of making clear that the opinions expressed are not those of DEGIFS. Or alternatively – article could be vetted through DEGIFS.
- Was determined that communication among members regarding key events/ available training etc could be improved.
- **ACTION: - Heather Blyth** –look into the feasibility of utilizing a List Service for members. Check with APEGBC to determine logistics of using their list serve. Also determine logistics of building an e-mail list

**6. COMMITTEE REPORTS**

**6.1 APEGBC (Peter Mitchell)**

**6.1.1 Response to Agrologists Act**

DEGIFS has concerns regarding the broad definition of Agrology in their proposed act and the fact that their act indicates that nothing in any other act restricts the capacity of a person to practice Agrology under their act.

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**ACTION: Peter Mitchell** - will discuss concerns that DEGIFS have with the Proposed Agrologists Act with Larry Bomford of the BCIA. If results unsatisfactory than association will follow up in writing in early January.

**6.1.2 Other news**

*Code Training*

Peter Mitchell talked with Kathy Hopkins, Ministry of Forests Training Officer overseeing training for the new Code transition, Larry Pederson, Dwight Yochim and Jerome Marburg of ABCPF to encourage them to include Companion Document No. 5 into the training program.

*Biologist Act*

The College of Applied Biology Act (which has right-to-title but arguably not right-to-practise) has passed.

**ACTION: Peter Mitchell** – send out a copy to the Executive

*Forest Professionals Council*

ABCPF considering Van Schoffield to bring the various professional bodies together to put any professional issues on the table for discussion. **ACTION: Peter Mithell to advise Eric McQuarrie when this meeting is arranged.**

**6.1.3 APEGBC – AScTTBC Merger**

APEGBC Act changes on the Spring 2004 legislative schedule. Peter Mitchell advised that only a 55% approval has been received on the merger. **ACTION: All Executive** – review definition of Engineering and Geoscience in proposed APEGBC act to determine if adequately describes and encompassess the work performed by DEGIFS members..

**6.2 JPB (Mike Greig)**

Discussed various proposed Acts and changes. ABCPF proposed using joint practices board as a resolution to differences/conflicts arising from the various acts. JPB will not get involved at this time. DEGIFS discussed importance of keeping JPB members informed of DEGIFS issues (and vice versa). JPB to develop article on due diligence

**ACTION: Mike Greig:** Send e-mail to JPB including DEGIFS article / website / membership information

**ACTION: Heather Blyth:** Put all JPB articles on one page on our web site

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**ACTION: Kevin Turner:** Send renewal notice to affiliates – could be free of charge for 2003. Check for lost affiliates from previous years (no automatic renewal was forwarded to non-APEGBC members).

**6.3 GUIDELINES (Calvin VanBuskirk)**

**6.3.1 TSM Practices Guidelines**

Not in the form to be ready for review.

**Motion: Initiated by Brian Chow-** Drop review of TSM Guidelines, seconded by Calvin VanBuskirk – passed

**Motion: Initiated by Brian Chow** – adopt the TSM guidelines as a DEGIFS discussion paper. Seconded by Mike Greig. After discussion motion dropped.

Bill Grainger concerned about where terrain mapping is going in the future. General consensus was for the Executive to wait until the direction of the new Code has been determined.

**6.3.2 TSFA Guidelines**

Cost for an in-person meeting in Vancouver in January estimated at \$1400.00.

**Motion: Initiated by Brian Chow** – fund an in-person meeting of The TSFA Guideline Subcommittee members with a \$1500.00 budget. Seconded by Kevin Turner – Passed.

The purpose of the meeting will be to further the draft guidelines completed for the AGM.

As outlined in the draft “These Guidelines apply to terrain stability field assessments conducted within the forest sector in British Columbia. They outline the professional services that should generally be provided by the Terrain Stability Professional as part of terrain stability field assessments carried out under the Results Based Forest Practices Code. These Guidelines specify tasks that should be performed by the Terrain Stability Professional to meet a standard of care that is in the best interest of the project and the public, and that is properly co-ordinated with the work of other forestry planning team members. These Guidelines should assist in maintaining the integrity of the terrain stability assessment process. The Terrain Stability Professional often works in conjunction with Registered Professional Foresters (RPFs) and other team members. These Guidelines should assist in delineating the responsibilities of the various parties”.

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**ACTION: Calvin VanBuskirk and Bill Grainger** – develop agenda and meeting objectives for proposed face to face meeting for TSFA Sub-committee for next Executive meeting

**6.4 AGM WRAP-UP (Doug Dewar)**

–carry forward to next meeting

**6.5 WORKSHOPS**

- Case Studies of Innovative/Alternative Road Construction Techniques and Costs workshops will be held on May 20, 2003 in Abbotsford and May 22, 2003 in Vernon. Anyone interested in presenting at the workshops should contact Mike Wise, Kevin Turner, or Tim Smith.

**6.6 BURSARY (Brian Chow)**

- It was agreed that a person could not receive the award for two consecutive years. Unclear whether bursary information is adequately communicated to potential recipients. **ACTION: Kevin Turner** – contact Brian Brassington regarding communication requirements/improvements.

**6.7. TREASURER’S REPORT**

- Tim Stokes to transfer over accounts to Bill Grainger by next meeting

**6.8. ASPECT (Bruce Thomson)**

- Latest issue (December) now on the web

**7. CONTRACT SERVICES WITH MOF – (Eric McQuarrie)**

- *Carry forward.* Doug Nicol expressed concern about judging whether or not contractor performance was adequate. Executive agreed. **ACTION: All Executive** - Forward examples to Eric McQuarrie showing the link between of low tender pricing and projects where the contractor couldn’t complete the project or the project had to be re-done.

**8. COMPENSATION FOR SPECIAL PROJECTS (Brian Chow)**

- Carry forward

**9 NEW BUSINESS (All)**

**9.1 Landslide Risk Assessment Case Studies**

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- Proposal by Glenn Moore, Ministry of Forests, Mike Wise, and Doug VanDine requesting DEGIFS support or review. It was felt that a better time to complete this would be after the code changes have been finalized and after the Guidelines Subcommittee TSFA work is completed.
- **ACTION: Eric McQuarrie** – draft letter to Glenn Moore outlining DEGIFS recommendation.

**9.2 E&O Insurance (Bill Grainger)**

- Carry forward

**9.3 Development of Standards by MWLAP (Calvin VanBuskirk)**

- Concerns were raised that MWLAP through an RFP for the development of Aquatic Restoration and Rehabilitation Standards was attempting to develop standards for professional engineering or geoscience work.
- **ACTION: Brian Chow and Kevin Turner** – draft a letter to MWLAP (Eric, Calvin, and Peter to review) expressing concerns of DEGIFS for the development of such standards. All Executive were advised that this letter had to be completed quickly so a review will be required in the new few days.

**9.4 FCSN Due Diligence Program (Eric McQuarrie)**

- Due diligence workshops have been developed by an RPF. Not clear if in conjunction with ABCPF.
- **ACTION: Mike Greig** – notify ABCPF and ensure they are aware of the workshops and their development.

**NEXT MEETING**

- Monday, February 10<sup>th</sup> 2003 at 7:50 a.m.

**Attachments:**

Summary of Action Items

*Minutes prepared by Doug Nicol*

**SUMMARY OF ACTION ITEMS**  
**EXECUTIVE TELE-CONFERENCE MEETING – November 19, 2002**

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The following action items were carried forward from previous meetings:

**All Executive** - consider issue of compensating members for volunteer time at the next meeting

**Doug Dewar** – finalize Feb 13 meeting minutes and distribute -

**Kevin Turner and Bryan Brassington** - develop a plan to address issues with affiliates and particularly the students –

**All Executive** – forward examples to Eric McQuarrie showing the link between low tender pricing and projects where the contractor couldn't complete the project or the project had to be re-done.

The following action items were raised during the December 18, 2002 meeting:

**Bruce Thompson** to sort out Aspect 90day requirement for posting before election.

**Doug Dewar** – input regarding AGM dates.

**Brian Chow** provide dates for the bursary

**Eric McQuarrie and Kevin Turner** - look into publishing articles during national forestry and national engineering weeks.

**Heather Blyth** –look into feasibility of utilizing a List Service for members. Check with APEGBC to determine logistics of using their list serve. Also determine logistics of building an e-mail list

**Peter Mitchell** - will discuss concerns that DEGIFS have with the Proposed Agrologists Act with Larry Banford(sp?) of the BCIA. If results unsatisfactory than association will follow up in writing in early January.

**Peter Mitchell** – send out a copy of The College of Applied Biology Act to executive

**Peter Mitchell** – to advise Eric McQuarrie when a meeting between Van Schoffield and the various professional bodies has been arranged (Forests Professionals Council)

**All Executive** – review definition of Engineering and Geoscience in proposed APEGBC act.

**Mike Greig:** Send e-mail to JPB including DEGIFS article/website/membership information

**Heather Blyth:** Put all JPB articles on one page on our web site

**Kevin Turner:** Send re-newel notice to affiliates – could be free of charge for 2003. Check for lost affiliates from previous years (no automatic re-newel was forwarded to non-APEGBC members).

**Kevin Turner:** contact Brian Brassington regarding communication (Bursary) requirements/improvements.

**SUMMARY OF ACTION ITEMS**  
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**Eric McQuarrie** – draft letter to Glenn Moore outlining DEGIFS recommendation (regarding proposed Landslide Risk Assessment Case Studies).

**Brian Chow and Kevin Turner**– draft a letter to MWLAP (Eric, Calvin, and Peter to review) expressing concerns of DEGIFS for the development of standards.

**Mike Greig** – notify ABCPF and ensure they are aware of the due diligent workshops.

**Mike Greig** – discuss with Don Dobson any further action required/wanted (regarding Forrex) and co-ordinate with Heather Blyth to link a Forrex web page to our site.

