

## Minutes

### DEGIFS Executive Meeting – 8:00 am, Tuesday December 6, 2005

#### Attendance:

DEGIFS Executive:	Heather Blyth
Julien Henley	Ron Jordens
Doug Underhill	Norman Deverney
Mark Goldbach	Dave Wilford

Peter Mitchell APEGBC  
Rob Wilson Aspect  
Kevin Turner, JPB (9:15 – 9:50)

#### Regrets:

Bruce Thomson

- 1 Adoption of agenda** (m/s Heather / Ron)
- 2 Adoption of previous minutes** (m/s Julien / Ron)
- 3 Review of Action Items from previous meetings**

**3.1 Action Item:** Heather will call Editorial Board and Editors to confirm membership.

**Status:** Complete, all members confirmed except Bob Patrick who has not yet been contacted.

**4.3 Action Item (CF):** A Task Group consisting of Brian Chow, Tim Smith, Calvin VanBuskirk, et al and Kevin Turner to develop draft communication protocol and flow chart between DEGIFS and APEGBC members of the Joint Practices Board and send to DEGIFS executive for comment. This work is in progress, but cannot be completed until the JPB's Terms of Reference and Memorandum of Understanding are completed and approved by both councils.

**Status: Carry Forward.** The TOR and MOU have been approved by both Councils. The Task Group is to proceed. Heather Blyth is to co-ordinate contact between the Task Group and the present DEGIFS executive.

**4.4 Action Item (CF):** Calvin VanBuskirk to prepare a briefing note, addressed to the JPB representative for DEGIFS, requesting the JPB to invite the foresters to assist DEGIFS in preparing an overall sustainability guideline for forest engineering and geoscience. Calvin to have a draft of the briefing note prepared for discussion at the next executive meeting. This item has been carried forward several times. There was discussion of the priority for this item, and the importance of development of Sustainability Guidelines prior to preparation of additional technical Guidelines.

**Status: Action Item:** Mark Goldbach to contact Calvin.

**4.5 Action Item:** Deepa will prepare guidelines for acceptable expenses. Will refer to minutes and resolutions of past meetings (2000). This action item is intended to develop clear policy for the Treasurer.

**Moved** to Meeting Agenda Item 9.0, Treasurers report.

**4.6 Action Item (CF):** Deepa to complete 'Professional Development' section to website.

**Moved** to Meeting Agenda Item 11.0.

**4.12 Action Item:** Jennifer/Heather to request editorial board to create a draft policy for the division executive to review.

**Moved** to Meeting Agenda 10.0.

**4.14 Action Item:** Choose date and place for Strategic Planning Session. Expenses are to be addressed in policy.

**Moved** to Meeting Agenda Item 5.2

**5.3 Action Item (from AGM):** FPB TSFA Review Report – Comments and Suggestions: Report was reviewed by several members and agreement reached that based on the FPB report, the standard of TSFA reports by members needs to be addressed. More discussion on this issue is required. Mark contacted Terry Rollerson about the possibility of providing summary information on TSFA reviews he conducted for a major licensee. Terry would look into it. Mark to follow up with Terry Rollerson on potential for obtaining summary information on TSA reviews that Terry carried out for a major licensee.

**Status: Complete.** Mark Goldbach reported that Terry Rollerson's client is not willing to release the results at this time. This item will be added to the agenda for the Strategic Planning Session.

**6.0 Action Item.** Heather to update critical events calendar and executive contact list and then forward to Peter/APEGBC for inclusion into new manuals.

**Moved** to critical dates agenda item (5.1).

**7.2 Action Item.** Forest Engineers are not currently well represented in DEGIFS. It was identified that there is a need to find actively practicing Forest Engineers and to define that field of practice. Items not of overlap need to be represented. Calvin to prepare a summary of possible points of overlap.

**Status: C.F.** Doug Underhill to take over this item from Calvin.

**7.3 Action Item:** Julien, as Guideline Committee chair, to strike a committee to develop "Guidelines for producing professional engineer bridge and major culvert design aides". These should include what constitutes a design aid and what are the limitations of design aids.

**Moved** to Meeting Agenda Item 12.

**7.3 Action Item:** Julien to address key road design issues that should be addressed in Road Design Guidelines.

**Moved** to Meeting Agenda Item 13.1

**13.1 Action Item:** Peter Mitchell to contact Tim Smith as the DEGIFS nominee to attend as the DEGIFS representative for the FMIBC meeting scheduled for Nov 25. Brian and Calvin to prepare a draft presentation summary for review.

**Status: Complete:** Peter initially contacted Tim, who could not attend in person. Glynis Horel was contacted as the alternate, and attended along with Peter and Janet Sinclair from APEGBC. In summary, FMIBC's role is perceived as being no longer in demand sufficient to support continuation in its present form. As a final effort, FMIBC is preparing a workshop to consider ongoing needs and develop delivery methods for continuing education. A joint response from APEGBC and ABCFP councils is to follow. A summary of the FMIBC meeting will be published in Aspect (Rob Wilson). Peter Mitchell will forward ABCFP/APEGBC's draft response to DEGIFS executive members for review and comment.

**13.2 Action Item (CF):** Consideration of DEGIFS' role expanding into other resource sectors (e.g. mining, gas).

**Moved** to Agenda item 13.4

**13.3 Action Item (CF):** Calvin VanBuskirk to investigate affiliate membership issues and develop strategy on appropriate approach. Calvin to contact Dwight Yochim to discuss affiliate membership for ABCFP members.

**Status: C.F.** Heather Blyth to contact Calvin regarding the state of this item. To be carried to the 2006 Strategic Planning Session.

**13.4 Action Item: To be completed by Nov. 25** Executive to read updated MOU and TOR and provide comments. Mark Goldbach to compile remarks prior to November 25.

**Status: Complete.** Comments were received, compiled, and submitted to the JPB task force by Mark Goldbach.

**13.5 Action Items:** (1) Heather to contact Dwight Yochim regarding her involvement in the next review of the FEAE nominations and to contact Peter Mitchell regarding updating the wording of the nomination form. Dwight was contacted, and Heather will continue with this. Revised nomination forms are to be submitted for DEGIFS Executive review and comment. (2) Calvin to assemble a draft with Brian and then submit to Julien.

**Status: Action Item:** Heather Blyth to co-ordinate and complete this task with Calvin and Brian.

**13.6 Action Item:** Brian to work with Deepa to prepare a Certificate of Recognition for outgoing DEGIFS executive members.

**Status: Action Item:** Ron Jordens was assigned to coordinate and complete this task.

## 5.0 Critical Dates (Heather)

### 5.1 Update Critical Events Calendar and Executive List

Heather reported she still needs some additional items, including: Aspect deadline dates, AGM deadline dates, JPB Nomination dates, bursary dates, Web Site deadlines, DEGIFS Executive list, and FEAE Awards Deadlines.

**Action Item:** Executive members involved with the various events are to forward dates to Heather who will compile them for a single submission to Peter Mitchell.

**5.2 Schedule next Strategic Planning Session Meeting and discuss SPS agenda**  
Meeting and date: Scheduled for Friday, February 3, 2006. Location: Richmond (Delta Hotel).

Possible Agenda items: Guidebooks / Guidelines, TSFA Reports (Mark Goldbach), Affiliate Memberships (Calvin VanBuskirk / Heather Blyth), Crossing Guidelines Review (Julien Henley), Continuing Education, Kyoto.

Invitees: DEGIFS Executive, Tim Smith, Calvin VanBuskirk, and Brian Chow who are still working on DEGIFS action items. Kevin Turner and Glynis Horel as JPB Representatives.

**Action Item:** Heather Blyth to confirm date and location.

## 6.0 Committee Reports

### 6.1 APEGBC (Peter Mitchell)

APEGBC Council approved the Joint Practices Board Terms of Reference and the Memorandum of Understanding pending final legal review.

Forest Management Institute of BC items were discussed.

Communications update, Professional Alliance Task Force (submitted by email).

Peter discussed a meeting with the author of a Position Paper (Roberta Reader) currently being prepared for the Ministry of Forests regarding the non-legal context of FRPA.

In the past, the MoF has requested that APEGBC develop Guidelines, and this has been done (Terrain Stability Field Assessments and Crossings). However, the role of Guidelines was not addressed in Roberta's draft document. Van Schofield (ABCFP) and Peter met with her to identify areas of concern, and highlighted the importance of Guideline documents to both Associations' members (RPF and PEng / PGeo). The importance of Guidelines under the Forest Practices Code Act was stressed. There was some discussion regarding Guidelines not being legal documents, Bylaws, or Regulations.

Peter reported that following the discussion, it is intended that Guidelines and guidance documents will be referenced in the revised Position Paper. This may lead to possible funding for Guidelines development from the Ministry. This is an important consideration because of the significant time and effort necessary to prepare Guidelines.

Recent newspaper articles in the Prince George Citizen and Vancouver Sun have been published regarding concern for Forest Worker Safety. Safety of roads was discussed as it pertains to APEGBC's governing legislation. This is an important and complex issue. It is believed that APEGBC and DEGIFS have a role to play in review processes. DEGIFS executive agreed to offer support, if requested, to address safety of forest roads as it relates to the practice of Engineering and Geoscience.

**Action Item:** Kevin Turner will speak to John Mallet (Engineering Manager, Engineering Branch, Ministry of Forests). He will submit a report to the DEGIFS Executive, and prepare a brief submission to Aspect for publication in the December newsletter.

## 6.2 Joint Practices Board (Kevin Turner)

The Joint Practices Board Memorandum of Understanding and Terms of Reference have been approved by APEGBC and ABCFP Councils, pending legal review. The process incorporating DEGIFS input went well. Kevin will forward a copy of the Task Force's submission to the JPB by email.

The next JPB meeting on will be held December 19<sup>th</sup>, 2005.

For information, Kevin mentioned items that the JPB may be considering over the next while including development of TSFA guidelines for ABCFP members. It is not known if ABCFP will develop their own or adopt APEGBC's Guidelines. There was discussion regarding the difficulties that may arise if there are two separate Guidelines.

ABCFP is also looking for guidance for when to engage a terrain specialist. This is similar to the situation addressed with the Crossing Guidelines.

The Task Group for Communications reported no additional progress. DEGIFS Executive expressed support for Brian Chow to continue to head the Task Group. DEGIFS Executive requested the Task Group establish some timelines for completion.

**Action Item: Kevin Turner:** Communications Task Group to establish a timeline and dates for completion for submission to DEGIFS Executive.

### 6.3 Guidelines (Julien Henley)

Forest Roads

**Status: C.F.** Julien will continue to discuss forest road items with Ron Jordens. Mark suggested that DEGIFS wait with further development until we get direction and / or recommendations from the JPB regarding priority for new Guidelines to be developed.

Design aids:

**Status: Action Item:** Julien will meet with Brian Chow to discuss needs and objectives and report to next meeting.

Comments were received from a Crossing Guideline training session in Vernon regarding field reviews. There was discussion about the co-ordination and completion of field reviews and certification. Julien suggested that the Crossing Guideline be reviewed after some time (one year) and be considered as a future agenda item. This suggestion has been placed in the Strategic Planning Session (Item 5.2).

### 6.4 DEGIFS Bursary – (Julien Henley)

**Status: C.F.** to next meeting, Julien will present a summary for the Executive Binder

## 8.0 2005 AGM (Bruce/Dave)

Nothing to report at this time. Executive members were directed to submit any suggestions for Workshop speakers by email to Bruce and Dave.

## 9.0 Treasurer's report (Ron Jordens)

Ron requested approval for the DEGIFS account to be moved from Prince George to a Business Community account at the Main Branch in Vancouver. The previous account is no longer supported. The account transfer will accommodate the annual change of signing authorities. The new account charges are \$3.75/ month, and this item was not in the DEGIFS budget. (M/S Dave/Doug) The transfer and account expenses were approved.

### 9.1 Expense policy for AGM and Strategic Planning Session

Deepa's expense policy has been submitted and will be sent out for DEGIFS Executive review and comment.

**Status: Action Item:** Ron Jordens to prepare an Expense Policy to be submitted for executive review. Treasurer's procedures to be compiled and submitted.

## 10.0 Aspect (Rob Wilson)

Rob Wilson: The next issue of Aspect will be sent in December.

A brief item about the FMIBC Meeting will be included in the December issue. The issue deadline has passed, however this is an important topic and will be included.

The John Mallet item from Kevin Turner will also be published in the December issue as this is topical and current.

Other submissions include a Professional reliance task force item from Peter Mitchell. Ron Jordens is to make a submission from the past AGM.

**Action items: (Rob Wilson)**

It is intended that the Editorial Policy and Disclaimer is to be included in Aspect. A Draft policy is to be prepared by Aspect Editors and submitted for DEGIFS Executive to review. A budget for a conference call was approved (M/S Dave/Doug). The call is to discuss setting up the terms of reference for the writing of editorials and for the subsequent review process to be considered by the editorial board. Rob Wilson requested teleconference information from Peter Mitchell.

**11.0 Web Page (Ron Jordens)**

Due to a technical problem, new items in the announcements page cannot be updated. This problem is being corrected.

The Professional Development Page is expected to be running soon. This replaces the old Discussion Page.

**12.0 Guidelines Committee (Julien Henley)**

**12.1 Design Aides**

These were discussed under Agenda Item 6.3

**12.2 Road Design Guidelines**

These were discussed under Agenda Item 6.3

**13.0 New business:**

**13.1 FEAE (Heather Blyth)**

**Status: C.F.** to next meeting

**13.2 Meeting procedures and recording of minutes – improvements**

It was noted that in previous minutes, some action items appear in several locations. It is proposed to deal with these quickly at the beginning of the meeting under Action Items. These will be completed with a brief status note. Items requiring longer discussions will be noted as being moved to the main meeting agenda body under appropriate headings. The Secretary to review the Summary of Action items and ensure that only one appears for each.

It was noted that these are Minutes, not transcripts. However, longer reports and detailed submissions can be carried in full in an Appendix if requested. e.g. Treasurer's report. Executive members were reminded that minutes will be posted on the DEGIFS website and are available to the public.

An archive of previous minutes is to be maintained by the Secretary. Final versions will be saved in PDF format.

**Action Item:** Norm Deverney to establish archive of previous minutes.

**Action Item:** Mark Goldbach to compile and submit minutes from last year.

**13.3** Getting involved in Kyoto – sustainability/climate change & forestry theme  
**Status: C.F.** to next meeting or to the Strategic Planning Meeting.

**13.4** Possibility of DEGIFS expanding into other Resource Sectors  
**Status: C.F.** to Strategic Planning Meeting

**14.0** Additional Agenda Items:  
None submitted

**15.0** Next Meeting  
Next meeting January 6, 2006. 8:00 – 10:30

**16.0** Adjourn  
Motion to Adjourn at 10:30 (Norm)

## Summary of Items Carried Forward and Action Items.

**4.3 Status: Carry Forward.** The TOR and MOU have been approved by both Councils. The **Task Group** is to proceed to develop a draft communication protocol and flow chart between DEGIFS and APEGBC members of the Joint Practices Board and send to DEGIFS executive for comment. **Heather Blyth** is to co-ordinate contact between the Task Group and the present DEGIFS executive.

**4.4 Status: Action Item:** Sustainability Guideline: **Mark Goldbach** to contact Calvin VanBuskirk.

**7.2 Status: C.F.** Define Field of Practice for Forest Engineers: **Doug Underhill** to take over this item from Calvin VanBuskirk:

**13.3 Status: C.F.** Affiliate Memberships. **Heather Blyth** to contact Calvin regarding the state of this item. To be carried to the 2006 Strategic Planning Session.

**13.5 Status: Action Item:** FEAE Nominations: **Heather Blyth** to co-ordinate and complete this task with Calvin and Brian.

**13.6 Status: Action Item:** Certificate of Recognition: **Ron Jordens** was assigned to coordinate and complete this task.

**5.1 Action Item:** Critical Dates Calendar: **Executive members** involved with the various events are to forward dates to **Heather** who will compile them for a single submission to Peter Mitchell.

**5.2 Action Item:** Strategic Planning Session Meeting: **Heather** to confirm date and location.

**6.1 Action Item: Kevin Turner** will speak to John Mallet (Engineering Manager, Engineering Branch, Ministry of Forests). He will submit a report to the DEGIFS Executive, and prepare a brief submission to Aspect for publication in the December newsletter. This item was completed.

**6.2 Action Item: Kevin Turner:** Joint Practices Board: Communications Task Group to establish a timeline and dates for completion for submission to DEGIFS Executive.

**6.3 Status: Action Item:** Design Aids: **Julien Henley** will meet with Brian Chow to discuss needs and objectives and report to next meeting.

**6.4 Status: C.F.** to next meeting, **DEGIFS Bursary: Julien Henley** will present a summary for the Executive Binder

**9.1 Status: Action Item: Ron Jordens** to prepare an Expense Policy to be submitted for executive review.

**10.0 Aspect: Action Item: Rob Wilson** to set up a Conference call to discuss terms of reference for writing of editorials and for the subsequent review process to be considered by the Editorial Board.

**13.2 Meeting Minutes: Norm Deverney** to establish archive of previous minutes.

**Action Item: Mark Goldbach** to compile and submit minutes from last year.

**13.3 Status: C.F.** Getting Involved in Kyoto: To next meeting or to the Strategic Planning Meeting.

**13.4 Status: C.F.** DEGIFS expansion into other Resource Sectors: to Strategic Planning Meeting