



DEGIFS

Division of Engineers and Geoscientists in the Forest Sector

MINUTES

DEGIFS EXECUTIVE TELECONFERENCE

March 12th, 2003, at 7:50 – 10:45 a.m.

Attendees:

Brian Chow	Kevin Turner
Eric McQuarrie (chair)	Peter Mitchell (after 8:00)
Calvin VanBuskirk	Bill Grainger
Doug Nicol (minutes)	

Executive Member(s) Absent:

Doug Dewar and Mike Greig

1. ADOPTION OF AGENDA

- Two Items added – 9. Forest Engineering Award and 10). Risk Committee.

2. PREVIOUS MEETING MINUTES

- February 11 meeting minutes – move to accept Kevin, seconded by Brian. Minutes adopted.

3. REVIEW OF ACTION ITEMS FROM PREVIOUS MEETINGS

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

Brian Chow provide dates for the bursary *done* – *March 31st date for bursary* -

Mike Greig - look into publishing articles during national forestry week *done*

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

All Executive – review definition of Engineering and Geoscience in proposed APEGBC act *done* – *comments can be forwarded to act rewrite committee*

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Mike Greig: communicate to JPB that they will be added to distribution list – Aspect/list serve) *ongoing*

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

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) *carry forward*

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

Heather Blyth: link a Forrex web page to our site *carry forward*

Kevin Turner – Complete critical dates calendar *ongoing*

Eric McQuarrie and Peter Mitchell –draft letter to BCIA expressing our continued concerns. If concerns not adequately addressed then suggested follow-up letter to Minister. *done*

Kevin Turner – send Heather Blyth most recent membership list for List Service use. *done*

Brian Chow – Attend with 2 other P.Eng.s experienced in bridge design and installation (likely Martin Jobke) the next JPB meeting to discuss and express concerns DEGIFS has with non-engineers designing and installing portable bridges. *Dropped – see agenda*

Kevin Turner– Place MWLAP erosion CD on FTP site for access for Executive *done*

All Executive – perform cursory review of MWLAP erosion CD and forward comments to Kevin *carry forward*

Kevin Turner– roll up or simply forward review comments (on Erosion CD) to MWLAP *carry forward*

Kevin Turner, Doug Nicol, Bill Grainger, Bruce Thomson - form committee to assist Doug Dewar with AGM program *done*.

All Executive – forward ides and speakers (AGM) to Doug Dewar by Feb. 28th *done*

Heather Blyth, Mike Greig – draft policy concerning use of list serve by Executive only (at this time) *done*.

Doug Nicol – forward names of committee members and roles (TSFA) to Peter Mitchell. *done- council has approved members*

Doug Nicol - circulate the risk task force committee members and mandate to Executive for review *done*.

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Doug Nicol, Eric McQuarrie, Peter Mitchell – draft a letter to Ron Davis for review by Executive regarding DEGIFS concerns with road regulations *done – Eric to redraft with focus on DEGIFS offering assistance and input.*

Heather Blyth – to summarize proposed changes to web site and forward to Executive for review and comment. *Carry forward*

Peter Mitchell – follow up with Angie Wilson as to process and timing for DEGIFS input into WLAP development of standards. *Executive to review and forward comments directly to Marc Gaboury*

4. CRITICAL DATES CALENDAR (Kevin Turner)

- Bursary closing date is March 31. Award April 30th.
- Forest Engineering Award of Excellence needs to be added
- AGM Critical Dates need to be added.

ACTION: Kevin Turner – Complete calendar

5. COMMITTEE REPORTS

5.1 APEGBC (Peter Mitchell)

- A training module will be developed by MOF regarding Use of Professionals and Professional Reliance and will be distributed around the province. Professional groups having input are ABCPF, BCIA, Biologists, and APEGBC. A meeting will be held on March 18th in Vancouver to discuss input to module. Would be advantageous to have DEGIFS representation. Target completion of module is end of April.
- MOF agreed to pay APEGBC \$50,000 for completion of Professional Practice Guidelines for TSAs. **ACTION - Peter Mitchell** to rewrite proposal to reflect new target dates. Draft for external review for end of May and target council approval by September

5.2 JPB (Peter Mitchell)

5.2.1 PORTABLE BRIDGES

Forester members of the JPB plan to develop an approach whereby bridge design will be broken down into its components (hydraulic, hydrology, structural, fish passage, foundations, debris passage etc) and identify learning outcomes for each component and develop a risk matrix to determine type of professional involvement for each component. If JPB accept proposal will forward to APEGBC and ABCPF for review and approval.



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5.3 GUIDELINES (Calvin VanBuskirk)

- 5.3.1** Practice guidelines meeting held February 24th. Meeting successful and authors now tasked with further refining guidelines.
- 5.3.2** MoWLAP Soil Erosion CD – Brian Carson contacted Kevin Turner and indicated a detailed review of the document was not necessary. He asked that it be reviewed solely for content and usefulness to the industry. CD contents have been placed on FTP site for download. **ACTION: All Executive** - Contact Kevin if there is any feedback and he will forward to Brian Carson.
- 5.3.3** MoWLAP FIA Document – I have it down as mentioned but no notes.

5.4 2003 AGM

Proposal to have a review of the Risk Case Studies document for one of the days at the AGM. The other day could be ½ related to snow avalanches, and ½ related to professional practice, due diligence, bridges etc. **ACTION: AGM committee** to review with Doug Dewar. Committee consists of Doug Dewar, Doug Nicol, Kevin Turner, Bill Grainger, and Bruce Thomson.

5.5 WORKSHOPS

Innovative/Alternative Road Construction Techniques and Costs workshop scheduled for May 20th in Abbotsford and May 22nd in Vernon.

5.6 BURSARY (Brian Chow)

Bryan Brassington getting message out to students.

5.7 TREASURER'S REPORT

Receipts for TSFA guidelines meeting to be forwarded to Calvin. Expenses not to be paid through DEGIFS.

Accounts all signed over.

No other account activity.

5.8 ASPECT (Bruce Thomson)

Bruce not present so no update on Aspect.



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Executive discussed option of purchasing a copy of Adobe Acrobat® to enable web master and editorial staff to produce .pdf documents. Brian to look into this and possibly this will require an e-mail vote to confirm.

5.9 WEB PAGE (Heather)

Item deleted from agenda – Heather not present

6. COMPENSATION FOR SPECIAL PROJECTS – (ALL)

- Require policy for the selection taskforces and committees and require payment for services policy. **ACTION: Kevin Turner** draft policy by AGM. In terms of the existing TSFA Guidelines Committee - key authors are Calvin VanBuskirk and Eric McQuarrie. Payment for services would be via a *per diem* rates (\$500 per day report writing and \$500 per day for meetings – except for those travelling from significant distances from outside lower mainland in which case per diem would be \$800 per day for meetings). Travel expenses would be via government published rates.

7 NEW BUSINESS (All)

7.1 E&O INSURANCE

Will be carried forward for next meeting as Bill has left call. Peter Mitchell indicated that there is consideration being given to a self funded insurance program for primary liability insurance. Some confusion regarding requirements of bylaw 17 regarding requirement of members to notify their clients of status of insurance. **ACTION – Eric** to write letter for Aspect explaining requirements of Bylaw 17.

7.2 DUE DILIGENCE, ERROR IN FACT, AND APEGBC DISCIPLINE EXPECTATIONS (Doug N.)

Discussion regarding expectations of APEGBC review of C&E determinations whereby a district manager has based his/her decision on the basis of an error made by a P.Eng. or P.Geo. or where a licensee has used an error made by a P.Eng. or P.Geo. as their basis for a due diligence defence. **ACTION: Peter Mitchell** to draft letter to MOF regarding request to forward to APEGBC all cases whereby a district manager has determined that a P.Geo. or P.Eng. has erred.

7.3 FOREST ENGINEERING AWARD

Call for nominations. Eric and Calvin will represent Executive on the selection subcommittee (there will also be one member from ABCPF). Awarded at AGM. A

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request for names to be posted on web, and emailed to members. **ACTION: Brian** put together e-mail note to members – to be reviewed by Eric and Calvin.

7.4 RISK TASK GROUP

As a result of the one day meeting on February 25th with MOF – the role of the risk task may be extended/expanded. MOF is intending to complete a risk case study document that will include case studies by members of the DEGIFS risk task group (and others). MOF would like DEGIFS to continue to participate in the review and development of the document (key authors are Mike Wise, Doug VanDine and Glenn Moore). **ACTION: Doug Nicol** - revise/update mandate for Risk Task Force – perhaps have Tim Smith (chair) develop new terms of reference for approval by Executive.

NEXT MEETING

- April 28th, 2003 at 7:50 a.m.
- Following meeting tentatively June 2, 2003 at 7:50 a.m.

Attachments:

Summary of Action Items

Minutes prepared by Doug Nicol

SUMMARY OF ACTION ITEMS
EXECUTIVE TELE-CONFERENCE MEETING – February 11, 2003

The following action items were carried forward from previous meetings:

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

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

Mike Greig: communicate to JPB that they will be added to distribution list – Aspect/list serve)

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)

Heather Blyth: link a Forrex web page to our site

Kevin Turner – Complete critical dates calendar

All Executive – perform cursory review of MWLAP erosion CD and forward comments to Kevin

Kevin Turner– roll up or simply forward review comments (on Erosion CD) to MWLAP

Heather Blyth – to summarize proposed changes to web site and forward to Executive for review and comment.

The following action items were raised during the February 11th, 2003 meeting:

All Executive – review definition of Engineering and Geoscience in proposed APEGBC act and forward comments to act rewrite committee

Eric McQuarrie – redraft letter to Ron Davis with focus on DEGIFS offering assistance and input.

Executive – review WLAP developed standards and forward comments to Marc Gaboury

Peter Mitchell - to rewrite proposal for Professional Practice Guidelines to reflect new target dates.

SUMMARY OF ACTION ITEMS
EXECUTIVE TELE-CONFERENCE MEETING – February 11, 2003

AGM committee - to review with Doug Dewar ideas regarding AGM agenda (risk case studies, snow avalanches, TSFA Guidelines, and due diligence).

ACTION: Kevin Turner draft policy for the selection of taskforces and committees and related compensation by AGM.

ACTION – Eric McQuarrie - to write letter for Aspect explaining requirements of Bylaw 17.

ACTION: Peter Mitchell to draft letter to MOF regarding request to forward to APEGBC all cases whereby a dm has determined that a P.Ge. or P.Eng. has erred.

ACTION: Brian Chow put together e-mail note to members - regarding call for nominations for the Forest Engineering Award.

ACTION: Doug Nicol - revise/update mandate for Risk Task Force – perhaps have Tim Smith (chair) develop new terms of reference for approval by Executive.

ACTION: Brian Chow - Look into purchase of Adobe Acrobat

