



MINUTES
DEGIFS EXECUTIVE TELECONFERENCE
November 19, 2002, at 7:30 – 9:00 a.m.

Attendees:

Brian Chow (chair)	Kevin Turner (minutes)	Calvin VanBuskirk
Eric McQuarrie	Tim Stokes (7:30 – 8:00)	Don Dobson (absent 8:00-8:30)
Bruce Thomson	Bill Grainger	Peter Mitchell (after 7:40)
Doug Nicol (after 7:40)	Mike Greig (after 8:00)	

Executive Member(s) Absent:

Doug Dewar

1. ADOPTION OF AGENDA

- Moved forward FMIBC Committee Report (Item 7 (h)) as Don Dobson had to leave at 8:00 a.m.
- Moved forward Treasurers Report (Item 7 (a)), as Tim Stokes had to leave at 8:00 a.m.
- Agenda adopted with these minor changes.

2. WELCOME OF NEW MEMBERS

- Brian Chow welcomed new Executive members and thanked members who were leaving the Executive.
- Rules of meetings discussed.
- Binders for the new Executive members are being forwarded. **ACTION: Peter Mitchell** – check into status of binders for new Executive members.

3. PREVIOUS MEETING MINUTES

- February 13 - Doug Dewar – *carry forward*.
- October 23 meeting minutes have been sent out but late changes came in. One issue with who made the motion to accept the recommendations of the JPB Nominating Committee clarified. Kevin Turner noted these minor changes will be made and minutes finalized later today. **MOTION:** It was moved by Eric McQuarrie and seconded by Bill Grainger to accept the October 23 meeting minutes. No one opposed. *Motion carried*.

MINUTES
EXECUTIVE TELE-CONFERENCE MEETING – November 19, 2002

- AGM Minutes – Four people have made comments but corrections yet to be made.
ACTION: Kevin Turner – incorporate changes to AGM Minutes and send draft to Tim Stokes to post on the web site.

4. REVIEW OF ACTION ITEMS FROM PREVIOUS MEETINGS

The following action items were carried forward from previous meetings:

Peter Mitchell – Roll-up review comments submitted on Agrologist Act and submit to BCIA – *Peter noted that BCIA have made revisions and the comments made by APEGBC will have to be reviewed. In progress. ACTION: Peter Mitchell – distribute new BCIA Act to Executive.*

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

Don Dobson – draft a summary of the meeting with the MLA Panel for *Aspect* – *in progress. ACTION: Don Dobson - send presentation to MLA Panel to Tim Stokes for posting on web page.*

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 – *absent - in progress*

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

The following action items were raised during the October 23, 2002 meeting:

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 – *carry forward*

5. APPOINTMENT OF NEW OFFICERS (Brian Chow)

Brian Chow briefly explained roles and responsibilities for each position, and explained obligations of Chair at AGM.

- **Chair** – Eric McQuarrie nominated by Kevin Turner. Seconded by Tim Stokes. No one opposed. Nominee accepted.
- **Vice Chair** – Brian Chow nominated by Kevin Turner. Seconded by Eric McQuarrie. No one opposed. Nominee accepted.
- **Treasurer** – Bill Grainger nominated by Eric McQuarrie. Seconded by Doug Nicol. No one opposed. Nominee accepted.
- **Guidelines Subcommittee** – Calvin VanBuskirk nominated by Kevin Turner. Seconded by Eric McQuarrie. No one opposed. Nominee accepted.

MINUTES
EXECUTIVE TELE-CONFERENCE MEETING – November 19, 2002

- **Workshops / AGM** – Doug Dewar nominated by Eric McQuarrie in absentia. Seconded by Kevin Turner. No one opposed. Nominee will have to be contacted to confirm acceptance. **ACTION: Kevin Turner** - confirm acceptance by Doug Dewar of Workshops/AGM Coordinator
- **Past Chair** – Brian Chow explained situation with the vacant Past Chair position as a result of Peter Weir moving abroad. The last Executive made a recommendation to the new Executive to appoint Kevin Turner to this position. Kevin Turner nominated by Bill Grainger. Seconded by Eric McQuarrie. No one opposed. Nominee accepted.
- **Secretary** – Doug Nicol volunteered for position of Secretary. No one opposed.

In addition, there are several standing committees and / or liaison positions available.

- **Bursary Coordinator** – This position has been done for past 3 years by Brian Chow. Membership indicated they wanted to continue with the bursary. Brian Chow volunteered to carry this forward again. No one opposed.
- **FMIBC Liaison** – This position has been done this past year by Don Dobson. As he is a board member, this is a logical role for him.
- **APEGBC Liaison** – Peter Mitchell has done this role for several years and can continue.
- **Web Page** – Tim Stokes indicated he wanted to eventually pass this on to a new member. Heather Blyth was mentioned at the AGM as possibly being interested. Mike Greig expressed an interest as well, as he is familiar with web pages. **ACTION: Mike Greig** – discuss the web page management with Tim Stokes and Heather Blyth.
- **Joint Practices Board (JPB) Liaison** – Mike Greig is currently in his 2nd year on the JPB and can fulfill this role. Peter Mitchell, who also attends JPB meetings, can be the Alternative JPB Liaison.
- **Aspect** – Bruce Thomson, Jennifer Clarke, and Julie Orban are the Co-editors of Aspect and will share the duties. Bruce Thomson will continue in a co-ordinating role.
- **Affiliate Member Liaison** – This position did not accomplish a great deal last year. Brian Chow suggested that an attempt to make better contact next year with the university students. Kevin Turner accepted the role as Affiliate Member Liaison this year, and suggested that Bryan Brassington be kept in the role as assistant. **ACTION: Kevin Turner and Bryan Brassington** - develop a plan to address issues with affiliates and particularly the students.

It was suggested that those not specifically on the Executive could be contacted prior to meetings for written reports should there be developments in the topic.

6. CRITICAL DATES CALENDAR (Kevin Turner)

- The Critical Date Calendar is used by the Executive to plan when action is needed on certain issues (i.e. elections) to meet with the DEGIFS Terms of Reference. Brian Chow noted the following need to be included:
 - AGM dates
 - Executive Election dates
 - Aspect article deadlines and publish dates
 - JPB Nominee dates
 - Bursary dates
 - Forest Engineering Award of Excellence
- **ACTION: Kevin Turner** – Draft Critical Dates Calendar for next Executive meeting.

MINUTES
EXECUTIVE TELE-CONFERENCE MEETING – November 19, 2002

7. COMMITTEE REPORTS

7(a) Treasurer Report (Tim Stokes)

Note: This report was given earlier in the meeting

- Not much activity with finances since AGM. APEGBC covered off a lot of expenses. Most bills are in. **ACTION: All Executive** – get any outstanding expense claims in to Tim Stokes as soon as possible.
- Tim Stokes recommended that the Executive consider the Treasurer be considered for 2 years for continuity and ease with the changing of signing authorities.

7(b) AGM (Doug Dewar)

- Doug Dewar absent – *carry forward*.

7(c) APEGBC (Peter Mitchell)

- i. Reiseter Creek
 - Bill Cafferata, RPF, P.Eng. has forwarded the Forest Practices Board report on this project to APEGBC, who have decided to proceed with an investigation of the incident.
- ii. BCIA (Agrologists Act)
 - Draft changes have again been made to their act, including a new definition of agrology, which may be of concern due to its general nature. He has contacted Garth Bean, P.Ag. to get a sense of the timelines associated with this act revision, but they are not on the legislative agenda.
 - **ACTION: Peter Mitchell** – distribute Agrologists Act to Executive.
- iii. Professional Biologists Act
 - Their act revision is on the legislative agenda. Apparently it remains right-to-title and not right-to-practice.
- iv. CAA Documents
 - APEGBC have received the two finalized CAA documents (*Land Managers Guide to Snow Avalanche Hazards in Canada* and *Guidelines for Avalanche Risk Determination and Mapping in Canada*). The Guidelines Subcommittee reviewed the draft versions last year. **ACTION: Peter Mitchell** – Distribute a copy of the two CAA documents to Eric McQuarrie. Eric McQuarrie will look for the documents on a web site.
- v. Christopher Baldis
 - E-mailed Peter Mitchell and indicated he wants to volunteer with DEGIFS. **ACTION: Brian Chow** - call and discuss with Christopher Baldis

MINUTES
EXECUTIVE TELE-CONFERENCE MEETING – November 19, 2002

7(d) JPB (Mike Greig)

- JPB has not met since the AGM, but have a meeting planned for December 3. Agenda:
 - Reiseter Bridge project. Brian Chow noted that the project involved participants from both the ABCPF and APEGBC. It appears that something went awry with who was responsible for what, that a joint review by both associations, concurrently, may be in required in order to fully establish what went wrong (if anything) and who should have been responsible for what. It was recommended that this project needs to be discussed in this full context by the JPB as it involved both professionals.
 - Snow avalanche – some questions have come up with the publication of CAA documents **ACTION: Eric McQuarrie** - review CAA publications and assess whether additional action is required to emphasize professional engineering/geoscience roles
 - Due diligence
 - Revised Results Based Code (3rd reading)
 - Council of Forest Professionals (preliminary discussions) – this is not a replacement of the JPB, which is a joint board between ABCPF and APEGBC.

7(e) Guidelines (Eric McQuarrie)

- i. TSFA Sub-committee:
 - Eric McQuarrie noted that work has reached a stage whereby an in-person meeting is warranted. Suggestion was made to meet at APEGBC office – forward date to Peter Mitchell to reserve boardroom. A budget for travel will be needed once the numbers are known. Brian Chow noted this will require distribution via e-mail for approval. **ACTION: Eric McQuarrie** – prepare a travel budget for a meeting of the TSFA Task Group to present to Executive for review.
 - Eric McQuarrie requested feedback on the direction that has been taken to date, i.e. as a non-prescriptive professional guide or more as a prescriptive guide.
 - **ACTION: Eric McQuarrie, Bill Grainger, Calvin VanBuskirk** – develop terms of reference for TSFA Sub-committee and proposed budget for face to face meeting for next Executive meeting.
 - Calvin VanBuskirk to take over the head of the TSFA sub-committee
- ii. Terrain Stability Mapping Guidelines – TSM Task Group:
 - The draft guide has been distributed for review. **ACTION: All Executive** – Review TSM Guidelines and comment on how DEGIFS should handle this. **ACTION: Calvin VanBuskirk** – create Guidelines Subcommittee working group and proceed with the review of the TSM Practices document.

7(f) Workshops (Kevin Turner)

- Innovative Construction workshop being considered for this spring. FCSN will handle facilitation. Presentation topics need to be selected for interior course.

7(g) Bursary (Brian Chow)

- Carried forward

MINUTES
EXECUTIVE TELE-CONFERENCE MEETING – November 19, 2002

7(h) FMIBC (Don Dobson)

- Don Dobson advised he is meeting with the Interior Lumber Manufacturers Association (ILMA) on Thursday November 21 to make a presentation to develop a diploma course in Forest Management. The same presentation will be made in Prince George on November 28. These meetings will essentially determine the future of the Forest Engineering Diploma course.
- Board is attempting to get partners together for a 3rd module.
- 5th module is underway in Winfield, with about 20 participants.

7(i) Aspect (Bruce Thomson)

- Issue coming out in the middle of next week. The deadline for articles is November 20. Jennifer Clarke is coordinating this issue.
- **ACTION: Kevin Turner** – Send to Jennifer Clarke or Bruce Thomson the names of the new Executive.
- Brian Chow noted that the policy of circulating the draft *Aspect* to the Executive for review prior to the publication should be continued.
- Don Dobson advised he is meeting with the Interior Lumber Manufacturers Association.

7(j) Web Page (Tim Stokes)

- Posting of meeting minutes – discussed the idea about posting summaries of meeting minutes. Peter Mitchell noted that the Structural Engineers Division posts their full minutes.
- **MOTION:** It was moved by Eric McQuarrie and seconded by Mike Greig that the full meeting minutes will be posted. **Motion carried.** If there is anything that is confidential or otherwise sensitive, it is the responsibility of the Executive member to note this to the Secretary so it can be deleted from the posted version.

8. REDUCTION OF STUDENT FEES (Brian Chow)

- Carry forward .

9. COMPENSATION FOR DEGIFS MEMBERS (Brian Chow)

- Carry forward.

10. CONTRACT FOR SERVICES (Eric McQuarrie)

- Chris Newcombe of CEBC met with Mike DeJong, Forests Minister, and the Ministry of Forests to discuss issues with tendering of professional services.
- Mr. DeJong requested examples showing the link between projects awarded based on low fees and poor quality work. of how work was granted based on low fees and the work was of poor quality.
- **ACTION: All Executive** – forward examples to Eric McQuarrie showing the link between of low tender pricing and poor quality work.

MINUTES
EXECUTIVE TELE-CONFERENCE MEETING – November 19, 2002

11. OTHER BUSINESS (All)

- None noted.

NEXT MEETING

- December 18th, 2002 at 7:50 a.m.

Attachments:

Summary of Action Items

Minutes prepared by Kevin Turner

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

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.

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

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 – *absent - in progress*

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 – *carry forward*

The following action items were raised during the November 19, 2002 meeting:

Kevin Turner - confirm acceptance by Doug Dewar of Workshops/AGM Coordinator.

Peter Mitchell – distribute new BCIA Act to Executive.

Peter Mitchell – check into status of binders for new Executive members.

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

Mike Greig – discuss the web page management with Tim Stokes and Heather Blyth.

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

Kevin Turner – Draft Critical Dates Calendar for next Executive meeting.

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

Peter Mitchell – Distribute a copy of the two CAA documents to Eric McQuarrie.

Brian Chow - call and discuss with Christopher Baldis.

Eric McQuarrie - review CAA publications and assess whether additional action is required to emphasize professional engineering/geoscience roles.

Eric McQuarrie – prepare a travel budget for a meeting of the TSFA Task Group to present to Executive for review.

Eric McQuarrie, Bill Grainger, Calvin VanBuskirk – develop terms of reference and proposed budget for face to face meeting for TSFA Sub-committee for next Executive meeting.

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

Calvin VanBuskirk – create Guidelines Subcommittee working group and proceed with the review of the TSM Practices document.

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

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

All Executive – forward examples of low tender - poor quality work to as a consequence of low bidding or poor contracting practices.