

## DEGIFS Executive Meeting Minutes

8:00 to 11:00 am, Tuesday November 8, 2005  
Teleconference

### Attendance:

#### 2005 / 2006 Executive:

Ron Jordens, P.Eng, Doug Underhill, P. Eng., Julien Henley, P. Eng., Norman Deverney P.Eng., Mark Goldbach, P.Eng., Bruce Thomson, P.Geo., Heather Blyth, P.Geo.

#### Outgoing members:

Brian Chow, P.Eng., Calvin VanBuskirk, P.Eng., Deepa Spaeth Filatow, P.Geo.

#### and:

Peter Mitchell, P.Eng., APEGBC Liaison / Alternate JPB Liaison, Kevin Turner, P.Eng., JPB Liaison (9:00 – 10:30)

**Regrets:** Dave Wilford, P. Geo., Julie Orban, P.Geo, Aspect Representative

### 1 Adoption of agenda:

Agenda adopted - moved by Brian, seconded by Ron.

### 2 Adoption of previous minutes:

Previous (Oct 12) minutes adopted - moved by Brian, seconded by Ron

### 3 Vote/Nominate/Volunteer for Executive Positions:

Chair: **Mark Goldbach** (motion by Brian, seconded by Ron)

Vice Chair: **Doug Underhill** (motion by Brian, seconded by Calvin)

Secretary: **Norman Deverney** (motion by Heather, seconded by Deepa)

Treasurer/Website Coordinator: **Ron Jordens** (motion by Heather, seconded by Deepa)

Workshops / AGM Coordinators: **Bruce Thompson / Dave Wilford (absent)** Joint appointment, (motion by Heather, seconded Brian)

Past Chair / Affiliate Representative / Award of Excellence **Heather Blyth, P.Geo.**

Guidelines Subcommittee Chair / Bursary Coordinator **Julien Henley** (motion by Bruce, seconded by Heather)

All motions for new positions were accepted.

### Confirm Co-opted Representatives:

APEGBC Liaison / Alternate JPB Liaison: **Peter Mitchell, P.Eng.**, confirmed

JPB Liaison: **Kevin Turner, P.Eng.**, confirmed

JPB Liaison: **Glynnis Horel, P.Eng.**, confirmed

### Editorial Board:

No members were present, memberships were not confirmed

Iain Blown P.Eng.

Shelley Higman P.Eng.

Eric McQuarrie P.Eng.

Bob Patrick P.Eng.

Kevin Turner, P.Eng.

**Editors:**

No members were present, memberships were not confirmed  
Jennifer Clarke, P.Geo., Co-editor, Aspect Newsletter  
Geoscience Committee Liaison  
Rob Wilson, Co-editor, Aspect newsletter  
Julie Orban, Co-editor, Interior – Aspect Newsletter / Geoscience Committee  
Liaison / Registration Committee Liaison

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

**Action Item:** Heather to revise contact list, send contact information to Peter Mitchell, who will put in binder for new manuals. Peter will do this over the next month.

**Action Item:** Critical events calendar to be updated: Heather to co-ordinate. Calvin V. has volunteered as a supporting contact.

**4 Review of Action Items from previous meetings**

**4.1 Action Item from SPS (CF to 2006):** Deepa to investigate polling on website to monitor standards of practice.

APEGBC has a function and capability to poll (Wendy Fister is contact at APEGBC) and it was decided that the executive will create a list of questions to poll members – *item is carried forward to 2006*. Peter to send executive an old (1998) poll on the use of P.Eng. and P.Geo. in the forest sector as a starting point prior to next meeting. (The Questionnaire that was issued in 1998 on the use of P.Eng. and P.Geo. in the forest sector can be found under the section of the DEGIFS Executive Binder entitled - Relevant Papers. The results of the survey can be found there as well.) Draft questions are to be directed to Wendy. Polling items are related to the Division's Guidelines (there are two guidelines to date) and Standards; Are they effective? How do members feel about the guidelines in general? Ron Jordens to undertake this task, passed from Deepa.

**C.F.** Carry this item to the next strategic planning meeting.

**4.2 Action Item from SPS (CF to 2006):** Calvin to investigate affiliate membership issues and develop strategy on appropriate approach. Calvin to contact Dwight Yochim to discuss affiliate memberships for ABCFP members.

**C.F.** Carry this item forward to next meeting.

**4.3 Action Item (CF):** A Task Group consisting of Brian Chow, Tim Smith, Calvin VanBuskirk, Eric McQuarrie, Don Dobson, and Kevin Turner Kevin to develop draft communication protocol and flow chart between DEGIFS and APEGBC members of JPB and send to DEGIFS for comment. Work in progress. This cannot be completed until the JPB's TOR and MOU are completed and approved by both councils.

**C.F.** Carry this item forward to next meeting.

**4.4 Action Item (CF):** Calvin 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.

**C.F.** Carry this item forward to next meeting.

**4.5 Action Item (CF):** Deepa to send executive an explanation of expense reimbursements for attendance at the 2005 AGM.

**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.

**C.F.** Carry this item forward to next meeting.

**4.6 Action Item (CF):** Deepa to complete 'Professional Development' section to website, likely by end of this week. Deepa expects this to be completed this week. She has not checked the website over the few past days.

**C.F.** Carry this item forward to next meeting for confirmation.

**4.7 Action Item (CF):** Brian to work on draft protocol between DEGIFS and JPB.

**C.F.** Carry this item forward to next meeting.

**4.8 Action Items(CF):**

- Mark to confirm with Terry Rollerson on potential for obtaining summary information on TSA reviews that Terry carried out for a major licensee.

**This item is complete.** Heather included discussion regarding current quality of TSFA reports on the agenda for discussion at 2005 AGM. Refer to minutes of AGM.

**4.9 Action Item:** Make a recommendation to membership at the 2005 AGM to reduce the DEGIFS bursary to a single bursary worth \$2500; to be voted on by membership at the AGM.

**This item is complete.** Refer to minutes of AGM.

**4.10 Action Item:** Heather to ask the membership at the AGM to vote on a proposal to have the nominating committee only nominate the number of candidates that equal the number of outgoing executive, provided there is good professional and geographic representation among the nominees.

**This item is complete.** Refer to minutes of DEGIFS AGM.

**4.11 Action Item:** Heather to follow up on obtaining copy of submissions for the Forest Engineering Award of Excellence. Executive to review the wording of the application form for this award and provide recommended changes. There was a question posed regarding who looks after the form and submission procedures.

**Action Item:** Heather to contact Peter. It was noted in discussion that any changes made must be directed and approved through the JPB.

**4.12 Action Item:** A disclaimer should be included on the bottom of the editorials in Aspect, the editor should sign the editorial, and there should be some guidelines to set boundaries for editorials, which could be discussed further at the next meeting. No Aspect editors present. The editor has freedom of expression, but board retains the right to review for appropriateness of content.

**Action item,** Jennifer, Heather. The Editorial Board is directed to create a draft editorial policy for the division executive to review.

**4.13 Action Item:**

With respect to the crossing guidelines, DEGIFS needs to develop separate guidelines for the preparation of design aids, including what constitutes a design aid and what are the limitations of design aids.

**Action Item;** Julien Henley: guidelines committee, in process.

**4.14 Action Item:**

In the future, newly elected executive members should be invited to attend the last yearly executive meeting held on the evening prior to the AGM so that the new executive members can meet the outgoing members, discuss and become familiar with key issues that are carried over from the previous year, and strategize with the new executive. A face-to-face meeting between the new and old executive and with the JPB rep(s) should take place soon after the 2005 AGM.

**Action Item;** Choose date and place for Strategic planning session at next executive meeting. Add to critical dates calendar. Expenses are to be addressed in policy.

**5 Action Items from DEGIFS AGM:**

**5.1 Action Item:**

Draft communications protocol and flow chart between JPB and DEGIFS to be sent to DEGIFS for comment. Executive to provide their comments on TOR for JPB directly to Peter.

**Action Item;** Brian Chow, Calvin VanBuskirk, Tim Smith, Eric McQuarrie, Don Dobson and Kevin Turner are working on this and will update when complete.

**5.2 Action Item:**

Ron discussed the potential for developing and funding a one day workshop covering the following related topics: a) Introducing and comparing the different methods of estimating peak flows for various return periods b) Peak flows results using the California Method. Alternatively, the possibility of a Hydrology theme for next years AGM was discussed. A suggestion to be put forward at the 2005 AGM.

The hydrology theme was accepted at the AGM. A workshop may be considered as a possible alternative to the field tour, which has previously accompanied the Conference.

**Action Item;** The workshop theme and structure to be addressed by members planning the 2006 AGM Workshops.

**5.3 Action Item:**

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 reports by TSA 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.

**Action Item;** Mark to follow up with Terry Rollerson on potential for obtaining summary information on TSA reviews that Terry carried out for a major licensee.

#### 5.4 Action Item:

Heather re: Payment for Conference Calls – As discussed at the AGM (but confirm vote with Mark's notes): If government employees have approval to use government lines and DEGIFS can get a written confirmation of this approval, government employees may, if they wish, arrange the odd conference call. However, once the DEGIFS chair is decided upon Peter Mitchell will be able to get an APEGBC Conference Calling card issued to them. On this system people can just sign in and out as needed and there is no need to confirm the number of lines in advance. All long distance (within North America) and other fees are included in the \$.06/minute per line. Written approvals are necessary if Government employees are arranging the call. Otherwise this is included in our budget.

**This item is complete.** This task has been completed by Peter Mitchell. The conference call numbers etc. are listed below (Item 13) for the next meeting.

#### 6 Critical Dates (Heather):

**Action Item.** Heather to update critical events calendar and executive list, and then forward to APEGBC. These will be inserted into the new manuals for distribution.

#### 7 Committee Reports

**7.1 APEGBC (Peter Mitchell)** There are only 8 people committed to the Crossing Seminar in Vernon. Reminder to executive to get word out to members who are interested. The seminar will most likely proceed regardless of attendance.

**7.2 JPB (Kevin Turner) – MOU and TOR.** Kevin and Peter generally spoke favourably of the progress of the last meeting. The ABCFP inserted several items, however the amendments were mostly re-structuring, editorial changes, and re-organization. No adjustments were made to the first four clauses which state and define the participating professionals Clauses 5 and 6 which defined the practices of professional forestry and engineering / geoscience, which was redundant as they are defined in the respective acts, were dropped in favour of Clause 7 which simply states that there are areas of overlap in the practices. A term called "shared aspects of practice" was proposed by ABCFP but was dropped in favour of the old term of Practice Overlap. Confirmation of the ability of the JPB to develop guidance products was as discussed with DEGIFS. Other significant additions also include: Direct reference of the role of DEGIFS within the MOU. Recognition of minority opinions where 75% approval is required from representatives from each organization (ABCFP and APEGBC) prior to moving items to Council. Discussion of Task group composition defined within the MOU and TOR, and autonomy of reports and guidelines prepared by Task Groups. The newly revised MOU and TOR are to be circulated within next week or so to DEGIFS executive members. Comments are to be submitted to Mark prior to November 22<sup>nd</sup> for submission to Council Meetings (ABCFP Nov 25, APEGBC December 20). It was agreed that outgoing DEGIFS executive members would continue to participate in the review of the JPB MOU.

Question: Will TOR restrict fields of practice within areas of overlap? No restrictions in place as presently worded. JPB may provide guidance to Council.

Question: What is the role of Forest Engineers? This group is not well represented in DEGIFS at this time. 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.

**Action Item:** Calvin V. to prepare a summary of possible points of overlap between members of APEGBC and ABCFP.

One of the upcoming issues that the JPB will be addressing is whether ABCFP will adopt APEGBC's TSFA guidelines or develop their own. This was a recommendation of the Forest Practices Board review of the effectiveness of TSA reports in 2005.

The importance of a protocol for the DEGIFS Exec and the APEGBC JPB members was emphasized and discussed. Brian indicated that past members were involved with the development of the protocol as they are the ones that were involved with the issues which negatively impacted the DEGIFS/JPB relationship. A protocol would unify and reinforce the relationship and interaction between the respective representatives of APEGBC. The members working on the draft protocol are: Brian Chow, Kevin Turner, Don Dobson, Tim Smith, and Eric McQuarrie. The work on this document is anticipated to accelerate in Nov/Dec. It would be recommended that the protocol be reviewed and endorsed by APEGBC Council.

**Action Item:** protocol for DEGIFS Exec and APEGBC JPB members to be developed by Brian et al

**Action Item:** Peter Mitchell to circulate revised MOU to old and new executive for comments. Executive to provide comments to Mark prior to November 22 for collating and developing draft response.

**7.3 Guidelines** Discussed briefly that the JPB Stream Crossing Guidelines refer to "design aides" produced by professional engineers. The guidelines do not provide any direction regarding what constitutes a "design aid". As this is strictly a professional engineering function, it is recommended that DEGIFS produce "bridge and major culvert design aid guidelines" for our members. The guidelines would address what should be included including clear identification of the conditions of applicability and limitations of the design aid.

**Action Item:** Julien, as Guideline Committee Chair, to strike a committee and develop "Guidelines for producing professional engineer bridge and major culvert design aides".

#### **7.3.1 Ron Jordan's suggestions**

Here are some initial elements about key road design issues that can kick start the discussion:

-best road location, appropriate road widths, design requirements on unstable slopes, design requirements on steep slopes (say 60%) where side casting is an issue, situations where P.Eng/P.Geo should be consulted, gully crossings, opening size design methods for small streams requiring <2000mm diameter pipes or having peak flows <6m<sup>3</sup>/sec, where gradestaking should be used, where professional certification (PEng/PGeo) is required.

**Action Item** Julien to address at the next executive meeting.

- 8 DEGIFS Bursary** Julien will be assuming the responsibility for the DEGIFS Bursary. Brian is to provide background and discuss process with him.  
**Action Item:** Brian to provide bursary background and discuss process with Julien outside of this meeting.
- 9 2006 AGM** Workshop theme and structure to be addressed by members planning the 2006 AGM workshops. Bruce and Dave are responsible for the 2006 AGM and workshop planning.
- 10 Treasurer's report.** No report was received.  
**Action Item:** Ron (Treasurer) to present a report at the next meeting.  
**Action Item:** Deepa will address expenses from 2005 AGM, pass to Ron.
- 11 Aspect (Julie, Jen or Robert)** No report received.
- 12 Web Page -** Deepa reported that minutes from the past two years have not been posted. After brief discussion and comments from previous executive members regarding suitability of those minutes for posting, it was agreed that they would be posted as is. Executive members are reminded that minutes will be posted on the Web page and are therefore available to the public.
- 13 New Business**
- 13.1** FMIBC Meeting on November 25. General discussion. There is some concern from DEGIFS regarding limited reference to Forest Engineering as a part of the program. It was noted that no Engineers or Geoscientists were interviewed as part of the survey, and our members' input was therefore not well represented. Peter Mitchell will contact Tim Smith (past DEGIFS executive member, Vice President of APEGBC, past FMI board member, and IFEBC graduate) as the DEGIFS nominee to attend as the DEGIFS representative. Brian Chow (past FMI board member, IFEBC graduate) will be the first alternate. Glynnis Horel will be designated as the second alternate.
- There was discussion about the proposed rep (Tim) being a geoscientist vs. engineer, continuing professional development, technical education, and course delivery. It was agreed that the key message from DEGIFS is that there is need for continuing education in the Forest Sector.
- Action Item:** Brian and Calvin to prepare a draft presentation summary for review.
- 13.2** Consideration of DEGIFS' role expanding into other resource sectors (e.g. mining, gas). **C.F.** Carry forward to next meeting agenda.
- 13.3** Investigate affiliate membership issues and develop strategy on appropriate approach. Calvin to contact Dwight Yochim to discuss affiliate memberships for ABCFP members. **C.F.** Carry forward to next meeting agenda.
- 13.4** Discuss the newest version of the JPB's MOU and TOR – accept or edit. Peter Mitchell was to distribute the latest Draft for executive review and comment.

**To be completed by Nov. 25** Executive to read updated MOU and TORs and provide comments. Mark has agreed to compile remarks prior to November 25.

**13.5 Forest Engineering Award of Excellence.** Reminder that the deadline for nominations is November 15, 2005 as posted on the ABCFP website. The next award will be presented at the ABCFP AGM in February. Heather has been appointed as APEGBC representative on the 3 person committee. Discussion followed regarding clarification of definitions and intent of the award projects verses individuals and life work. It was noted we are not presently receiving a large number of nominees. A goal is to get more nominees.

**Action Item:** 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.

**Action Item:** Calvin to review current award description and provide recommendations for executive review and comment.

**Action Item:** copies of FEAE nominations should be collated and saved by the DEGIFS Secretary.

**13.6 Certificates of Recognition:** Brian Chow identified a need to develop a certificate or memento of thanks / appreciation to outgoing executive members from DEGIFS for participation in Division activities.

**Action Item:** Brian to work with Deepa to prepare a draft Certificate for executive review and approval.

That item was a fine segue to Heather Blyth's announcement. **Thank you** from the DEGIFS executive to **Brian Chow** for 10 years participation in DEGIFS. Accordingly, Brian has been awarded the First DEGIFS hat.

Brian indicated that more credit has been given than due indicating that it has been a privilege to have worked with so many incredible individuals with the intent of furthering the use and understanding of the practice of forest engineering and geoscience in the forest sector. DEGIFS has made a difference. Brian advised that past executive members are to be considered ongoing resources to be called on when and as required. Also thanks to other outgoing executive members, and thanks to the incoming executive for volunteering to carry on the Division's business.

- 14 Next Meeting:** Next meeting: Tuesday December 6, 2005, 8:00 AM - 10: 00 AM.  
Agenda Items to include the strategic planning session and Conference / AGM.

Toll free Conference Dial in Number	1-888-882-9090
Alternate Dial in Number	1-403-770-0861
Participant Code	3081051
Conference Reference Number	125961
Customer Service Number:	1-877-650-9090

- 15 Motion to adjourn:** motion by Heather, seconded by Ron, adjourned at about 11 AM.

## Summary of Action Items Arising out of the Minutes

### 3 Executive and Editorial Positions

**Action Item:** Call Editorial Board and Editors to confirm membership (Heather)

**Action Item:** Revise contact list, send to Peter Mitchell (Heather)

**Action Item:** Update Critical Events Calendar (Heather)

**4.1 Action Item from SPS (CF to 2006):** Investigate polling on website to monitor standards of practice (Ron Jordens).

**4.2 Action Item from SPS (CF to 2006):** Contact Dwight Yochim to discuss affiliate memberships for ABCFP members (Calvin).

**4.3 Action Item:** Task Group to develop draft communication protocol and flow chart between DEGIFS and APEGBC members of JPB. Work in progress.

**4.4 Action Item:** Prepare a briefing note to the JPB representative re: preparing sustainability guidelines (Calvin).

**4.5 Action Item:** Send explanation of expense reimbursements for attendance at the 2005 AGM (Deepa).

**Action Item.** Prepare guidelines for expenses (Deepa).

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

**4.7 Action Item:** Work on draft protocol between DEGIFS and JPB (Brian).

**4.11 Action Item:** Obtain copy of submissions for the Forest Engineering Award of Excellence, review wording of application form, recommend changes (Heather).

**4.12 Action Item:** Disclaimer to be included on Aspect editorials. Editorial Board directed to create a draft editorial policy for executive review (Jennifer, Heather)

**4.13 Action Item:** Develop guidelines for preparation of design aids (Julien)

**4.14 Action Item:** Invite new executive members to attend the executive meeting prior to the AGM. Choose date and place for Strategic planning session at next executive meeting. Add to critical dates calendar. Expenses are to be addressed.

**5.1 Action Item:** Executive to provide their comments on TOR for JPB to Peter; Brian et al will update when complete.

**5.2 Action Item:** Theme and structure to be addressed by members planning the 2006 AGM Workshops.

**5.3 Action Item:** Follow up with Terry Rollerson on potential for obtaining summary information on TSA reviews that Terry carried out for a major licensee (Mark).

**6 Critical Dates:** Update critical events calendar and executive list (Heather)

### 7 Committee Reports

#### 7.2 JPB

**Action Item:** Prepare summary of points of overlap between members of APEGBC and ABCFP (Calvin).

**Action Item:** Develop protocol for DEGIFS Executive and APEGBC JPB members (Brian et al)

**Action Item:** Circulate revised MOU to old and new executive for comments (Peter)

### **7.3 Guidelines**

**Action Item:** Strike a committee and develop "Guidelines for producing professional engineer bridge and major culvert design aides" (Julien).

**7.3.1 Road Design Issues** at next executive meeting (Julien).

### **8 DEGIFS Bursary**

**Action Item:** Provide bursary background and discuss process (Brian, Julien).

### **9 Treasurer's report**

**Action Item:** Address expenses from 2005 AGM and pass on to Ron (Deepa)

### **13 New Business**

**13.1 FMIBC Meeting on November 25.** Prepare draft presentation summary for review. **Action Item:** (Calvin, Brian).

**13.4** Distribute draft JPB MOU and TOR for executive review. **Action Item:** (Peter)

### **13.5 Forest Engineering Award of Excellence**

**Action Item:** Contact Dwight Yochim re involvement in next review of FEAE nominations. Contact Peter regarding updating the wording of the nomination form (Heather)

**Action Item:** Review award description and provide recommendations for executive review and comment (Calvin).

**Action Item:** copies of FEAE nominations to be collated and saved by the DEGIFS Secretary.

### **13.6 Certificates of Recognition:**

**Action Item:** Prepare a draft Certificate for executive review and approval (Brian, Deepa).