

Canadian Association for Underwater Science
Annual General Meeting
February 26, 2015
Ripley's Aquarium of Canada
Toronto, Ontario



Minutes

1. Opening of the 2015 CAUS AGM.

Meeting opened at: Ripley's Aquarium, Toronto, Ontario at 9am

In attendance:

- **Jeremy Heywood** (Vancouver Aquarium)
- **Sherri Ferguson** (University of Victoria and University of British Columbia)
- **Isabelle Côté** (Simon Fraser University)
- **Paul Boissinot** (Quebec Aquarium, proxy for Explos-Nature)
- **Richard Savignac** (Montréal Biodome)
- **Mark Bailey** (Memorial University)
- **Trisha Stovel** via Skype (University of Victoria and University of British Columbia)
- Leah Neal (Ripley's Aquarium – non-member, meeting host)
- Rich Moccia (University of Guelph)
- Torben Brydges (University of Guelph)
- Bruce Hatcher (Cape Breton University, proxy for Dalhousie University)
- Gary Saunders (University of New Brunswick)
- Siobhan Gray (Bamfield Marine Science Centre)
- Bruce Grey (Environment Canada – non-member)
- Alisa Preston (Rockfish Foundation – non-member, proxy for Shaw Ocean Discovery Centre)
- Katie McGregor (Laval University)

(Executive Committee members in **bold**)

2. Verification of quorum (25% of current members required = 5 of 19).

Number of voting members present: 15 out of 19

Quorum verified? Yes

3. Jeremy Heywood (President) will act as Chair for the 2015 CAUS AGM.

4. **Motion:** Nomination of Secretary of the 2015 AGM.

Secretary: Alisa Preston

Motion tabled by: JH

Seconded by: RM

In favour: 15 Not in favour: 0

AP will take and prepare minutes for the 2015 AGM.

5. **Motion:** Adoption of the Agenda.

Motion tabled by: JH

Seconded by: IC

In favour: 15 Not in favour: 0

6. Introduction of the Executive Committee

AP stepped down from the Executive Committee and her role as Secretary in 2015. CAUS thanks Alisa for her contributions, and looks forward to working with her again in the future.

Executive Committee members and terms:

Member	Office	Elected	Term Expires	Require Re-election to continue?
Jeremy Heywood	President	2012 online	2015 AGM	Yes
vacant	Secretary			
Sherri Ferguson	Treasurer	2012 online	2015 AGM	Yes
Isabelle Côté	Executive-at-Large	2012 online	2015 AGM	Yes
Dave Geddes	Executive-at-Large	2012 online	2015 AGM	Yes
Paul Boissinot	Executive-at-Large	2012 online	2015 AGM	Yes
Trisha Stovel	Executive-at-Large	2014 at AGM	2017 AGM	
Richard Savignac	Executive-at-Large	2014 at AGM	2017 AGM	
Mark Bailey	Executive-at-Large	2014 at AGM	2017 AGM	

7. **Notification:** Nomination and Election of Executive Committee Members

- An election to select Executive Committee members (3-year term) will be held, via online vote, on Friday April 24, 2015.
- Nominations for Executive Committee members must be received at info@caus.ca by 5pm (Pacific Time) Friday March 27, 2015.
- There can be a total of no more than 10 Executive Committee members.
- Nominees must be:
 - i. a duly appointed representative of a member; and
 - ii. a resident of Canada; and additionally for President
 - iii. must have served at least one year as an Executive Committee member.
 - BH – inquiring who is interested so he can think about who would like to be nominated.
 - JH – if anyone wants to be President, he/she must have served at least one year on the Executive Committee previously.
 - RM – has offered to act in place of Dave Geddes. This will be put forward as a nomination.
 - AP – explaining why she stepped down; happy to continue if she is voted back in.
 - BH – inquiring about length of terms. JH confirmed the bylaws were updated to extend to no term limit (essentially self-limiting; so long as there is someone who is willing to participate, CAUS should take opportunity to have them continue).
 - PB – reminding people to respond so JH knows that people are reading the emails he sends out; thanks to JH for his continued efforts.

8. **Motion:** Adoption of the minutes of the CAUS AGM which took place on February 27, 2015 in Quebec City, Quebec.

Motion tabled by: JH

Seconded by: IC

In favour: 15

Not in favour: 0

9. Financial Summary as of February 2015. CAUS 2015 Financial Report to be circulated for review and attached to AGM meeting minutes.

- Relatively simple accounting presented.
- JH and SF both travelled on behalf of CAUS in 2015. SF to CSA in Charlottetown, JH to AAUS in Sitka, Alaska.
- Only other expense was the website.
- Should ensure in the future we have representation at AAUS meetings.
- All other office expenses have been covered by the Vancouver Aquarium.
- BH – If JH is sending out official letters, then who is covering the cost? JH confirmed Vancouver Aquarium is covering the expenses. BH wanted this confirmed for future recognition in case this is not being covered.

- BH – Wants to confirm website costs consist of hosting the website and domain name (caus.ca) renewal. Vancouver Aquarium donates time to maintain the website.

10. **Motion:** Adoption of the 2015 Financial Report.

Motion tabled by: PB

Seconded by: TB

In favour: 15

Not in favour: 0

11. President's Report.

- Membership:
 - Able to secure new members in 2015 (3 new): Université du Québec à Rimouski; (UQAR) Creocan; Okanagan Nation Alliance.
 - We have additional new members pending for this year. Good that the membership is growing (including Ripley's in the future).
 - How can we get more members from the Province of Ontario? **RM to reach out to potential members such as Carleton, Queens and possible others in the future.**
- Standardized CAUS Level 1 Exam: Thank you to AP for the standardized level 1 exam. This allows us to know what divers have done in terms of dive theory. JH's objective is to complete one major goal per year (2015 was the revised bylaw). Hope to have the Level 1 exam completed in 2015.
- Statistics: Only 6 organizations have submitted stats; although there are 19 members. These are key to proving safety and viability as a group. We cannot support our organization without these stats. While it is understood that everyone is busy, we need to do better as a group on this. **(AP has offered to follow up on this and collate).**
- Dues: There is one member who is delinquent from 2015.
- Thank you: JH wants to thank everyone, as we are making progress in terms of some large issues. Happy about what has been accomplished thus far.
- Discussion:
 - BH – This business about stats is not new; perhaps we should consider a motion to have members who are delinquent for 3 consecutive years be removed until they provide numbers. Are there other excuses?
 - JH – There is already a tool in the bylaws to address this.
 - SF – The biggest concern is chasing down logbooks.
 - Online submissions? There are enough people around using some form of technology.
 - It is still a matter of just doing it (maybe a habit of it). Discuss with Diving Control Board and ensure numbers are presented internally so they are available for CAUS submission.
 - BH – Has withdrawn his motion, but would like to note that no one has a good reason for not submitting this information.

12. Old Business:

- (a) JH – By-law translation into French is complete. (Thanks PB and IC.) JH – checked with CAUS lawyer (Farris, Vaughan, Wills & Murphy LLP) and no need to have the translation reviewed by legal counsel. Only the English version is filed with Industry Canada.
- Thank you; once everyone agrees to the French copy this can be placed on the website.
 - Only the English version has been submitted to Industry Canada, so the French version is not required; although it is needed for our purposes to support dual languages.
 - IC – A few issues came up when translating the English into French:
 - (i) PB – copied and pasted wording from Government of Canada website (legal information – straight translation as per gov't of Canada); makes functional sense.
 - (ii) IC – In French we define AGM and Extraordinary Assembly of Members (other meetings other than AGM. Should the Extraordinary Assembly of Members be added to English bylaw? Not required (so remove from French version)

(iii) IC – Direct translation of the effective date (#9.01). Usually someone is enacted by the members and certified by the members, but the English version says that the members both enact and certify. The French translation aligns with the English version, but this may need to be addressed.

JH to clarify with IC.

- IC – has submitted the latest revision to PB and JH. If PB concurs then it should be clean and ready for publication.
- If anyone would like to have access to the website to make updates, let JH know (IC and AP already have access).
- IC – make the job of translating one person’s position.

Motion: Create a specific post on the Executive Committee for someone responsible for French translation, to be call Executive In Charge of French Translation

Motion tabled by: Isa

Seconded by: Paul

In favour: 15

Not in favour: 0

ACTION ITEM - JH: ADD TO NOMINATION LIST

(b) JH – The ‘unified standard’ discussions have not progressed.

- JH – At some point we should decide if this is something we want to talk about this.
- BH – Has anything moved forward on this? Nothing, it is in limbo.
- **JH – Will arrange a phone call with BG to see if this should move forward.**
- SF – This isn’t likely because it would require DFO to change their standard as CAUS is more stringent.
- JH – Definitely some challenges, but would like an official decision if they would like to move forward or not.
- SF – DFO was a member once before, so it would be great to continue talks.
- BH – Always try to invite someone from the closest DFO lab so they are included in our process. This will likely be decided by DSOs rather than ministers based on how it benefits individual operations.
- BG – Reiterated that the power of numbers has a huge benefit.
- TB – There is benefit to inviting them to stay informed.

(c) JH – Efforts to find other institutions to notify them of their legal requirements and liability if not in compliance have not progressed. How to proceed?

- JH – would like to ensure this stays in the minutes. Need to help people understand legal requirements.
- Still need to work as a group in our own provinces as there are useful benefits plus legal requirements that support operations. Many places are not aware.
- Suggestion - send a letter from CAUS that goes to each director and VP Research outlining CAUS requirements that are around scientific diving; many provinces can only get around commercial requirements by being CAUS certified
- Put together a list of universities/post-secondary facilities.

ACTION ITEM FOR EVERYONE: Anyone in the room who may know of organizations (zoos, aquariums, universities, etc.) – send list to JH. Potential new members? Send contact and address, etc.

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(d) TS – Presented update on status of CAUS Student Award.

- Last February CAUS decided to move forward with a \$500 cash award. TS developed outline for application (due date and notification of award status).
- There is also a form with decision criteria for applicants; promoting CAUS, significance of scientific diving, detail of diving activities, significance of research budget are all components.
- Hopefully this can be put forward for 2015. **Award details and application form attached to AGM minutes for review.**
- \$500 cash award; List of application requirements; research proposal outlining scientific projects, research methods; letter of support from faculty advisor; evaluation criteria; must be from a CAUS member facility.

- Need a submission deadline and who will review.
- Should not be restrictive to Canadian citizens; perhaps consider not limited to just divers but look generally at opportunities that promote science.
- Develop the evaluation criteria (RM to help TS).
- Money will come from CAUS bank account.

(e) JH – presented draft letters to CAUS member DSOs and DCBs to address Standard non-compliance. **Draft letters attached to AGM meeting minutes review.**

- Letter 1 – DSO; Letter 2 – Diving Control Board.
- These letters suggest concerns can only come from one member – suggest editing 2nd paragraph.
- Way for members to address concerns about members who are not meeting CAUS requirements.

ACTION ITEM FOR EVERYONE: Please read through and send comments to JH on how this process should work.

(f) SF – report on status of official letter requesting the UHMS Canada to supply list of diving physicians and review how physicians are credentialed.

- SF sent an official letter to maintain a list of active diving physicians (Dr. George Harpur is in charge of this initiative).
- UHMS does not carry liability insurance at this time and cannot put out this list without this insurance.
- Could a list be sent out with a disclaimer and that individual members must check with their provincial regulatory bodies? (i.e. has physician remained active). Yes, it is just a matter of how this will be worded. George will be the contact for CAUS.
- UHMS will have to decide what courses a physician has to complete to maintain credentials as a diving physician – this has not yet been decided.

(g) SF – report on request for access to DCBC exam bank.

- SF – no DCBC exam bank exists, but requested our exam should go to DCBC for their review (and possibly approval).
- TB -- Has reviewed the exam and other than specific provincial questions the CAUS exam seems appropriate.
- This would help scientific divers update their training to commercial. DCBC approval would help and support this process.

(h) JH – Summary of Canada-wide diving regulations uploaded to CAUS website March 31, 2015.

- This is now available online.

(g) JH – *Resources and Documents* page created on CAUS website March 7, 2015. *FAQ* page created on CAUS website April 1, 2015. Pages include CAUS meeting minutes, regulations summary and answers to two commonly asked questions. Suggestions and submissions for additional content welcomed.

- This has been completed since last meeting.
- BH – Inquiring about specifics on the list of references for each provincial
- Should we put the DCIEM tables on the website? Copyright? **TB to follow up on legal wording to support placing the tables on the website.**

(h) JH and AP – present draft of standardized CAUS Scientific Diver Level 1 Exam. (Special thanks to AP.)

- Comments have come back after review and were discussed by group. **Revised exam attached to AGM minutes for review.**

13. New Business:

(a) JH – presented report on AAUS Symposium and AGM in September in Sitka, Alaska 2015 that he attended on behalf of CAUS.

(b) JH – 2015 AAUS Symposium is in Key West, Florida in October, 2015. CAUS President should plan to attend this meeting.

(c) JH – Consistency needs to be improved between dive computer and dive table sections in Standard; currently reads as follows:

Section 3.2.5:

3.2.5 Digital Dive Computers

Digital dive computers may be used by diver during diving operations provided:

- that DCIEM dive tables are adhered to at all times;
- personnel using dive computers have thoroughly reviewed the manufacture's manual and are familiar with the features and limitations of the computer.

Section 4.1:

4.1 General

Diving operations, repetitive dives and treatment of divers must be carried out in strict accordance with decompression tables and procedures that have met with the approval of the Diving Safety Officer.

Motion: Update Section 3.2.5 in the CAUS Standard to read:

Motion tabled by: SF

Seconded by: MB

In favour: 15 Not in favour: 0

3.2.5 Digital Dive Computers

Digital dive computers must not be used in place of Defense and Civil Institute of Environmental Medicine (DCIEM) diving tables.

Motion: Update Section 4.1 in the CAUS Standard to read:

Motion tabled by: JH

Seconded by: SF

In favour: 15 Not in favour: 0

4.1 General

Diving operations must be carried out in strict accordance with tables and procedures published or approved by the Defense and Civil Institute of Environmental Medicine (DCIEM). Note: DCIEM is now known as Defence Research and Development (DRDC) Canada.

- (d) JH – **Motion:** In order to make consistent the wording in the Standard, change Section 3.2.2.3 from “be a certified Scientific Diver I” to “hold the rating of Scientific Diver I.”

Motion tabled by: JH

Seconded by: SF

In favour: 15 Not in favour: 0

- (e) Sarah Friesen (SODC) – The Standard states (Section 3.1.3) the DSO need not be a diving instructor (occupational, recreational or otherwise). Should the Standard be changed to require that a DSO be a diving instructor? Discussion...
- If the DSO is not an instructor, they need to appoint someone who has that capacity.
 - Need to make sure within their program they need a means to have competent evaluation (train the trainer type experience);
 - There needs to be a mechanism so that all CAUS members have recommended level of training.
 - Person conducting check outs and training has experience in training and assessing divers
 - The Diving Control Board needs to be comfortable with whoever is in the capacity for assessing divers, including what is required by insurance.
 - **Working group to examine this item: JH, PB, BG, TB, KM**
- (f) JH – Report on recent Pacific Northwest DSO meeting held in Vancouver on January 16, 2015. **Due to time constraints, this item was not discussed. Anyone interested in this item can contact JH directly to discuss.**
- (g) JH – Discuss current status of OSHA vs Landry’s law suit in US, and how it might impact Canadian scientific diving. **Due to time constraints, this item was not discussed. Anyone interested in this item can contact JH directly to discuss.**

14. Review of CAUS Member dive statistics. **This item was postponed as CAUS is still waiting for stats submission from majority of members. A stats report will be compiled and circulated when all stats have been received.**

15. Recommendations for date and location for 2016 AGM. **Motion:** 2016 CAUS AGM in last week of February, 2016, in St. John’s, Newfoundland, hosted by Memorial University of Newfoundland.

Motion tabled by: JH

Seconded by: BH

In favour: 15 Not in favour: 0

Also proposal to have the 2017 meeting in Victoria, BC was presented, but not voted on.

16. Other Business.

SF – Add requirements for dive supervisors. SF has offered to define the wording for this in the standard. BG also has wording for this. **SF, SG and BG will form a working group to address this.**

17. **Motion:** Adjournment of the 2015 CAUS AGM.

Motion tabled by: JH

Seconded by: IC

In favour: 15 Not in favour: 0

Meeting adjourned at: 12:10pm

Executive Meeting (Followed adjournment of AGM.)

Executive Committee (JH, IC, PB, SF, RS, MB) met briefly to vote on the membership submissions of the Rockfish Foundation and the Hakai institute. **Motion:** Accept CAUS membership applications of both the Rockfish Foundation and the Hakai institute.

Motion tabled by: JH

Seconded by: IC

In favour: 6 Not in favour: 0