

Canadian Association for Underwater Science  
Annual General Meeting  
February 25, 2016  
Memorial University of Newfoundland, Ocean Sciences Centre  
St. John's, Newfoundland and Labrador



Minutes

1. Opening of the 2016 CAUS AGM.

2016 CAUS AGM opened at: 09:25 local time. In attendance (Executive Committee members in **bold**):

- Member - **Jeremy Heywood (Vancouver Aquarium)**
- Member - **Mark Bailey (Memorial University of Newfoundland)**
- Member - **Isabelle Côté (Simon Fraser University)**
- Member - **Alisa Preston (Rockfish Foundation)**
- Member - **Sherri Ferguson (University of British Columbia, University of Victoria)**
- Member - **Rich Moccia (University of Guelph)**
- Member - Gary Saunders (University of New Brunswick)
- Member - Katie Macpherson (Petty Harbour Mini Aquarium)
- Member - Bruce Hatcher (Cape Breton University)
- Member - John Lindley (Dalhousie University)
- Member - Siobhan Gray (Bamfield Marine Science Centre) – by telephone
- Member - Katie McGregor (Laval) – by Skype
- Member - Bruno Proulx (Explos-Nature) – by Skype
- Guest - Pat Gagnon (Memorial University of Newfoundland)
- Guest - Samantha Sherman (Memorial University of Newfoundland)
- Guest - Torben Brydges (University of Guelph)
- Guest - Leah Neil (Ripley's Aquarium of Canada)
- Guest - Louise Patricio (Ripley's Aquarium of Canada)
- Guest - Neal Pollock (Dives Alert Network)

2. Verification of quorum (25% of current members required = 6 of 22).

Number of voting members present: 14  
Quorum verified? Yes

3. Jeremy Heywood (President) will act as Chair for the 2016 CAUS AGM.

4. Motion: Nomination of Secretary of the 2016 AGM.

Secretary: Alisa Preston

Motion tabled by: JH

Seconded by: IC

In favour: 14

Not in favour: 0

5. Motion: Adoption of the Agenda.

Motion tabled by: AP

Seconded by: IC

In favour: 14

Not in favour: 0

6. CAUS Executive Committee members and terms:

Member	Office	Elected	Term Expires
Jeremy Heywood	President	2015 online	2018 AGM
Alisa Preston	Secretary	2015 online	2018 AGM
Sherri Ferguson	Treasurer	2015 online	2018 AGM
Paul Boissinot	Executive in Charge of French Translation	2015 online	2018 AGM
Isabelle Côté	Executive-at-Large	2015 online	2018 AGM
Rich Moccia	Executive-at-Large	2015 online	2018 AGM
Richard Savignac	Executive-at-Large	2014 at AGM	2017 AGM
Mark Bailey	Executive-at-Large	2014 at AGM	2017 AGM

7. Motion: Adoption of the minutes of the CAUS AGM which took place on February 26, 2015 in Toronto, Ontario.

Motion tabled by: RM

Seconded by: MB

In favour: 14

Not in favour: 0

8. Financial Summary as of February 2016. CAUS 2015 Financial Report to be circulated for review and attached to AGM meeting minutes.

(a) AGM 2015 (Toronto)

(b) AGM 2016 (MUN) - Great turnout.

(c) The goal is to balance expenses of meetings with AGM registration fees.

(d) BH - Look at getting a little more money from institutions towards scholarships to attend AGMs

(e) All members paid for 2015.

9. Motion: Adoption of the 2015 Financial Report.

Motion tabled by: MB

Seconded by: BH

In favour: 14

Not in favour: 0

10. President's Report.

(a) AGM2016

- Thank you to Ocean Sciences Centre, Memorial University of Newfoundland (MUN) and Petty Harbour Mini Aquarium (PHMA) staff for helping and hosting the 2016 AGM.
- Thanks to PMHA efforts, Petty Harbour - only half a bin of trash at Symposium yesterday – result of big effort to reduce waste.

(b) Exam

- Great accomplishment to have standardized exam and the exam is being used. Feedback to come later in the minutes.
- JL - Is the expectation that all members use the same exam? JH - Yes. The exam covers all the competency requirements required by the Standard; institutions are required to add their own questions. Exam to be discussed later in the agenda.

(c) Need to revisit:

- 'Diver-in-Charge' versus 'Supervisor' wording in the standard.
- What training is needed for a DSO.
- Unified standard with Parks Canada, Environment Canada, DFO.

(d) New members – CAUS growing!

- One new member hopefully will be voted in today (Falck Safety Services Canada).
- Hopefully get Ripley's Aquarium in soon.

(e) Thanks to everyone who participates - No one is solely dedicated to represent CAUS – all have full-time jobs, so thank you for efforts.

## 11. Old Business:

### (a) JH – Waiting for final version of By-law to post on website.

- Update? IC had her two questions answered. PB was later elected as the Executive for French Translation and it was left in his domain to finish. As far as IC is concerned, the By-law is complete.
- **By-law needs to be placed on the website. JH to get from PB.**
- AP confirmed the final version was confirmed during the last exec meeting.
- JH will follow up with PB and put up on the website.

### (b) JH - The 'unified standard' update. Opportunity to coordinate via joint effort on programs in the arctic.

- Goal: to unify all Canadian scientific diving entities under one standard.
- Talks have stalled, as it has been very challenging to get everyone together at once.
- The plan is to use the CAUS Standard as a starting point.
- With Vancouver Aquarium doing more work in the Arctic it may be a good opportunity to put a unified standard into practice with various teams working together.
  - Canadian High Arctic Research Station (CHARS) is a Federal government project.
  - Vancouver Aquarium is helping with procedures for this facility.
  - Looking at CHARS being a CAUS facility to help capture all agencies.
- Discussion:
  - JL – what is Bruce Grey's (Environment Canada) take on this?
  - JH – In general he likes the idea and is on board with this to coordinate teams from different jurisdictions.
  - MB – when DFO dives with MUN/OSC – they dive to CAUS standard as it is more stringent.
  - JH – Is there an official agreement between groups as to what standard is followed?
  - MB – DFO has no issue using CAUS Standard. Unofficial agreement.
  - JL – How different are the standards?
  - NP – Put together a meeting with the stakeholders and review (this is the hard part) to become a legal document. Approach the federal government about funding to support this codification of standards. Opportunity with new government to support this.
  - BH – Federal groups were part of developing the CAUS standard.
  - RM – Things to be dealt with: Lack of legal standard of CAUS - CAUS doesn't have recognition as a requirement for all federal bodies; Federal need for liability protection - protection for legal liability is the concern for government agencies; Provincial recognition - some provinces do not accept that scientific diving exists as there isn't a legal authorization to accept. Unifying a standard is very challenging from this point of view. Need to ensure we are working in conjunction with an authority that has legal services of the federal groups to ensure there is buy-in to reform a federal agency.
  - SF – Parks Canada and Environment Canada have both attended CAUS meetings; DFO is the group that does not seem to come to the table right now.
  - TB – could we consider a working group at a CSA meeting?
  - All agreed CAUS does not want CSA to control this process; CAUS should bring this to the table with all stakeholders, not CSA.
  - **JH to send update to everyone in 3 months to ensure the momentum continues.**

### (c) Efforts to find other institutions to inform them of their legal requirements and liability if not in compliance with Provincial regulations have not progressed. **This was an Action Item from 2015 AGM.**

- JH - Want to identify institutions that are diving for science, but are not following CAUS standard and get them on board.
- BH – Looked into Eastern groups conducting dives for science. Went to several groups who are diving. Acadia University have members on payroll who are diving, usually partnering with environmental consulting companies. Might be an important group to approach.
- NP – need to show the value of joining CAUS; newsletter, standards, training, etc.
- IC – Looked at several universities. One operates under BMSC, and VIU follows DFO and offers the use of their vessel for dive training.
- **SF – Develop a document to send to Health and Safety Department to explain CAUS.**

- PG – wouldn't unified standard be more important than outreach?
  - Needs to be addressed on both levels – increasing membership and unified standard.
  - More institutional representation strengthens the CAUS standard and gives a stronger voice when unifying standard.
- BH – Is there is a presentation that sells CAUS (for example statistics, benefit of standard, costs, details on members and level of projects)? **JH to create presentation about CAUS.**
- KM (Laval) – Can we show how to run something collectively as a group who are not diving all the time when there isn't enough happening at each institution.

Break: 10:45 - 1100

(d) RM - presented update on, and application template for, CAUS Student Award.

- Purpose is to achieve three things:
  - Encourage excellence in training for highly qualified personal (graduate students)
  - Motivate and award academic achievements of these individuals
  - Highlighting the Importance of CAUS – improving diving standards across Canada.
- RM described application process. Discussion followed:
  - Drop the requirement that applicants be a Canadian citizen or permanent resident?
  - Why is this limited to academic institutions? Need to show this is someone trying to learn, but perhaps not an academic student.
  - Trying to promote academic excellence and to support education.
  - Difficult to manage if you don't limit to some degree.
  - Change wording to apply to a registered at a post-secondary academic facility, but affiliated with a CAUS organization?
  - All agree on funding to support purchase of dive gear.
  - IC – Questions wording “Advancement of safe and effective...” – most students follow the Standard, but are not responsible for *advancing* the safety of scientific diving
  - A project that uses safe diving practice, or contributes to, but does not uses the word advancement.
  - Change “evolution” to “culture.”
  - Is GPA assessed? Should it be? Yes, as this shows level of effort.
- Final document would be moved to an online submission form.
- **RM will revise and submit to members for review.**
- Award Evaluation Committee to include RM, JH, SF, GS.

(e) Draft letters to address Standard non-compliance circulated for review and attached to 2015 AGM meeting minutes but no feedback received. **Due to time restrictions, tabled and JH will re-send for review and comment by members.**

(f) Should the Standard be changed to require that a DSO be a diving instructor? JH, PB, B Grey, TB and KM (Laval) to form working group, but no activity since 2015 AGM. **Due to time restrictions, tabled and working group to get together to move forward.**

(g) Requirements for dive supervisors. SF sent email to working group on March 3, 2015, but no other activity on this item. **Due to time restrictions, tabled and working group to get together to move forward.**

## 12. New Business

(a) JH, AP - AP presented Exam Version 1.1 Discussion of revision suggestions submitted by members. Discussion regarding first year in use. Further revisions suggested:

- MB - Add answer key that explains the answers for DSOs when quickly trying to explain the response. **AP to add.**
- GS - Question 21: Allow students to bring a cheat sheet to get around? Strike this question? Or reword? **Leave it - JH**
- SF – Add statement box for name and understanding questions missed. **AP to add.**
- SF – Question 37: imperial/metric agreement? **AP to check.**

- Question 14: standby diver interpretation? Agreed to adhere to wording in the Standard to answer the question.
- Question 19: Yearly review; by answering true, we are required to rewrite the exam? **AP to confirm this has been addressed.**
- Does the standard say we are required to use this exam? Not at this time. To be tabled at later AGM.
- Translation to go to IC and PB – present at next AGM. **AP to lead this.**
- Once revisions are complete, **JH will circulate to members for review and follow-up with online vote to accept revised exam.**

(b) JH - Standard revision: Section 3.3.1 Diver's Personal Logbook, currently reads:

**3.3.1.1** Each diver shall maintain and retain in his possession for a five-year period a personal logbook that records the following information:  
 ...  
 (I) Dive team signature(s); ...

Suggested new wording:

**3.3.1.1** Each diver shall maintain and retain in his possession for a five-year period a personal logbook that records the following information:  
 ...  
 (I) ~~Dive team signature(s)~~ Verification by the Diver-in-Charge; ...

**Motion:** Propose that 3.3.1.1 should be changed to reflect the suggested new wording above. **(JH will update Standard.)**

Motion tabled by: JH

Seconded by: AP

In favour: 14

Not in favour: 0

(c) JH - Presented on AAUS Symposium in September 2015 in Key West, Florida, that he attended on behalf of CAUS. Presentation attached to Minutes.

(d) SF – Presented on attendance at CSA meeting in Niagara Falls

- Two CSA meetings per year (one funded by CAUS, one funded by SFU)
- Discussion regarding CSA scientific diving exemption:
  - Always a motion to reverse exemption.
  - If we ever skip a meeting, something could happen to lose exemption.
  - Always a question whether scuba should be allowed for occupational diving.
  - Matrix of CSA committee membership is protective of equal weight of all representatives, not just occupational
  - TB - Would it be an idea for more institutions to attend?
  - Technical committee would need to vote this in, and there are no openings at this time.
  - CAUS seat is solid at this time (with SF)
  - Need to miss 3 meetings before being removed, but can give proxy.
- Discussion around contaminated water diving.
  - Definition has changed – *E. coli* now classifies water as contaminated. Scuba cannot be used in contaminated water.
  - Change so that category 3 or 4 can be done by scuba.
  - If biological risk is present to make diver sick – must use full face mask.
- Next meeting in June 2016. For those that are interested, SF will give a presentation on scientific diving.

(e) JH - 2016 AAUS Symposium is in Narragansett, Rhode Island in September 2016. **CAUS President will attend this meeting.**

(f) JH - Discussion of DropBox documents and call for all CAUS institutional documents.

- \$100 per year – JH has set this up.
- **Any institutional documentation from members (historical) – please send to JH to add to DropBox.**

- JH will archive and coordinate everything into a timeline so everyone can follow.
  - Some folders will be open to members; others open only to Executive Committee.
13. AP - Review of CAUS Member dive statistics. Presentation attached to Minutes.
14. Membership Roundtable tabled due to time restrictions. Put on agenda for 2017 AGM.
15. Recommendations for date and location for 2017 AGM. Depends on AAUS (JH waiting for feedback):

Motion: If joint AAUS meeting, then host is Vancouver Aquarium, time late summer 2017. If no joint AAUS meeting then co-hosts are Rockfish Foundation and University of Victoria, time late February as usual. **AP to look into accommodations and dive charter options if in Victoria.**

Tabled by: JH

Seconded by: BH

In favour: 14

Not in favour: 0

16. Other Business.

- (a) MB – If you are verifying competency, should you have a 2<sup>nd</sup> person with you, as the student is not qualified to rescue the person doing the assessing? Consensus to stick with the standards at this time. Use risk management practices before dive.
- (b) MB – How is incidents reporting undertaken?
- For every serious injury or fatality, there are many of warning signs.
  - 81 injuries in North America last year.
  - What should we have as a standard for reporting incidents?
  - Define what a reportable incident is.
  - **JH to send email to all CAUS institutions for discussion.**
- (c) TB – Standard Revision: Section 5.6 Surface Equipment currently reads:

**5.6 Surface Equipment**

When diving is in progress, the following equipment must be present at the dive location:

- (a) first-aid kit appropriate for the diving operation and for the work location; and
- (b) such other equipment (incl. oxygen) as may be required for the safe conduct of the diving operation.

Suggested new wording:

**5.6 Surface Equipment**

When diving is in progress, the following equipment must be present at the dive location:

- (a) first-aid kit appropriate for the diving operation and for the work location;
- (b) oxygen kit of suitable volume for the diving operation and for the work location; and
- (b) such other equipment as may be required for the safe conduct of the diving operation.

Motion: Propose that 5.6 should be changed to reflect the suggested new wording above. (JH will update Standard.)

Motion tabled by: JH

Seconded by: RM

In favour: 14

Not in favour: 0

17. Motion: Adjournment of the 2016 CAUS AGM.

Motion tabled by: JH

Seconded by: AP

In favour: 14

Not in favour: 0

2016 CAUS AGM adjourned at: 13:30

Note : Action items are highlighted in yellow.