

Canadian Association for Underwater Science
Annual General Meeting
May 16, 2017

Teleconference

Minutes



1. Opening of the 2017 CAUS AGM.

Meeting opened at: 10:05am

In attendance: (Executive Committee members in **bold**)

1. **Jeremy Heywood – Vancouver Aquarium**
2. **Alisa Preston – Rockfish Foundation**
3. **Paul Boissinot – Quebec Aquarium**
4. John Lindley – Dalhousie U
5. **Isabelle Côté - SFU**
6. **Rich Moccia – U of Guelph**
7. Katie MacGregor – Laval U
8. Richard Savignac- Montréal Biodome
9. Ladd Johnson – Laval U
10. **Sherri Ferguson – UBC & SFU (outgoing DSO)**
11. Mike Blazeka – Fish Eye Project
12. Gary Saunders - UNB
13. Bruce Hatcher - CBU
14. Victoria Burdett-Coutts – UBC & UVic (incoming DSO)
15. Manuela Voisine – Explos-Nature
16. **Mark Bailey – Memorial U**
17. Katy McPherson - PHMA

2. Verification of quorum (25% of current members required = 6 of 23).

Number of voting members present: 17

Quorum verified? Yes

3. Jeremy Heywood (President) will act as Chair for the 2017 CAUS AGM.

4. Motion: Nomination of Secretary of the 2017 AGM.

Secretary: Alisa Preston

Motion tabled by: Heywood

Seconded by: Lindley

In favour: All Not in favour: --

5. Motion: Adoption of the Agenda.

Motion tabled by: Preston

Seconded by: Moccia

In favour: All Not in favour: --

6. Introduction of the Executive Committee

Executive Committee members and terms:

Member	Office	Elected	Term Expires
Jeremy Heywood	President – stepping down after 2017 AGM	2015 online	2018 AGM
Alisa Preston	Secretary	2015 online	2018 AGM

Sherri Ferguson	Treasurer – stepping down after 2017 AGM	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, 2016 in St. John’s NL.

Motion tabled by: Preston

Seconded by: Moccia

Discussion following motions:

- Minutes are on the website.
 - Hatcher – asked for clarification on yellow highlighting, Heywood – confirmed these are action items.

In favour: All Not in favour: --

8. Financial Summary as of May 2017. CAUS 2016 Financial Report circulated with today’s AGM agenda and will be attached to meeting minutes.

- Lindley – curious about why the accounts have grown so much.
- Heywood – we have more members; we have had two less AGMs (a few years ago, and this year), which saves money.
- Heywood suggested that phone AGMs happen on occasion to save money, although should be balanced by in-person AGMs.

9. Motion: Adoption of the 2016 Financial Report.

Motion tabled by: Lindley

Seconded by: Boissinot

In favour: ALL Not in favour: --

10. President’s Report.

- Heywood – mixed feeling about stepping down, but becoming very busy at work. Still looking forward to being involved with CAUS.
 - Boissinot/Lindley – thanked Heywood for hard work and leadership as President.
 - Lindley – thanked Ferguson for hard work over the years, especially valuable work with CSA.
- Heywood (continuing) – Good year overall, although nothing ground breaking.
 - New members have been added and more coming in 2017; nice to see expansion of scientific diving in Canada.
 - Nice to have money available for scholarship winners, which we hope will continue.
 - Looking forward to move in-person meetings in the future.
 - There are a number of outstanding items that have been on agenda for a few years. Having not addressed them speaks to how busy everyone has been, but hope is that we can move forward with these in the year to come.
 - Happy with progress of CAUS and website updates (to come later in meeting).
- Heywood/Ferguson – thankful for well wishes.
- Heywood – Ferguson will continue as CAUS liaison to CSA.

11. Old Business:

(a) Heywood - The ‘unified standard’ update.

- Jeremy: goal was to see if unified for all scientific divers (all agencies) was possible.
 - This is not going to move as hoped at this time.

- Ongoing discussions with other agencies confirmed they are happy with their own standards and how it applies to their work; not much incentive to change their standards to match CSA and provincial regulations.
- Attempt to find unified standard may not go anywhere, but they are keen to move forward with discussions for greater understanding of operations within each other's sectors to make it easier to dive across lines of federal/provincial and CAUS.
- Lindley: Is there opportunity for reciprocity?
- Heywood: Yes, but it is hard to get everyone together.
 - Possible formation of a council to accept intent of individual programs for cross functionality between sectors. (Potential for advisory board that looks at different standards and how they compare).
 - Envision an agreement in the future where a CAUS member can call the DSO at another agency to have much more streamlined conversation about sharing divers and projects.
 - Something we would like to keep working on.
- Ferguson – two issues:
 - Reciprocity – easy to share
 - As soon as dive work goes ahead, important to look at and uphold whichever standard is most restrictive (you can't move below a regulation).
 - Even if CAUS diver went to DFO, they still need to meet standards are being followed to ensure coverage is being followed, and vice versa.
 - Need a simple reciprocity agreement to ensure compliance.
- Heywood – all sectors could try to find system to ensure how things mesh together so we are not reinventing the wheel every time (general understanding).
- Bailey – don't forget overarching provincial regulations nation-wide;
- Heywood – we all have the same goal: provide circumstances for safe scientific diving; shared goal is a useful motivator.
- Ferguson– Suggestion: when we are making reciprocity letter it should state under what jurisdiction that dives will take place; ensure no one forgets this step.
- Savignac – last year in the report states work in Arctic was being planned and there would be opportunity to meet with others about the CAUS standard.
- Heywood – yes, VanAqua did move forward with Arctic trip with cross government agency in Cambridge (Polar Knowledge Canada), which doesn't have a dive program despite cross agency involvement; good opportunity to bring organizations together.
 - Still the crux of cooperation is that there isn't a program to start with – only initial stages of dive operation.
 - Jeremy Stewart (DFO) sees this as a place to collaborate on diving safety programs – DFO has very well run diving program.
 - No active diving at POLAR yet, but key place for development of cooperative arrangement.
- Preston – is the intention that Jeremy will continue those conversations (with consent of CAUS Exec)?
 - Heywood – will continue conversations; Boissinot agrees.
- Burdett-Coutts – is there a database of reciprocity between agencies?
- Heywood – there isn't a database – good opportunity for Burdett-Coutts to create if on Exec.
- Bailey – good opportunity to explore reciprocity
- Heywood – good to improve communication; come up with plan and action this.

(b) Efforts to find other institutions to inform them of their legal requirements and liability if not in compliance - 2016 AGM Action Items:

- Executive Committee to develop an outreach document to send to Health and Safety Departments to explain CAUS.
- Heywood to create presentation about CAUS. COMPLETE – Attached to minutes.
- Heywood: membership is growing.
 - PEI: thanks to Atlantic support.

- Something to keep on agenda – ways to identify non CAUS institution and inform about legal requirements for research diving.
- Members are not necessarily research institutions.
- CAUS Exec has seen Heywood’s presentation (2016), which was shown at Queen’s University; describes CAUS’s role.
- Ferguson – Maybe presentation should be sent with short paragraph to be sent out to HSE departments.
- Lindley – asked about documents on when CAUS started.
 - Currently showing as 1983 on the website.
- Bailey – 1974 drowning incident led to an initiation period; timeline to become incorporated prior to CAUS becoming a non-profit organization.
- Heywood – we should have something historical to highlight how long we have been in operation with safety in mind.
- Savignac – need to put funding towards trying to do outreach and drive safety/understanding of responsible.
- Boissinot – trying to get people moving forward; statement is that they can’t afford membership, but are still diving.
 - Need to do more outreach before bringing concerns to a higher level safety board.
 - Funds should be available to visit potential member facilities.
- Lindley – is it the dues that aren’t afforded?
- Bailey – In the case of Petty Harbour; the cost of medicals are \$700/year, which makes it hard to justify remaining part of CAUS.
- McPherson – cost of doing the medical has become very expensive for volunteers; can’t find divers now as few are willing to pay for medical.
 - Hard to join CAUS as requirements for dive medical are too restrictive (limits divers who want to be involved).
- Heywood – Every province has their own requirement for medical. If you are not a CAUS member, but want to be an occupational diver, you still need a diver medical. To be CAUS member, you need to meet the minimum that is stated in the standard.
- McPherson – There is understanding, but CAUS standard isn’t specific as to how to meet regulations.
- Ferguson – CAUS isn’t a regulation; therefore nothing to follow.
 - Most provinces refer to CSA medical; doctors who complete this medical are specially trained. This restricts as to who can do this medical
 - For volunteers – if a volunteer is diving with a paid employee, the requirement is that you must have everyone operating at the same level of medical requirement (i.e. paid versus non paid; must meet requirements for paid individual).
 - The institution must be prepared to defend themselves in the case of a law suit.
- Bailey – institution must be prepared to be accountable. PHMA is struggling with recruitment based on minimum requirements to become a scientific diver.
- Savignac – would like to put forward a motion to contribute funds towards a presentation to support a clearer understanding of the CAUS standard.
 - Heywood – supports applying funds to promote this.
 - Boissinot – table presentation and make sure in French too.
 - **Executive Committee to discuss moving forward with this.**
- Savignac – do we need a medical committee?
- Heywood – This was discussed at 2016 AGM in St. John’s on clarifying what CAUS states on medical standard; intent is for it to be the responsibility of the institution to determine how stringent how medical needs to be. A further discussion should be held for members in NL, not for CAUS to lead this.
- Ferguson – advises to clarify on what is meant on person qualified (license physician trained in diving medicine); be aware of provincial requirements.
- Lindley – should we change language to a general doctor, not specific diving doctor?
- Heywood – the paragraph on diving medicine has been voted on many times and there are no proposed amendments at this time.

- (c) CAUS Training Scholarship – Torben Brydges received award in 2016. Call for 2017 applicants.
- Heywood – scholarship awarded to Torben Brydges; award is available again.
 - Ask that all members advertise for divers to apply.
- (d) Heywood - present draft letters CAUS member DSOs and DCBs to address Standard non-compliance. Draft letters circulated for review and attached to AGM meeting minutes. Tabled again at 2015 AGM in Toronto. Letters were drafted and circulated, but no feedback received.
- Heywood – this has been bounced around for several AGMs, but due to inaction not sure how to proceed.
 - This is in response that some institutions are breaching standard.
 - Executive Committee to review again.
 - Preston – proposes resubmitting; Bailey agrees.
- (e) Should the Standard be changed to require that a DSO be a diving instructor?
- Heywood– should the DSO be an instructor? No – Standard offers sufficient guidance for DSO qualifications.
 - Ferguson – agrees with Heywood; language allows someone else to come in to complete check out dives (instructor).
 - Moccia – Agrees with Heywood and Ferguson – definition is explicit enough to allow latitude for DSOs who can execute their duties (contract out diver verification as needed).
 - Boissinot – standard is sufficiently clear.
 - In Quebec to verify you must be instructor; therefore contract this duty out.
 - Standard shows the administrative duties of DSO – responsible for overseeing, but doesn't have to verify specifically.
 - Bailey – we are verifying, not instructing.
 - Preston – the DSO (as stated above) should be administrative oversight; following institutional insurance requirements on who is liable for verifying divers.
 - Savignac – should we add minimum hours for a DSO?
 - Heywood - this should be institutional specific.
 - Voisine – should be divemaster at minimum to ensure there is experience as a supervisor.
 - Boissinot– there are people who have way more experience than divemaster (commercial divers, etc).
 - Manuela – how can you supervise if you don't have experience/liability?
 - Savignac – agree with Manuela; people could be commercial divers, but don't have coverage to supervise.
 - Heywood – should still be driven by the institution.
 - If they are not experienced for your organization, do not hire them.
 - CAUS is not hiring the DSO, just provides minimum guidelines to fulfil the role.
 - No motion required. Definition stays the same.
- (f) Requirements for dive supervisors. Ferguson sent email to working group on March 3, 2015. No activity since then.
- Heywood – no designation at this time;
 - Ferguson – if there are no comments, then we should have this added to standard.
 - Boissinot– concern that the more we go towards commercial diving, the more we shoot ourselves in the foot.
 - Ferguson – what is the minimum experience to be a diver in charge? We need to have a minimum standard (otherwise a newly graduated diver could act in this capacity).
 - Boissinot – we have nothing that indicates the DSO should be a part of the decision to be a diver in charge (discretion of DSO).
 - Heywood/Preston/Ferguson concur with Savignac. Executive Committee to discuss further.

- (g) CAUS Standard revised to reflect 2 changes voted in at 2016 AGM. Section 3.3.1.1 and Section 5.6. New edition on website. **Please update member manuals.**
 - This has been updated on the website (O₂ as requirement). **Make sure member manuals reflect this.**
- (h) Definition of “incident” and incident reporting feedback form members was discussed at 2016 AGM. Follow-up required.
 - No further comments on this time; **Bailey to send out a 1-page document on what would be useful for CAUS to improve incident reporting.**

12. New Business

- Preston – Current status of CAUS exam based on discussions at 2016 AGM. Feedback from members.
 - Revision in French/English with answer key almost ready. To be sent out this year.
 - Please send feedback to Preston.
- Preston – New website design overview and social media presence. Please visit the not-live test website at caus-acss.weebly.com/ and check out the social media links.
 - **Look at the new website and social media.**
 - **Review and send feedback to Preston (including input on use of Facebook; Twitter; LinkedIn for outreach) Preston will send feedback form as reminder.**
- Moccia – Review of Scholarship Assessment Committee and call for suggestions regarding composition, terms of reference, guidelines for assessment and evaluation of applications, etc.
 - Moccia – award criteria set up last year. A few things that came up that required tweaking:
 1. Ensure evaluations from pure science/academic background; marry with technical backgrounds.
 2. Scoring rubric; method to evaluate submissions. Some strong academic; not strong on diving. Need new weighting means. This is an academic scholarship, but should review everything.
 3. Ensure we have adequate number of submissions across the country. Members to work harder to promote.
 - Moccia - Need further structure to committee; we had 5 members. We need to balance with 2-3 people who come from academic background; others with technical background.
 - Lindley - who is on committee?
 - Moccia is chair; Bailey, Ferguson, Saunders and Heywood. One of Moccia’s students applied, so he stepped away from the voting to avoid conflict of interest leaving 4 to make decision.
 - We should add 1-2 other members to provide more descriptive criteria.
 1. Hatcher was suggested as member.
 2. Volunteers?
 - a. Moccia - continue as chair.
 - b. Preston – use social media.
 - c. **Moccia – develop scoring tool for review and ask for others to join committee.**
- Moccia – Call for updates from provinces/regions regarding collateral legislation affecting scientific diving
 - Attempt to ensure we stay ahead of the curve when new legislation is being put forward (new acts, etc.). Ontario has been dealing with this especially as CAUS is not recognised.
 - This ties into unified standard opportunity as provinces move in new directions.
 - Create database of provincial legislation that applies.
 - Lindley – will attempt to do this for Nova Scotia.
 - Heywood – an excel sheet with legislation is on the [website](#). This is current. Heywood will continue to maintain (Nunavut is creating a standard).
 - Funnel all changes to Heywood (**action for everyone for their province**).
 - Boissinot – request from Province of Quebec to have a copy of the standard; but gas purity still goes with CSA standard 275.4 (specific year). Quebec has a new requirement for documentation. We should provide the current CAUS standard, but update the specific date to state most recent version.

- Moccia – Discussion regarding continuing education and training initiatives by member institutions.
 - Attempt to get help from colleagues on how we are managing training for small groups.
 - Currently in Ontario there are 3 universities doing collective training, but not enough divers to make this worthwhile.
 - Ferguson– has been asked to return to provide lectures on knowledge development with online component.
 - Need to consider opportunities to work together; outreach to work together.
- Heywood – In process of sorting historical CAUS paperwork.
 - Ferguson provided historical documentation to Jeremy. Currently sorting and adding to drop-box for accessibility.
 - If anyone else has ideas for archiving, let Heywood know.
 - Lindley – will see if there is anything else that can be added.
 - Heywood – may be stepping down as president, but is happy to maintain documentation at VanAqua (it doesn't make sense for documents to follow president).
- Brief statement by both candidates for President (Savignac and Bailey).
 - Thanks to both candidates for coming forward.
 - See statements provided
 - Link to vote will be sent out at the end of this meeting.
- Heywood - Presented verbal report on AAUS Symposium and AGM in September 2016, in Narraganset, Rhode Island that he attended on behalf of CAUS.
- 2017 AAUS Symposium is in Alpena, Michigan on September 12-16, 2017. CAUS President (or designate) should attend this meeting.

13. Review of CAUS Member dive statistics.

- Please send in ASAP to Preston, who will assemble, put stats on the website and circulate.

14. Recommendations for date and location for 2018 AGM

- Lindley - Prefers face to face; happy to travel to West Coast.
- Bailey, Boissinot and Moccia agree with Lindley.
- May is best time of year for most.
- Working plan to have next AGM on the West Coast in May 2018.

15. Other Business.

- McPherson - Medical standard limitation for volunteers.
 - Ferguson – non-paid divers do not fall under ministry of labour, but should accidents happen institution is responsible to defend decision made on dive medical for volunteer.
 - All members: please respond directly to McPherson with info and feedback, this would be helpful.
- Côté – Suggested revisions to the Standard:
 - Section 6.6: Surface signalling device mandatory; snorkel should also be considered mandatory. Côté to send draft wording Executive Committee.
 - Regulator servicing requirement: vague. We do not say annually. Standard states manufacturers recommendation and as directed by diving safety committee of the facility. Côté to send draft wording to Executive Committee.
 - Visiting and volunteer divers – how do we deal with these types of divers? Proposing clearer definition. Côté to send draft wording to Executive Committee.
- Boissinot – Unsuccessful candidate for President should be considered Executive-at-Large.
 - Both candidates agree to stay on if not successful.
 - Suggestion of VP in the future.
 - Bylaw stipulates no more than 10 Executive Committee members. New Executive Committee membership will be:

Member	Office
To be elected by vote	President – Heywood stepping down after 2017 AGM
Alisa Preston	Secretary
Heywood to be confirmed by vote	Treasurer – Ferguson stepping down after 2017 AGM
Paul Boissinot	Executive in Charge of French Translation
Isabelle Côté	Executive-at-Large
Rich Moccia	Executive-at-Large
Runner up for president	Executive-at-Large
MacGregor to be confirmed by vote.	Executive-at-Large
Burdett-Coutts to be confirmed by vote.	Executive-at-Large

16. Motion: Adjournment of the 2017 CAUS AGM.

Motion tabled by: Heywood

Seconded by: Savignac

In favour: All Not in favour: --

Meeting adjourned at: 12:21

Online election of President, Treasurer and Executives-at-Large to follow adjournment of AGM.