

## QUICK REFERENCES FOR DIRECTORS

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## Board Meetings

- Virtual meetings are held the third week on Thursdays of every month throughout the year for two hours each (exceptions: the April meeting is the second Thursday and the June meeting is the fourth Thursday).
- In-person for 1.5 days in the Spring and at the conference in the Fall.
- Submit agenda items to Executive Director as requested before meeting.
- Submit written briefing reports to Executive Director 2 weeks before the meeting for distribution with the Agenda.
- Executive Director reviews and finalizes Agenda in consultation with the President/Executive Committee.
- Policy is to distribute reports one week before the meeting.
- Directors should review briefing materials in advance.
- Inform Executive Director in advance if you cannot attend a meeting.

Date	Time	Key Points - <b>Calendar items</b>
Monday, January 8, 2024 - Special meeting	1 pm Eastern	*CanExport application Regional Director Reports: NS/MB/SK
Thursday, January 18, 2024	1 pm Eastern	2024 conference preliminary budget Regional Director Reports: NLD/QC/AB
Thursday, February 15, 2024	1 pm Eastern	Regional Director Reports: BC/NB&PEI
Thursday, March 21, 2024	1 pm Eastern	2024 conference budget approval Regional Director Reports: Terr/ON
Thursday, April 11, 2024	1 pm Eastern	Board and Committee Chairs' meeting
May 10 & 11, 2024 (all day Friday + Saturday morning)	All day on Friday and morning on Saturday	In-person (Location TBD); Draft Budget
Thursday, June 20, 2024	1 pm Eastern	Approve Budget Regional Director Reports: NS/MB/SK
Thursday, July 18, 2024	1 pm Eastern	Regional Director Reports: NLD/QC/AB *Risk Register review
Thursday, August 22, 2024*	1 pm Eastern	Life Members; Audited Financial Statements; other AGM documents; new Board nominees; 2025 conference preliminary budget; Regional Director Reports: BC/NB&PEI/Terr/ON
September 20-21, 2024	All day on Friday and morning on Saturday in Niagara, ON	
September 2024	CDA Annual General Meeting	Meeting of members
October, 2024	TBA	New Board On-Boarding Session (or 'refresher' for returning Board)
October 17, 2024	1 pm Eastern	*(Move to September Board meeting?): In-person; EIC nominees; Semi-annual committee & regional reports; new Board Nominations Committee Chair* Regional Director Reports: Terr/ON
November 21, 2024	1pm Eastern	
December 12, 2024	1pm Eastern	Outstanding semi-annual Committee reports; new Board Liaisons

\* August 2024 Board meeting to be held between September 18 and October 2 to ensure Board approval of documents for communication to members, pre-AGM, within the date range required by the Act.

## Board Contacts

Position	Name and Contact	Terms and Notes
<b>Officers</b>		
President	Eric Pélouquin Hydro-Québec 75, boul. René-Lévesque Ouest, 3e étage Montréal, QC H2Z 1A4 T: 514-289-2211 x3191 C: 514-805-6154 <a href="mailto:pelouquin.eric@hydroquebec.com">pelouquin.eric@hydroquebec.com</a>	QC Director 2019-2021 2021-2022 Vice President 2022-2023 President 2023-
Past President	Michael Cyr Klohn Crippen Berger Suite 300 - 25 Waggoners Lane Fredericton, NB E3B 2L2 T: 506-429-2730 <a href="mailto:mcyr@klohn.com">mcyr@klohn.com</a>	NB Director 2013-2017 At-Large 2017-2021 Vice President 2021-2022 President 2022-2023 Past President 2023-
Vice President	Julia Hiscock Hatch 80 Hebron Way Ste 100, 1st Floor St. John's, NL <a href="mailto:julia.hiscock@hatch.com">julia.hiscock@hatch.com</a>	Vice President 2023-
Secretary-Treasurer	Mohammad (Mamun) Al-Mamun Tetra Tech Canada 140 Quarry Park Blvd. Calgary, AB T2C 3G3 <a href="mailto:mamun.almamun@tetrattech.com">mamun.almamun@tetrattech.com</a>	Secretary-Treasurer 2023-
<b>Directors</b>		
British Columbia	Jeremy Bruce Klohn Crippen Berger 500 2955 Virtual Way Vancouver, BC V5M 4X6 T: 604-765-9237 <a href="mailto:jbruce@klohn.com">jbruce@klohn.com</a>	BC Director 2020-
Alberta	Mohan Acharya Alberta Environment & Parks Edmonton, AB <a href="mailto:mohanath.acharya@gov.ab.ca">mohanath.acharya@gov.ab.ca</a>	AB Director 2023-
Saskatchewan	Allison Ruecker Water Security Agency, Saskatchewan 300-2365 Albert Street Regina, SK S4P 4K1 T: 306-631-8114 <a href="mailto:Allison.Ruecker@wsask.ca">Allison.Ruecker@wsask.ca</a>	SK Director 2022-

Position	Name and Contact	Terms and Notes
Manitoba	Brian Earl Manitoba Hydro 21-360 Portage Avenue Winnipeg, MB R3C 0G8 T: 204-330-0806 <a href="mailto:bjearl@hydro.mb.ca">bjearl@hydro.mb.ca</a>	MB Director 2022-
Ontario	Brent Craig Ontario Power Generation 100-303 Townline Road Niagara-on-the-Lake, ON L0S 1J0 C: 289-302-1642 <a href="mailto:brent.craig@opg.com">brent.craig@opg.com</a>	ON Director 2021-
Québec	Catherine Lajoie Filion Go-Mine Montréal, QC T : (819) 550-0525 <a href="mailto:clajoiefilion@gomine.ca">clajoiefilion@gomine.ca</a>	QC Director 2023-
New Brunswick- PEI	Benjamin McGuigan GEMTEC 124 Greenview Drive Hanwell, NB E3C 0M7 C: 506-238-5709 <a href="mailto:benjamin.mcguigan@gemtec.ca">benjamin.mcguigan@gemtec.ca</a>	NB Director 2021-
Nova Scotia	Alex Campbell Wood T: 902-414-5777 <a href="mailto:alex.campbell2@woodplc.com">alex.campbell2@woodplc.com</a>	NS Director 2022-
Newfoundland and Labrador	Sterling Parsons WSP Canada 40 Kirkston Ave Conception Bay South, NL A1W 0B2 C: 709-597-8657 <a href="mailto:Sterling.Parsons@wsp.com">Sterling.Parsons@wsp.com</a>	NL Director 2022-
Territories	Darryl Kenney Yukon Energy Corporation #2 Miles Canyon Road, PO Box 5920 Whitehorse, YK Y1A 6S7 T: 867-334-6908 <a href="mailto:darryl.kenney@yec.yk.ca">darryl.kenney@yec.yk.ca</a>	TERR Director 2023-
Director At Large	Michel Julien Agnico Eagle 145 King Street East, Suite 400 Toronto, ON M5C 2Y7 C: 514-244-5876 <a href="mailto:michel.julien@agnicoeagle.com">michel.julien@agnicoeagle.com</a>	Director-at-Large 2021-
Director-at-Large (ICOLD)	Marc Smith WSP Canada 1600, boulevard René Lévesque, 16e étage Montréal, QC H3H 1P9 T: 438-843-7846 <a href="mailto:Marc.Smith2@wsp.com">Marc.Smith2@wsp.com</a>	At-Large (ICOLD) 2022-

## Staff Contacts

Staff		
Interim Executive Director / Directrice administrative	Don Butcher T: 416-788-9263 Email : executive.director@cda.ca	Interim 2023-24
Operations Manager	David Petrie T: 416-255-7076 <a href="mailto:dpetrie@cda.ca">dpetrie@cda.ca</a>	Since 2020
Quality Manager	Clare Raska <a href="mailto:cdaclare@gmail.com">cdaclare@gmail.com</a>	2023-24
Publication Coordinator	Jackie Willmore T: 416-255-7076 <a href="mailto:jwillmore@cda.ca">jwillmore@cda.ca</a>	Since 2023
Event Specialist	Rachel Gilmour T: 416-255-7076 <a href="mailto:rgilmour@cda.ca">rgilmour@cda.ca</a>	Since 2020
Membership Coordinator	Liz Burns T: 416-363-9585 <a href="mailto:lburns@cda.ca">lburns@cda.ca</a>	Since 2020
Coordinator (Technical)	Allan Kirkham T: 905-749-5751 <a href="mailto:allankirkham75@gmail.com">allankirkham75@gmail.com</a>	Since 2017 (Newest contract July 1, 2022-June 30, 2024)
Coordinator (Bulletin)	Richard Gervais T: 450-461-0607 <a href="mailto:richard.gervais@videotron.ca">richard.gervais@videotron.ca</a>	Since 2017 (Newest contract July 1, 2022-June 30, 2024)
Coordinator (Communications)	Angie Ramey T: 778- 674-2285 <a href="mailto:angie.ramey@tetrattech.com">angie.ramey@tetrattech.com</a>	Since 2022 (volunteering)
Coordinator (International)	Margaret Trias T: 905-941-4170 <a href="mailto:margaret.trias.hault@gmail.com">margaret.trias.hault@gmail.com</a>	Since 2020 (Newest contract July 1, 2023-June 30, 2025)
Coordinator (Professional Development)	Jay Attari T: 647-863-1069 <a href="mailto:j_attari@yahoo.com">j_attari@yahoo.com</a>	Since 2020 (Newest contract July 1, 2022-June 30, 2024)
Coordinator (Regulation of Dams)	Kenneth Cain T: 705-991-5389 <a href="mailto:kgcain63@gmail.com">kgcain63@gmail.com</a>	Since 2021 (Newest contract July 1, 2023-June 30, 2025)

## Resources

Constituting documents (Articles of Continuance, by-law), governance policies and operational guides, policies and procedures are available for reference.

All Directors have access to a CDA SharePoint site for the Board of Directors with governance, strategic and key operational documents posted on it.

## Submission Deadlines for Quarterly Bulletin

Spring 2024 issue	February 2, 2024
Summer 2024 issue	May 10, 2024
Autumn 2024 issue	August 1, 2024

## Volunteers

Volunteers are key resources for CDA. There is an on-going initiative to track current volunteer involvement and to assist in the identification, recruitment and placement of volunteers.

Contact the CDA office for more information.

## Website and Membership Data

Management of the website and member data falls under the responsibility of the Executive Director. Either the Executive Director or an Officer must authorize all changes to web pages.

The President, Secretary-Treasurer and assigned staff have full access to the membership database on an on-going basis. Access will be provided to Directors for specific purposes and data. Certain volunteers have access at particular times, e.g. Conference registrations.

## ICOLD Website

ICOLD website password for Canada: [YkWbzE2](#)

This password was updated in July 2021 following change over to the CDA's new website.

Please refer also to CDA's Privacy Policy.

## Committees & Working Groups

(Highlighted names are subject to Board approval in the role)

Committee	Chair / Co-Chairs	Vice Chair	Board Liaison	Coordinator/ Staff Support
Committee: Board Nominations	M. Cyr		M. Cyr	D. Butcher
Committee: Communications	Merry Dang	Margaret Whidden	B. Craig	R. Gervais/A. Ramey
Committee: Conference 2023 (Winnipeg)	Jarrold Malenchak	David Brown, Co- Chair	B. Earl	R. Gilmour
Committee: Conference 2024 (Niagara)	Jon Atkinson & Alana Shewan		B. Craig	R. Gilmour
Committee: Conference 2025 (Saskatoon)	Glenn Kenke / Jody Scammell		A. Ruecker	R. Gilmour
Committee: Dam Safety	Jarrold Malenchak	Tony Rattue	E. Pélouquin	A. Kirkham
- Dam Safety 101	Jennifer Sinclair			
- Dam Safety Management WG	Tony Bennett			
- Dam Safety Reviews WG	Terry Oswell			A. Kirkham
- Design & Construction WG	Tony Rattue			A. Kirkham
- Emergency Management WG	Tony Bennett			
- Failure Modes WG	Stephen Rigbey			A. Kirkham
- Public Safety WG	Tony Bennett			
Committee: Finance	M. Al-Mamun	Bethanie Parker	M. Al-Mamun	D. Butcher
Committee: Francophone	Louis-Philippe Grimard	Stéphane Lafrance	E. Pélouquin	
Committee: Honours and Awards	Lee Martin	Pathma Wedage	J. Bruce	J. Willmore
Committee: International	Marc Smith	Marie-Hélène Briand	M. Smith	M. Trias
- Int'l Business Development WG	Tony Bennett			M. Trias
Committee: Membership	Nicholas Read	Andrew Szojka	A. Campbell	L. Burns
Committee: Mining Dams	Scott Martens	Fiona Esford	M. Julien	A. Kirkham/D. Petrie
- Engineer of Record WG	Andy Small			A. Kirkham
- Environment Consequences Classification WG	Lee Nikl			A. Kirkham
- Factor of Safety-Slope Stability WG	Andy Small			A. Kirkham

- Mine Waste Facilities	Andy Small			A. Kirkham
- Risk-Informed Design	Alistair James	Chaitan Sandhu		
- Tailings Dam Breach WG	Mamun Al-Mamun			A. Kirkham
Committee: Professional Development	Jenna Montgomery	Terry Oswell	M-H Briand	J. Attari
Committee: Regulation of Dams	Javid Iqbal		A. Ruecker	K. Cain
- Sub-Committee of Mining Dams	?			K. Cain
Committee: Strategic Planning	Julia Hiscock	Jenna Cegnar	J. Hiscock	C. Raska
Committee: Young Professionals	James Tipman	M. Paslawski	C. Lajoie Fillion	R. Gilmour

Committee members are to be listed in the semi-annual Committee Reports to the Board.

## Board Internal Assignments & Task Groups

Task Groups bring information and recommendations to the Board for decision-making.

Role	Lead and Members	Assignment
Quick References	Executive Director	Update as needed.
Operational procedures and guidelines	Executive Director	Develop and maintain as needed.
Board Governance policies	Secretary-Treasurer / Executive Director	Ensure policies are up-to-date. Initiate annual review for approval at Fall meeting.
Committee Terms of Reference	Executive Director	Initiate annually review by chairs; present for approval by Board at Spring meeting
Request for Proposals Task Group: Communications company	Val Yereniuk Merry Dang Jody Scammell	A Request for Proposals process to be completed by spring 2024, ahead of contract termination with Naylor, LLC (Canada) in November 2024 (with delivery of Winter 2025 magazine)
Board Task Group: Member Value	Marie-Helene Briand Joseph Farwell, Membership C'ttee Bethanie Parker, Finance C'ttee Andrew Szojka, Membership C'ttee VACANT - Finance C'ttee	



Task Group: Risk Assessment	<b>Michael Cyr</b> Jenna Cegnar Marie-Hélène Briand Michel Dolbec Michel Tremblay Navin Gautam	2018-10-12: Complete the risk assessment component of the risk register (on calendar for July 2023 meeting)
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## External Relations

### Affiliations, Board Representatives on External Groups and Memoranda of Understanding

Group	CDA Representative	Notes
ASDSO	Javid Iqbal	Based on interest in training. No formal relationship exists
Australian ANCOLD	Executive Director (contact)	2011-11-29: Board approved reciprocal membership for communication purposes
CEATI-Dam Safety Interest Group	Tony Bennett	Dam Safety Committee members provide liaison
Canadian Standards Association Group: National Standards for Climate Change Adaptation	Violeta Martin	Oversight Committee
Canadian Standards Association Group: National Standards for Climate Change Adaptation	Ashley Hobbs	Technical Committee
Canadian Water Resources Assoc.	Executive Director	Meeting held 2016-03-24 with Executive Director
Engineering Institute of Canada (EIC)	CDA President + Executive Director	CDA can assign one Director to be on EIC Council and other EIC Committees.
EIC History & Archives Committee	M. Cyr	
EIC Investment Advisory Committee		
EIC Strategic Planning Committee		
EIC Technical Development Committee		
EIC Honours and Awards Committee	M. Cyr	
EIC Conference C'ttee	CDA President	Potential conference with focus on sustainability
Inter-Agency C'ttee on Dam Safety	None assigned T. Bennett	No formal relationship exists, but activities discussed at CEATI DSIG meetings

INCA	Marc Smith as Int'l C'ttee Chair	ICOLD National Committees of the Americas
Mining Assoc. of Canada (inc. MABC)	Greg Noack	
Ontario MNRF Dam Owners Advisory C'ttee	Ontario Director - Brent Craig	
Risk-Informed Design: U.S. Society on Dams Joint Committee with MDC	Alistair James (CDA Chair). Chaitan Sandhu (CDA Vice Chair)	Approved 2022-07-15
WaterPower Canada	Executive Director	Meeting held 2022-08-19
<b>Memoranda of Understanding</b>		
Canadian Geotechnical Society	Executive Director	2016-08: Affiliation agreement signed
Ontario Waterpower Association (OWA)	Executive Director	Affiliation agreement & POWC revenue share on 2022 Emergency Mgmt workshop 2023 DSR workshop
<b>International Agreements</b>		
CBDB+ICOLD Chile+ COPEGP+SANCOLD	Marc Smith as Int'l C'ttee Chair	MOU September 2019 - December 2024
Malaysia C'ttee on Dams (MYCOLD)	Marc Smith as Int'l C'ttee Chair	MOU June 2023 - June 2026
Nigerian COLD (NICOLD)	Marc Smith as Int'l C'ttee Chair	MOU July 2023 - July 2026
USSD	Marc Smith as Int'l C'ttee Chair	MOU August 2020 - December 2023
UCOLD	Marc Smith as Int'l C'ttee Chair	MOU June 2023 - June 2026
KNCOLD	Marc Smith as Int'l C'ttee Chair	MOU June 2023 - June 2028
NELSAP	Marc Smith as Int'l C'ttee Chair	MOU June 2023 - June 2026

\*MOU's note they automatically renew after deadline upon agreement