

MISSION: To encourage cooperation, advance technical knowledge, and build competency related to dams in Canada.

Agenda Item 2.1

* - signifies attachment

BOARD OF DIRECTORS MEETING (DRAFT)

Date: Thursday, January 18, 2024
Time: Meeting – 1:00 to 3:00 pm ET
Place: Teams Meeting – Details in Calendar Invite

MEETING AGENDA

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| 1.0 | <u>Call to Order</u>
If you join the meeting <u>after</u> the roll call, please announce your presence. | [1:00 ET] |
| 2.0 | <u>Agenda</u>
2.1 <u>Approval:</u> Agenda * | [1:05 ET] |
| | Draft motion: Be it resolved that the Board approves the meeting agenda as presented / amended. | |
| 3.0 | <u>Minutes</u>
3.1 <u>Approval:</u> December 14, 2023, Minutes * | [1:10 ET] |
| | Draft motion: Be it resolved that the Board approves the minutes of the December 14, 2023 meeting, as presented / amended. | |
| | 3.2 <u>Approval:</u> January 8, 2024, Minutes * | |
| | Draft motion: Be it resolved that the Board approves the minutes of the January 8, 2024 meeting, as presented / amended. | |
| 4.0 | <u>Board Action List</u>
4.1 <u>Update:</u> Board Action Items * (all) | [1:15 ET] |
| 5.0 | <u>President & Executive Committee Update</u> (E. Pélouin)
5.1 <u>Update:</u> CDA Visa limit increase
5.2 <u>Update:</u> BC Government Funding | [1:20 ET] |
| 6.0 | <u>Administrative Updates</u> (J. Willmore)
6.1 <u>Review:</u> Quick Reference Guide – review by Directors for next meeting *
6.2 <u>Information:</u> Appreciation Letter from NICOLD * | [1:30 ET] |

7.0	<u>Task Force Updates</u>	[1:40 ET]
7.1	<u>Update</u> : Guide to Operations Review Task Force – Status (M. Julien/J. Bruce)	
8.0	<u>Committee Activities</u>	[1:50 ET]
8.1	Communications Committee (B. Craig)	
8.2	International Committee (M. Smith)	
8.2.1	<u>Update</u> : CanExport application – accepted by Global Affairs	
8.3	Membership Committee (A. Campbell)	
8.3.1	<u>Update</u> : Retired Member category	
8.3.2	<u>Update</u> : Volunteer Integration Task Group	
8.4	Francophone Committee (C. Lajoie Filion)	
8.4.1	<u>Update</u> : Dam Safety 101 workshop	
8.5	Conference Updates	
8.5.1	<u>De-brief</u> : 2023 Winnipeg Conference (B. Earl)	
8.5.2	<u>Update</u> : 2024 Conference (B. Craig)	
8.5.3	<u>Discussion</u> : 2026 Conference location	
8.6	Professional Development Committee – need Board Liaison	
8.7	Dam Safety Committee	
8.7.1	<u>Update</u> : FMA Part 1 Status	
8.7.2	<u>Update</u> : Design & Construction Bulletin status	
8.8	Nominations Committee (M. Cyr)	
8.9	Strategic Planning Committee (J. Hiscock)	
9.0	<u>Regional Directors’ Reports</u> <i>(5 minutes each – please provide a verbal Summary of your report)</i>	[2:35 ET]
9.1	Manitoba * (B. Earl)	
9.2	Newfoundland & Labrador * (S. Parsons)	
9.3	Quebec * (C. Lajoie Filion)	
9.4	Alberta * (M. Acharya)	
10.0	New business	[2:50 ET]
11.0	Adjournment	[3:00 ET]

DRAFT MINUTES OF A CDA-ACB BOARD OF DIRECTORS MEETING
December 14, 2023, via Teams

PRESENT:

Éric Péloquin (President)	Julia Hiscock (Vice-President)	Mohammad (Mamun) Al-Mamun (Secretary-Treasurer)
Michael Cyr (Past President)	Mohanath Acharya (AB)	Jeremy Bruce (BC)
Alex Campbell (NS)	Brent Craig (ON)	Brian Earl (MB)
Michel Julien (Director at Large)	Darryl Kenney (Terr.)	Catherine Lajoie Filion (QC)
Benjamin McGuigan (NB)	Sterling Parsons (NLD)	Marc Smith (Director at Large)

STAFF:

Don Butcher (Interim Executive Director)	David Petrie (Operations Manager)	Jackie Willmore (recorder)
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REGRETS:

Allison Ruecker (SK)

ITEM	MINUTES	RESPONSIBLE
1.0 CALL TO ORDER	E. Péloquin called the meeting to order at 1:04pm ET.	
2.0 AGENDA	<p><u>2.1 Approval of Agenda</u></p> <p>B. Craig requested that item 8.2.2 be removed from the Agenda.</p> <p>Motion 01: Moved by B. Criag and seconded by M. Cyr: Be it resolved that the Board approves the meeting agenda as amended.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>	
3.0 MINUTES	<p><u>3.1 Approval of Draft November 23, 2023 Board Meeting Minutes</u></p> <p>The Board reviewed the minutes of November 23, 2023.</p> <p>Motion 02: Moved by M. Smith and seconded by M. Al-Mamum: Be it resolved that the Board approves the minutes of the November 23, 2023 meeting, as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>	
4.0 BOARD ACTION LIST	<p><u>4.1 Update to Board Action Items</u></p> <p>The Board reviewed the action items, noting the following updates/changes:</p> <p><i>Meeting November 23, 2023</i></p> <ul style="list-style-type: none"> 5.3 – The Onboarding Session has taken place, so this item can be removed 7.2 – J. Bruce confirmed the first meeting of the Guide to Operations Review Task Force had been scheduled and taken place, so this item could be removed <p><i>Meeting October 20-21, 2023</i></p> <ul style="list-style-type: none"> 14.2 – B. Craig noted the 2024 conference budget was included in this meeting, so this item could be removed 	
5.0 PRESIDENT & EXECUTIVE COMMITTEE UPDATE	<p><u>5.1 Appointment of Interim Executive Director and Quality Manager</u></p> <p>E. Péloquin confirmed that Don Butcher had been hired as the Interim Executive Director, and Clare Raska had been hired as the Quality Manager. D. Butcher confirmed he had been the Executive Director for CDA in the past, and would be stepping in until the Task Force determines the best path forward for CDA.</p> <p><u>5.2 Quick Reference Guide</u></p> <p>E. Péloquin reviewed the updates to the Quick Reference Guide with the Board. Changes made and updates needed were noted:</p> <ul style="list-style-type: none"> The Risk Register was added as a calendar item for the July Board meeting 	

ITEM	MINUTES	RESPONSIBLE
	<ul style="list-style-type: none"> • The date of the ICOLD MoU should be updated to July 2023-July 2026 • The listing for the South Korea MoU should be removed • J. Willmore will follow up with Richard Gervais to confirm upcoming Bulletin deadlines, and update the guide accordingly • The USSD MoU end-date is approaching – M. Smith will follow-up with M. Cyr for more information on it, and start the process to renew it • The Regulations of Dams Chair should be updated to Javid Iqbal • The Board Liaison for Communications Committee should be updated to B. Craig <p><u>5.3 Onboarding Session for new Board – Feedback</u></p> <p>D. Petrie reported that the Onboarding Session for new Board members had taken place on December 6th, and all new Board members had been in attendance. It was confirmed there had not been time to finish the session, and a second date and meeting invite had been scheduled for December 20, 2023 at 1:00 pm ET.</p> <p>D. Kenney noted he did not have the meeting in his calendar. D. Petrie will send him the meeting invite.</p>	<p>J. Willmore J. Willmore J. Willmore</p> <p>M. Smith</p> <p>J. Willmore J. Willmore</p> <p>D. Petrie</p>
<p>6.0 ADMINISTRATIVE UPDATES</p>	<p><u>6.1 Regional Director Follow-Up</u></p> <p>It was confirmed that the Regional lists of lapsed members had been sent to the Regional Directors with the email template and CDA signature template.</p> <p>B. Earl noted there were some on the list that had attended the conference, and questioned if they should have been added as members. J. Willmore will confirm with Rachel and Liz if any of the lapsed list should be members from the conference.</p> <p>J. Bruce noted there had been some bouncebacks, and asked if they could collect secondary email addresses. Ther Executive will look into this.</p> <p><u>6.3 Webinar Non-Member Registrants & membership status</u></p> <p>D. Petrie provided an overview of the comparison chart, noting that a direct link between webinar dates and membership could not be drawn. He confirmed there had been 19 events over the year, with a total of 102 people that joined over the year that attended a webinar, and 80% of webinar attendees are Non-members. He noted that just over 1900 Non-members attend the webinars and not join as members.</p> <p>M. Al-Mamun noted CDA currently provides the webinars for free, and suggested they start charging for them. It was noted this would need to be decided by the PD Committee or Board, and there had been resistance to charging a fee previously. Suggestions and considerations to note:</p> <ul style="list-style-type: none"> • D. Butcher suggested a stronger emphasis on reaching out to webinar attendees to promote membership and the benefits of CDA to non-members. • Could consider charging only non-members for webinars to promote membership • Webinar recordings could be posted on the Members’ Only section of the website <p>E. Péloquin requested A. Campbell to bring this item to the Membership Committee for consideration.</p>	<p>J. Willmore</p> <p>Executive</p> <p>A. Campbell</p>
<p>7.0 TASK FORCE UPDATES</p>	<p><u>7.1 Guide to Operations Review Task Force</u></p> <p>J. Bruce confirmed an initial meeting had taken place the previous week, with another set for January to discuss suggestions.</p> <p><u>7.2 EDI Task Force</u></p> <p>This item is deferred to the January meeting.</p> <p><u>7.3 CGS Task Force</u></p> <p>S. Parsons confirmed a meeting had been held on November 9th, noting:</p>	

ITEM	MINUTES	RESPONSIBLE
	<ul style="list-style-type: none"> Those attending included the CGS President, Executive Director and Administrator, and S. Parsons, B. McGuigan and J. Willmore Discussed the possibility of cross-promoting webinars and publications, and ability to attend CGS's lecture tours Both CDA and CGS agreed that a joint conference could be possible in the future (not before 2028), but should start smaller first A suggestion for a smaller collaboration included a smaller joint conference in the Spring, with a tentative theme on Climate Change <p>He confirmed they will try to meet again in January.</p>	
8.0 COMMITTEE ACTIVITIES	<p><u>8.1 International Committee</u> <u>8.1.1 CanExport Application</u> M. Smith reviewed the summary page and packages noted in the draft, noting:</p> <ul style="list-style-type: none"> Package 5 (NELSAP Activity 1) is at no cost to CDA The total CDA cost estimate to CDA was \$35,280.77. M. Smith will discuss with the International Committee and send updates in the next few days The CanExport application covers the period from April 1st 2024 to March 31, 2025 which covers two CDA fiscal years The maximum amount that the CanExport program can cover is \$250,000 <p>It was confirmed the meeting had been set for January 8th to review and approve the final CanExport Application, and quorum was expected.</p> <p>M. Smith will send the updated CanExport Application to J. Willmore to distribute to the Board in advance of the meeting.</p> <p><u>8.2 Communications Committee</u> <u>8.2.1 Committee Chair resignation</u> B. Craig reported that Merry Dang had stepped down as Chair, and Margaret Whidden had stepped down as Vice-Chair, noting:</p> <ul style="list-style-type: none"> Merry had attempted to recruit a new Chair within the Committee, but had not had any luck The rest of the Committee will still function Richard Gervais wants to retire in June <p>It was confirmed the priorities for the Communication Committee were, in order:</p> <ul style="list-style-type: none"> Secure a Chair Find an Editor to replace Richard Gervais Naylor RFP <p>B. Craig requested the Board to let him know if they had any suggestions for a new Chair for the committee.</p> <p><u>8.3 Dam Safety Committee</u> <u>8.3.1 Next Generation Guidelines</u> E. Péloquin confirmed the White Paper had been circulated to the new Board members. The Board was reminded to send any comments to him.</p> <p><u>8.4 Membership Committee</u> A. Campbell confirmed the committee was working on:</p> <ul style="list-style-type: none"> Reviewing the proposal for the Retired Member category <ul style="list-style-type: none"> They are seeking further clarification on what is needed to push this forward. E. Péloquin will follow up on this. He confirmed the category was an opportunity to involve retired members who were not working for a company, and further clarified the 15 hours noted on the proposal submitted were per week. 	<p>M. Smith</p> <p>M. Smith / J. Willmore</p> <p>Board</p> <p>Board</p> <p>E. Péloquin</p>

ITEM	MINUTES	RESPONSIBLE
	<ul style="list-style-type: none"> Potential organization discounts or group memberships <ul style="list-style-type: none"> This is in discussion phase Volunteer Task Force <ul style="list-style-type: none"> The Task Force has recruited one volunteer, and are looking for another 2-3 Their next meeting is in January <p><u>8.7 Francophone Committee</u></p> <p>C. Lajoie Filion provided an update for the committee, noting:</p> <ul style="list-style-type: none"> The last RDV Franco event had about 100 people The Student Association of the Polytechnique will be holding a happy hour on January 18th in Montreal for the Mining and Mineral department. Marie-Philippe and C. Lajoie Filion will attend and present on behalf of CDA She confirmed the November Tailings event had not been recorded, but it could be translated and ready for the Spring <p><u>8.6 Conference Updates</u></p> <p><u>8.6.1 2023 Winnipeg Conference De-brief</u></p> <p>B. Earl shared the 2023 Conference results with the Board, noting:</p> <ul style="list-style-type: none"> Attendance of 485, over the budgeted 480 They were \$10,000 over hours in planning Show services was under-budget, they had received a discount on F&B, and were \$10,000 under-budget on internet/website/software They saved costs by moving the Gala to the MET Workshop expenses were doubled, but balanced by revenue. 213 workshop registrations Sponsorship was lower than budgeted, but still the highest sponsorship amount to date Received a kickback from Tourism Winnipeg Conference resulted in \$272,000, over the expected \$190,000 <p><u>8.6.2 2024 Conference budget</u></p> <p>B. Craig shared a preliminary draft of the 2024 Conference budget with the Board, noting:</p> <ul style="list-style-type: none"> It was based on attendance of 450 They were investigating ways they can save money The conference goal is \$200,000 <p>B. Craig confirmed that ICOLD had changed the date of their conference to immediately follow the CDA conference. He confirmed the dates of the CDA Conference would not change, but this may result in less international delegates.</p> <p><u>8.6.3 2026 Conference location</u></p> <p>Deferred to January meeting.</p>	
9.0	<p><u>Regional Directors' Reports</u></p> <p><u>9.1 Nova Scotia</u></p> <p><u>9.2 Manitoba</u></p> <p><u>9.3 Saskatchewan</u></p> <p>Deferred to January 8th meeting</p>	
15.0 OTHER BUSINESS	There was no other business discussed.	
ADJOURNMENT	E. Péloquin thanked everyone for participating today. There being no further business, the meeting adjourned at 3:07pm ET.	



DRAFT MINUTES OF A CDA-ACB BOARD OF DIRECTORS MEETING
January 8, 2024, via Teams

PRESENT:

Éric Péroquin (President)	Julia Hiscock (Vice-President)	Michael Cyr (Past President)
Mohanath Acharya (AB)	Alex Campbell (NS)	Brent Craig (ON)
Brian Earl (MB)	Michel Julien (Director at Large)	Darryl Kenney (Terr.)
Catherine Lajoie Filion (QC)	Sterling Parsons (NLD)	Allison Ruecker (SK)
Marc Smith (Director at Large)		

STAFF:

Don Butcher (Interim Executive Director) Jackie Willmore (recorder)

REGRETS:

Mohammad (Mamun) Al-Mamun (Secretary-Treasurer)	Jeremy Bruce (BC)	Benjamin McGuigan (NB)
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ITEM	MINUTES	RESPONSIBLE
1.0 CALL TO ORDER	E. Péroquin called the meeting to order at 1:02pm ET.	
2.0 AGENDA	<p><u>2.1 Approval of Agenda</u></p> <p>Motion 01: Moved by M. Acharya and seconded by M. Julien: Be it resolved that the Board approves the meeting agenda of this Special Board meeting as presented.</p> <p align="right">CARRIED UNANIMOUSLY</p>	
3.0 MINUTES	<p><u>CanExport 2024-25 Application Overview Briefing</u> M. Smith presented the CanExport Application for 2024-25 and elaborated on the objectives of the program:</p> <ul style="list-style-type: none"> • CanExport would reimburse 50% of the approved expenses related to IBD, and need to be applied for each year • Eligible activities include tradeshow, conferences, research and IBD strategy, and development of marketing tools and materials • The deadline for the application is January 9, 2024, at noon. Once the application is submitted, we would have until January 31, 2024 to make any adjustments • Funding limits are \$100,000 per package and \$250,000 in total. Our application totals \$245,970.20, which is within the limit • Noted change from first draft of the update of expense estimate and total contribution in Package 1 <p>Our application consists of 5 packages:</p> <ul style="list-style-type: none"> • Package 1: ICOLD Meeting, New Delhi, India • Package 2: INCA Meeting, Puerto Rico • Package 3: TAILINGS 2024, Chile • Package 4: Inbound Trade Mission to the 2024 CDA conference. • Package 5: <ul style="list-style-type: none"> ○ Activity 1: NELSAP Training Program ○ Activities 2 and 3: Marketing materials/layout and bulletin translations <p><u>3.1 CDA Application Package 1</u> M. Smith advised that the first package in the application is the ICOLD Meeting:</p> <ul style="list-style-type: none"> • Could include a 1-day Hydro/CDA Workshop in Kathmandu, Nepal after the ICOLD Meeting, and a half-day roundtable in New Delhi during the ICOLD Meeting (ongoing discussion with Global affairs Canada) 	

ITEM	MINUTES	RESPONSIBLE
	<ul style="list-style-type: none"> The estimated total cost is \$198,110 with the CanExport contribution at \$99,055 and CDA's net cost being \$12,231 leaving the remaining \$86,824 divided amongst the other companies sharing the Canada Pavilion. Ongoing discussion with Global affairs Canada for booth design costs Our next step is to solicit companies. Considering feedback and past experiences, our expectation of 12 companies this year is reasonable. <p>Motion 02: Moved by M. Smith and seconded by S. Parsons: Be it resolved that the Board approves inclusion of Package 1 in the CanExport Application.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>J. Hiscock enquired if the twelve companies participating was usual. M. Smith advised it had been ten companies participating the previous year, and they were optimistic for twelve.</p> <p><u>3.2 CDA Application Package 2</u> M. Smith advised that the second package was for the INCA Meeting in Puerto Rico:</p> <ul style="list-style-type: none"> The expense is budgeted to include 2 people from CDA (airfare, visas, etc.) A total of 4 Canadian companies are expected in the Canada Pavilion Total expenses \$37,280, with the CanExport contribution covering \$18,640. CDA's contribution will be \$6,448 M. Smith confirmed he was in contact with CanExport to confirm requirements, including suggestions for per diem <p>Motion 03: Moved by M. Smith and seconded by D. Kenney: Be it resolved that the Board approves inclusion of Package 2 in the CanExport Application.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p><u>3.3 CDA Application Package 3</u> M. Smith summarized the package:</p> <ul style="list-style-type: none"> TAILINGS 2024 will be taking place in Chile, June 2024 The estimated total cost is \$42,900, with the CanExport contribution at \$21,450 CDA's contribution will be \$5,775 The cost includes 1 person from CDA (flights, accommodation), booth fees and 3 companies contributing the remaining fees for the Canada pavilion <p>Motion 04: Moved by M. Smith and seconded by M. Acharya: Be it resolved that the Board approves inclusion of Package 3 in the CanExport Application.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>M. Julien enquired of the rationale to have 1 CDA representative versus 2, and how they were selected. M. Smith noted Margaret goes and another CDA Board member, and spots are open for Board members.</p> <p><u>3.4 CDA Application Package 4</u> M. Smith reported that:</p> <ul style="list-style-type: none"> This package is for an inbound trade mission to the CDA 2024 Conference to be held in Niagara Falls, Ontario in September 2024 with the total estimated cost being \$147,000, of which CanExport would cover \$73,500, with participants picking up most of the balance CDA's outlay is \$1,000 for room and AV equipment 	

ITEM	MINUTES	RESPONSIBLE
	<ul style="list-style-type: none"> For the 2023 Conference in Winnipeg, there had been 13-14 Inbound, and had not been able to fulfill more. For the 2024 Conference, they are requesting the maximum of 20 people Any inbound delegates will receive their invitations far in advance, so that there is time for the visas to ensure that all are able to attend <p>Motion 05: Moved by M. Smith and seconded by M. Cyr: Be it resolved that the Board approves inclusion of Package 4 in the CanExport Application.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>Discussion followed:</p> <ul style="list-style-type: none"> CDA follows the guidelines of CanExport, and take their advise, to protect from some of the dangers or potential unethical image <p><u>3.5 CDA Application Package 5</u></p> <p>a) <u>Package 5, Activity #1 NELSAP Training Program</u> M. Smith advised:</p> <ul style="list-style-type: none"> This is for CDA workshops for NELSAP (Upper Nile basin) Total expenses including speakers and CDA representatives will be \$40,150. CanExport's contribution is \$20,075 The remaining 50% covered by CDA will be reimbursed by NELSAP, resulting in no costs for CDA <p>b) <u>Package 5, Activity #2 Marketing Materials translation</u> M. Smith advised:</p> <ul style="list-style-type: none"> The request is for the translation for marketing materials, technical bulletins and workshops Totalling \$17,000 with \$8,500 covered by CanExport CDA's share will come from other committee budgets <p>c) <u>Package 5, Activity #3 Marketing Material Production</u> M. Smith advised that the total to produce the marketing materials will be \$9,500, with \$4,750 covered by CanExport. He noted that \$8,000 (of which \$4,000 is to be covered by CanExport) is already in the 2023-2024 International Committee budget for market research to update CDA's IBD Strategy.</p> <p>Discussion followed:</p> <ul style="list-style-type: none"> M. Smith confirmed that market research did not necessarily need to be led by the International Committee. <p>Motion 06: Moved by M. Smith and seconded by E. Péloquin: Be it resolved that the Board approves inclusion of Package 5 in the CanExport Application.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>	
4.0	<p><u>Regional Directors' Reports</u></p> <p><u>4.1 Nova Scotia</u></p> <p>A. Campbell presented his report, highlighting:</p> <ul style="list-style-type: none"> He is hoping to plan a trivia night event in the Spring Historic flooding from torrential downpours over the summer resulted in 4 people deceased and many road washouts An evacuation was ordered as a cautionary measure for those living along the St. Croix River system, as an emergency measure for a dam overflow 	

ITEM	MINUTES	RESPONSIBLE
	<u>4.2 Manitoba</u> Deferred to next meeting. <u>4.3 Saskatchewan</u> Deferred to February meeting.	
5.0	<u>New Business</u> <u>5.1 Appreciation Letter from NICOLD</u> Deferred to next meeting.	
ADJOURNMENT	E. Péloquin thanked everyone for participating today. There being no further business, the meeting adjourned at 2:02 pm ET.	



**Board Meeting
December 14,
2023**

Meeting	Item	Action	Responsible	Timeline	Status
12/14/2023	5.2	M. Smith will follow-up with M. Cyr for more information on the USSD MoU, and start the process to renew it	M. Smith	January 2024	
12/14/2023	5.3	D. Petrie will send D. Kenney the meeting invite for the Onboarding Session	D. Petrie	December 14/15, 2023	Completed
12/14/2023	6.1	J. Willmore will follow-up with Rachel and Liz to confirm if there was anyone on the Lapsed Member list that should have been added as a Member with their conference registration	J. Willmore	January 2024	Completed
12/14/2023	6.3	A. Campbell will bring back to the Membership committee to discuss how they can use webinars to promote CDA membership	A. Campbell	January 2024	
12/14/2023	8.1.2	M. Smith will send the updated CanExport Application to J. Willmore, who will send it to the Board in advance of the January 8th meeting	M. Smith / J. Willmore	January 2024	Completed
12/14/2023	8.2	Any Board members with a suggestion for a new Communications Committee Chair to advise B. Craig	Board	January 2024	
12/14/2023	8.4	E. Péloquin will follow-up with A. Campbell to confirm the information required in order to move the Retired Member category proposal along	E. Péloquin	January 2024	
11/23/2023	4.1	Board to review Action items and advise J. Willmore of any updates	Board	Ongoing	
11/23/2023	5.1(a)	J. Willmore will send a list of lapsed members sorted by region and a template email for Regional Directors to follow up with	J. Willmore / Regional Directors	December 2023	Completed / In progress
11/23/2023	5.1(b)	J. Willmore will send out the meeting invites for 2024 to the Board	J. Willmore	November 2023	Completed
11/23/2023	5.1(c)	Executive to discuss location for May in-person Board meeting	Executive	December 2023	
11/23/2023	5.1(d)	Executive to discuss Risk Register at next meeting, and determine where it should appear in the Board calendar	Executive	December 2023	
11/23/2023	5.1(e)	Board to review their contact information in the Quick Reference Guide, and advise J. Willmore of any changes	Board	December 2023	
11/23/2023	5.1(f)	J. Willmore will reach out to B. Craig to determine if he was willing to be the contact for OWA until an Executive Director can be secured	J. Willmore	December 2023	In progress
11/23/2023	5.1(g)	Executive to review and confirm further action on updated contract for Ken Cain at next meeting	Executive	December 2023	
11/23/2023	5.1(h)	E. Péloquin will follow up with M-H. Briand regarding the Member Value Task Force	E. Péloquin	December 2023	
11/23/2023	5.2(a)	S. Parsons will review the ToR for the EIC Investment Advisory Committee to see if it would be a good fit, and confirm with the Board	S. Parsons	December 2023	
11/23/2023	5.2(b)	A. Campbell will follow up with the CDA PD Committee to see if anyone would agree to be the CDA representative for the EIC Technical Development Committee	A. Campbell	December 2023	
11/23/2023	5.2(c)	D. Petrie will check the bylaws regarding CDA representation on EIC committees	D. Petrie	December 2023	
11/23/2023	6.1	M. Al-Mamun will check the budget and confirm where CDA membership stands compared to the budget.	M. Al-Mamun	December 2023	
11/23/2023	6.3(a)	D. Petrie confirmed he will provide a report on the Webinar Non-Member registrants vs membership status at the December meeting	D. Petrie	December 2023	
11/23/2023	6.3(b)	E. Péloquin will share the strategic plan with C. Lajoie Filion.	E. Péloquin	December 2023	
11/23/2023	8.5.1	J. Willmore will send the White Paper document to the new Board members	J. Willmore	December 2023	Completed
11/23/2023	8.7	C. Lajoie Filion will follow up with Louise-Philippe and the MDC Chair regarding training for tailings management	C. Lajoie Filion	December 2023	
11/23/2023	8.8.1	B. Earl will provide final revenue and expenses for the 2023 Conference at the December Board meeting	B. Earl	December 2023	

Board Meeting October 20-21, 2023	10/20-21/2023	5.3	The Executive will work on a Board Calendar to present to the Board	Executive	December/January 2023	In progress
		5.4	Schedule and present Onboarding Session for new Board members (and returning)	Office	December 2023	In progress
		6.1(b)	Provide analysis of webinar registrations (in terms of how many registered as non-members and are now members)	J. Willmore	December 2023	
		6.1(c)	Look into other organizations that have done hybrid conferences	D. Kenney	December 2023	
		8.1(a)	Schedule a meeting with Communication Committee Chairs and Naylor to better understand their priorities and deadlines to determine how to proceed (B. Craig to bring this back to the Committee as well)	Executive / B. Craig	December 2023	
		8.2	Comments requested on white paper for the Dam Safety Guidelines	Board	November/December 2023	
		8.3(a)	Discuss the Francophone student competition request with the H&A Committee	J. Bruce	November/December 2023	
		8.3(b)	Schedule a meeting with the Francophone Committee regarding the recommendations noted in their report	Executive	December 2023	
		8.3(c)	Email the Francophone committee a recap of the discussion on finding a replacement for Bulletin Editor to see if they have any suggestions	E. Péloquin	November/December 2023	
		8.5	Follow-up to determine if transfers to EIC have been happening	Finance Committee		
		8.6	Review the previous safety plan with the International Committee to determine what is currently in place, and what needs to be added	M. Smith		
		8.7.1	Follow up with the Membership Committee to request further information in the Retired membership category proposal	A. Campbell	December 2023	
		8.8	Reach out to Greg Noack to confirm if he is CDA's current representative on MAC and if he wants to be involved in a formal collaboration	M. Julien	December 2023	
		8.9	Reach out to the PD Committee to request the International Committee PD be included in their plan	M-H. Briand	December 2023	
		8.11	Work on Strategic plan for Winter 2024 and bring the draft to the Board for review	Strategic Planning Committee	February 2024	
		9.1(a)	Will follow-up with new employee of Yukon Energy to ask if they want to join the EDI Task Force	D. Kenney	November/December 2023	
		9.1(b)	Send more information on the EDI objectives to J. Iqbal	M. Cyr	November 2023	
		14.3	Present the 2025 Conference theme to the Board	A. Ruecker	April 2023	
		14.4	Reach out to the New Brunswick and Nova Scotia Directors to see if a Conference Chair could be secured for the 2026 Conference	Executive	December 2023	
		15(a)	Look into how information is provided (in terms of buckets and revenue streams) to see if they can present a clearer picture in terms of where revenue comes from	Finance Committee	December/January 2023	
Board Meeting September 28, 2023		15(b)	Follow up with the MDC on what information they would like to see regarding what composition of membership and further breakdown they are looking for information on	M. Julien	December 2023	
		15(c)	Review possibility of doing a hybrid conference	Conference Committee	Future meeting	
	9/28/2023	8.3.1	Board to review the Next Generation Guidelines white paper and provide any comments to É. Péloquin	Board	By October 20, 2023	
Board Meeting August 24, 2023	8/24/2023	5.1	M. Cyr and M-H. Briand will review the Board Task Groups section of the Quick Reference Guide, and advise Jackie if there should be any changes	M. Cyr / M-H. Briand	By September 28, 2023	
	8/24/2023	7.2 (b)	Any Board member that had not sent Eric their SWOT analysis was requested to send it to him as soon as possible	Board	as soon as possible	
Board Meeting July 20, 2023	7/20/2023	6.3(a)	Check with the membership coordinator to confirm if any on the Board had not renewed.	Office	By August 24, 2023	
	7/20/2023	7.3.2(a)	A. Campbell will bring the suggestion of succession planning and committee rotation to the Volunteer Task Force for discussion.	A. Campbell	By August 24, 2023	

Board Meeting May 12-13, 2023, in-person	5/12/2023	5.6	Form a Task Force to investigate ways of increasing CDA's volunteer capacity and of connecting prospective volunteers with committees, working groups and other bodies in CDA, and to present recommendations on so doing to the Board	Board	By June 22, 2023	In progress
	5/12/2023	6.1	B. Craig will share the social media stats with the Communications Committee, and bring the suggestions back to the committee for discussion	B. Craig	By June 22, 2023	
	5/12/2023	6.5	Advise what is being done for membership, and what is noted on the website for membership	Office	By June 22, 2023	
	5/12/2023	6.6	Treasurer to confirm if there is budget for SharePoint update	N. Gautam/(M. Al-Mamun)	By June 22, 2023	In progress
	5/12/2023	7.5(c)	Follow-up with the working group established under the Finance Committee that was examining sources of revenue for suggestions	N. Gautam/(M. Al-Mamun)	By June 22, 2023	
	5/12/2023	8.4.4(c)	M. Smith will provide examples of the issues in the shell and translations for consistency	M. Smith	By June 22, 2023	
Board Meeting March 16, 2023, via Teams	3/16/2023	7.1(a)	Review the investment suggestions and make recommendation to the Executive	Finance Committee	By April 13, 2023	
	3/16/2023	7.1(b)	Submit outstanding committee budget requests by Sunday, March 19th	Committee Liaisons	By March 19, 2023	
	2/16/2023	7.2	Send the list of lapsed members in Excel format to Regional Directors. Regional Directors to follow up with lapsed members, and reach out to L. Trahan if they need a template for reaching out to lapsed members.	ACI / Regional Directors	By March 16, 2023	Completed / In progress
Board Meeting February 16, 2023, via Teams	2/16/2023	9.2	Reach out to M. Al-Mamun regarding planning and funding of a trivia night event for the Nova Scotia region	A. Campbell	By March, 2024	In Progress
	2/16/2023	4.1.1	Follow up with Membership Committee on Regional Directors WG	M. Cyr	By Mar. 31, 2023	
	1/19/2023	6.1	Identify unrenewed Corporate and Sustaining member contacts and reach out to them about renewing	Regional Directors	By Feb. 16, 2023	
Board Meeting January 19, 2023, via Teams	1/19/2023	4.1.1	Organize meeting on MAC/CDA relationship	M. Julien	By Feb. 16, 2023	
	12/8/2022	7.6	Follow up with committees to prepare balance-of-year projection	N. Gautam	By Feb. 16, 2023	In progress
Board Meeting December 8, 2022, via Teams	10/14/2022	5.1	Consider whether the disclaimer sufficiently addresses the risks of legal action as part of the risk register review	M. Cyr	By June 2023	
	10/14/2022	6.1	Follow up with unrenewed Individual members using template eblast	ICOLD Director, Regional Directors	By November 30	Completed by BC, MB, NL, NS, SK, ICOLD
	10/14/2022	6.1	Provide update contacts for Corporate/Sustaining members to L. Trahan	All	Feb. 16, 2023	
Board Meeting October 14-15, 2022 In Person	10/14/2022	7.3	Suggest a meeting between the Francophone Committee and the Executive to discuss when the committee needs Board approval for actions	E. Pélouquin	Feb. 16, 2023	
	10/14/2022	7.6	Draft one-page guideline on what content development expenses for webinars can be covered by CanExport	M. Trias	Feb. 16, 2023	
Board Meeting October 27, 2020	10/27/20	20-10.03 b	Media response plan (being proactive in responding to dam safety incidents) to be discussed by the Executive and brought forward to a future Board meeting	M. Cyr		Discussion by the Executive
Board Meeting March 23, 2021	05/26/20	20.05-04 b	Develop understanding of when committees are underbudget one year due to uncompleted budgeted projects and funds are rolled over/required in the next fiscal year	N. Gautam		In progress



ONGOING ACTION ITEMS - DIRECTORS

Meeting	Task	Responsibility
May 12-13, 2023	Any award submissions on behalf of CDA should be approved by the Executive before submission	All
	Regional Directors to think of events they can do in their regions.	Regional Directors
	The translators should be added to the acknowledgements	Board Liaisons to technical committees preparing documents
	M. Cyr to obtain EIC's committee ToRs, Board to review and determine who would be a good fit as a CDA representative on the committees	M. Cyr/Board
16-Mar-23	Regional Directors to reach out to their jurisdiction to determine if there is interest holding a workshop in their area	Regional Directors
1/19/2023	Advise Executive of workshop opportunities	Regional Directors
17-Feb-22	Advise authors of Bulletin articles of 2,500-word maximum length	Regional Directors
17-Feb-22	Advise committees wishing to do surveys: * The Board must be informed of surveys * They must advise J. Willmore of the proposed timing of surveys * They must send surveys to J. Willmore for translation and to D. Petrie to be posted to SurveyMonkey	Board Liaisons
17-Feb-22	Update J. Willmore following each meeting regarding Board Action Items	All
16-Dec-21	For Bulletin magazine regional content submission ideas, contact M. Whidden or review past issues	Regional Directors
22-Jul-21	Encourage committee chairs to invite their strategic planning liaisons to committee meetings	Board Liaisons: COMPLETE - Bd Nominations, DSC, PD. H&A
	Ensure SP Committee liaisons keep strategic plan on other committee's agendas	Strategic Planning Committee Chair
	SP Committee to act as coordinator of inter-committee tasks	Strategic Planning Committee Chair
22-Jun-21	Remind committees to consider revenue generating opportunities	Board Liaisons
20-May-21	Advise the CDA President of committee items requiring Board attention	Board Liaisons
23-Mar-21	Update Staff on Action Sheet items that are in progress or completed	All
25-Feb-21	Send reminders to the Regional Directors 3 months in advance of their reports' due dates.	R. Gervais/M. Whidden
12-Jan-21	Board meeting package to be distributed one week ahead of the meeting.	Staff
	Schedule meetings closer to monthly with target duration of 2 hours.	President
	Look for committee items to report to the Board.	Board Liaisons
27-Oct-20	Executive to continue to update the risk register.	M. Cyr
24-Jan-20	Share copy of Regional Directors' guidance with potential Regional Director Candidates.	Board Nominations Chair



ONGOING ACTION ITEMS - STAFF

Meeting	Task	Responsibility
22-Jun-23	Minutes to be circulated to the Board a week in advance of the meeting for review and changes.	J. Willmore
May 12-13, 2023	Any award submissions on behalf of CDA should be approved by the Executive before submission	All
14-Oct-22	Determine need of Directors for CDA e-signatures and provide e-signatures as requested	J. Willmore
23-Sep-21	Circulate the Action Sheet in Excel format	D. Petrie
22-Jul-21	Post strategic plan master plan document as updated by the committee to CDA VBR	D. Petrie
22-Jul-21	Provide conference registration report to Board monthly starting in June	J. Willmore
12-Jan-21	Board meeting package to be distributed one week ahead of the meeting. Minutes to be done within two weeks of meeting date. Provide membership reports annually in November showing: breakdown by province; current month/same month prior year; 3-5 year trend analysis; new members; graphic representations. Provide list of non-renewed members to Regional Directors for follow-up in November. Forward USSD emails to Directors for feedback on sharing eblasts	J. Willmore J. Willmore J. Willmore J. Willmore J. Willmore; all to provide feedback
26-Jun-20	Ensure non-member webinar registrants are entered in the database.	Staff - the only role of staff is to encourage all non-member inquirers to create a profile in the database for each registrant for a webinar. Non-members are apt to try for a short-cut/ email staff in order to short-cut this step.

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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 - Calendar items
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
Officers		
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 pelouquin.eric@hydroquebec.com	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 mcyr@klohn.com	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 julia.hiscock@hatch.com	Vice President 2023-
Secretary-Treasurer	Mohammad (Mamun) Al-Mamun Tetra Tech Canada 140 Quarry Park Blvd. Calgary, AB T2C 3G3 mamun.almamun@tetrattech.com	Secretary-Treasurer 2023-
Directors		
British Columbia	Jeremy Bruce Klohn Crippen Berger 500 2955 Virtual Way Vancouver, BC V5M 4X6 T: 604-765-9237 jbruce@klohn.com	BC Director 2020-
Alberta	Mohan Acharya Alberta Environment & Parks Edmonton, AB mohanath.acharya@gov.ab.ca	AB Director 2023-
Saskatchewan	Allison Ruecker Water Security Agency, Saskatchewan 300-2365 Albert Street Regina, SK S4P 4K1 T: 306-631-8114 Allison.Ruecker@wsask.ca	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 bjearl@hydro.mb.ca	MB Director 2022-
Ontario	Brent Craig Ontario Power Generation 100-303 Townline Road Niagara-on-the-Lake, ON L0S 1J0 C: 289-302-1642 brent.craig@opg.com	ON Director 2021-
Québec	Catherine Lajoie Filion Go-Mine Montréal, QC T : (819) 550-0525 clajoiefilion@gomine.ca	QC Director 2023-
New Brunswick- PEI	Benjamin McGuigan GEMTEC 124 Greenview Drive Hanwell, NB E3C 0M7 C: 506-238-5709 benjamin.mcguigan@gemtec.ca	NB Director 2021-
Nova Scotia	Alex Campbell Wood T: 902-414-5777 alex.campbell2@woodplc.com	NS Director 2022-
Newfoundland and Labrador	Sterling Parsons WSP Canada 40 Kirkston Ave Conception Bay South, NL A1W 0B2 C: 709-597-8657 Sterling.Parsons@wsp.com	NL Director 2022-
Territories	Darryl Kenney Yukon Energy Corporation #2 Miles Canyon Road, PO Box 5920 Whitehorse, YK Y1A 6S7 T: 867-334-6908 darryl.kenney@yec.yk.ca	TERR Director 2023-
Director At Large	Michel Julien Agnico Eagle 145 King Street East, Suite 400 Toronto, ON M5C 2Y7 C: 514-244-5876 michel.julien@agnicoeagle.com	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 Marc.Smith2@wsp.com	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 dpetrie@cda.ca	Since 2020
Quality Manager	Clare Raska cdaclare@gmail.com	2023-24
Publication Coordinator	Jackie Willmore T: 416-255-7076 jwillmore@cda.ca	Since 2023
Event Specialist	Rachel Gilmour T: 416-255-7076 rgilmour@cda.ca	Since 2020
Membership Coordinator	Liz Burns T: 416-363-9585 lburns@cda.ca	Since 2020
Coordinator (Technical)	Allan Kirkham T: 905-749-5751 allankirkham75@gmail.com	Since 2017 (Newest contract July 1, 2022-June 30, 2024)
Coordinator (Bulletin)	Richard Gervais T: 450-461-0607 richard.gervais@videotron.ca	Since 2017 (Newest contract July 1, 2022-June 30, 2024)
Coordinator (Communications)	Angie Ramey T: 778- 674-2285 angie.ramey@tetrattech.com	Since 2022 (volunteering)
Coordinator (International)	Margaret Trias T: 905-941-4170 margaret.trias.hault@gmail.com	Since 2020 (Newest contract July 1, 2023-June 30, 2025)
Coordinator (Professional Development)	Jay Attari T: 647-863-1069 j_attari@yahoo.com	Since 2020 (Newest contract July 1, 2022-June 30, 2024)
Coordinator (Regulation of Dams)	Kenneth Cain T: 705-991-5389 kgcain63@gmail.com	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	Michael Cyr 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
Memoranda of Understanding		
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
International Agreements		
CBDB+ICOLD Chile+ COPEG+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



NIGERIAN COMMITTEE ON LARGE DAMS (NICOLD)

Address: Room 212, Federal Ministry Of Water Resources, Area 1, Old Federal Secretariat Garki, Abuja.
Tel: +2347036046611, E-mail: nicoldsecretariat@gmail.com, www,nicoldng.org

5th December 2023

The President

Canadian Dam Association (CDA)
2800 - 14th Ave, Suite 210
Markham, Ontario
Canada L3R 0E4

IMPLEMENTATION OF NICOLD-CDA TECHNICAL AGREEMENT: LETTER OF APPRECIATION

We wish to express our sincere gratitude to the Canadian Dam Association (CDA) for the successful takeoff of implementation of the Agreement for the Technical cooperation and Exchange between the Nigerian Committee on Large Dams and the Canadian Dam Association (CDA)

2. The webinar on Dam Safety 101 was held on 28th September 2023 followed by the workshop on Dam Safety at the Mainstream Academy in Kainji from 13th to 16th November 2023.

3. We especially appreciate Margaret Trias, Richard Donnelly, and Dami Adedapo who traveled from Canada to Kainji. We also appreciate Tony Benneth, Claire Raska, and Pierre Choquet who sacrificed their comfort to make remote presentations at the workshop.

5. We look forward to further collaboration with CDA as we progress in the implementation of the Agreement between our Associations.

6. Please accept the assurance of my warm regards


Dr. J.B.O Adewumi
President.

EXECUTIVES

President: Engr Dr. J.B.O. Adewumi *FNSE*; **Vice President:** Engr. D.M. Lawal; **Secretary:** Ms. Stella Arachie
Fin. Secretary: Engr. H. A. Musa *FNSE*; **Treasurer:** Ms Irene Osogwu;
PRO.: Engr. Dauda Musa; **Asst. Secretary:** Engr. Dr. Taiwo Aseperi;

Regional Directors Report

Report to the Board of Directors of: December 14, 2023

Region	Manitoba
Report prepared by	Brian Earl
Start date on Board	November 2022
Local CDA activity #1	
Date:	October 22-25, 2023
Format:	Annual Conference and Trade Show
Achieved goal / expectations? <i>(see scale, below)</i>	Attendance exceeded expectations
Attendance (target/actual):	389 / 485 (2010 Niagara conference holds record at 488)
Financial result (target/actual):	Detailed financial report pending
General comments:	No other local CDA events planned for this year. Potential for local event in January 2025 (similar to Jan 2023 event)
Significant Regional Dam-related News	
Regulatory Changes:	Manitoba Environment Climate and Parks is working on a new approach to water power licensing, details still to be determined.
Incidents:	None reported
Construction Projects:	<p>Manitoba Transportation and Infrastructure:</p> <p>Mary Jane Dam – Emergency Spillway Reconstruction (\$2.8M)</p> <ul style="list-style-type: none"> - New riprap lined auxiliary spillway to repair/replace natural spillway  <p>Spring 2022 erosion</p>



completed riprap lined auxiliary spillway (Spring 2023)

Rivers Dam – Riparian Conduit Rehabilitation (\$5.7M)

- Repairs to outlet stilling basin (new walls and basin slab)
- New 4' control gates, additional venting.
- Scheduled for completion this winter



Cofferdam Removal

Quesnel Lake Dam – Spring Flood 2022 Repairs (\$0.8M)

- Flooding in the spring of 2022 caused a washout of the rockfill dam. Repairs were completed in late winter of 2023 with lake levels returning to normal in summer of 2023.



Spring 2022 overtopping



Spring 2023 - Reconstructed embankment

Wanipigow Dam – Structure Replacement (\$4.2M)

- Structure to be converted to a rockfill dam, with new stoplog controlled section. Completion planned for February 2024



Before



Construction ongoing

	Manitoba Hydro: Point du Bois Generator Replacement (\$314M) <ul style="list-style-type: none">- Replacing 8 of 16 units- Additional 52 megawatts of capacity- \$114M funding from Government of Canada (Green Infrastructure Stream)- Completion in 2027
Other:	

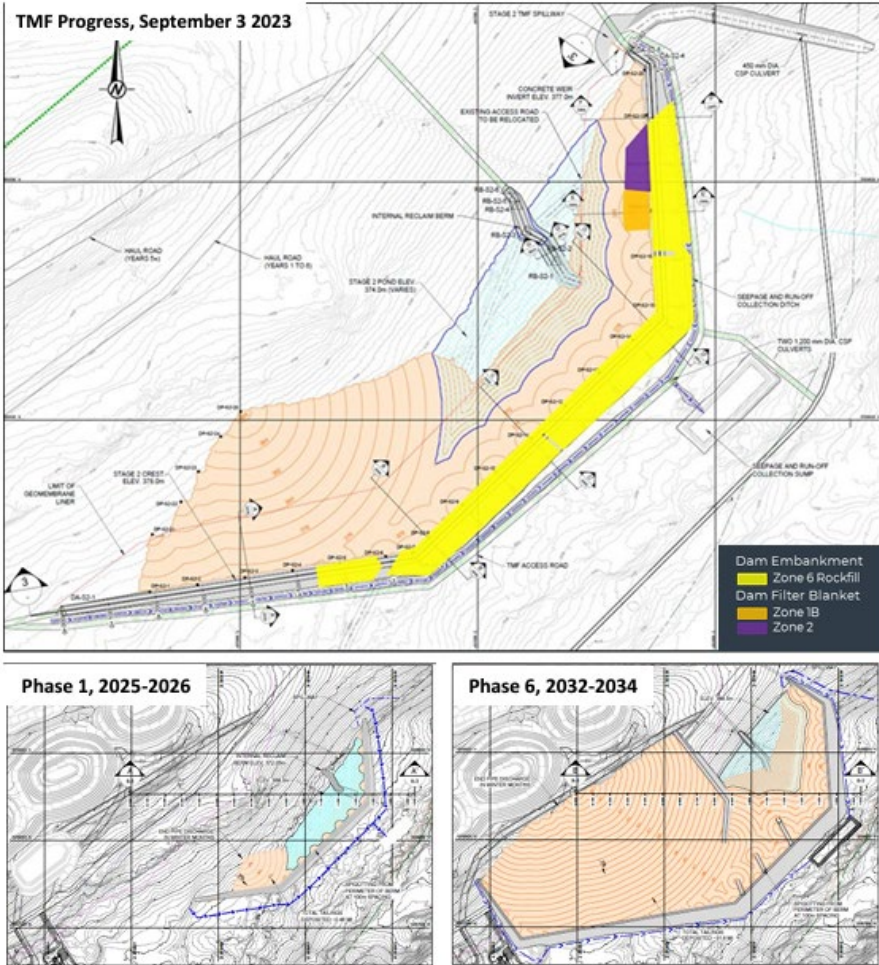
Goal/Expectation Scale:

1=disappointed; 2=somewhat met expectations 3=met expectations; 4=exceeded expectations

Regional Directors Report

Report to the Board of Directors of: January 16, 2024

Region	Newfoundland and Labrador
Report prepared by	Sterling Parsons
Start date on Board	2022
Local CDA activity #1	
Date:	Planned activity for Early Spring 2024
Format:	Informal Event – Happy Hour Social at Yellowbelly Brewery
Achieved goal / expectations? <i>(see scale, below)</i>	
Attendance (target/actual):	
Financial result (target/actual):	
General comments:	
Local CDA activity #2	
Date:	
Format:	
Achieved goal / expectations? <i>(see scale, below)</i>	
Attendance:	
Financial result:	
General comments:	
Local CDA activity #3	
Date:	
Format:	
Achieved goal / expectations? <i>(see scale, below)</i>	
Attendance:	
Financial result:	
General comments:	
Significant Regional Dam-related News	
Regulatory Changes:	NL Dam Safety Regulations are in draft form. NL government is planning to hold consultation sessions with stakeholders in the near future before finalizing the regulations.
Incidents:	None

Construction Projects:	<p>Marathon Gold Tailings Facility, ongoing</p> <p>TMF Progress, September 3 2023</p> 
Other:	<ul style="list-style-type: none">• NL Hydro planning for timber crib decommissioning in the Exploits Region;• Talks between the provincial governments of Quebec and Newfoundland & Labrador for the development of the Gull Island project have been had.<ul style="list-style-type: none">○ https://montrealgazette.com/news/quebec/n-l-premier-to-legault-on-more-tapping-into-hydro-power-show-us-the-money○ https://www.cbc.ca/news/canada/newfoundland-labrador/draft-gull-island-agreement-blueprint-new-deal-1.7077475

Goal/Expectation Scale:

1=disappointed; 2=somewhat met expectations 3=met expectations; 4=exceeded expectations

AB Regional Update: January 18, 2024 (5 Min)**Mohan Acharya**

- Implementation of regulatory framework ongoing that promotes modern dam safety practices based on collaboration and knowledge sharing
- Dam Safety education and awareness are continuing through technical webinars in collaboration with CDA, GoA, and Industry. Following four webinars are planned for 2023-2024:
 - The first webinar in Emergency Management was completed in November 2023,
 - The second one on Instrumentation Challenges in Existing Dams is happening in January 2024
 - The third one in February 2024 will be on Cavitation, Uplift, and Drainage Issues for Dams, Spillway and Other Hydraulic Structures and
 - The fourth one will occur in March 2024 on Underwater Inspections
- The Regulation of Dams Committee, a CDA working group, is planning to organize a 1-day virtual symposium on the challenges in regulating the safety of tailings facilities.
 - This is one of the initiatives; subsequent initiatives may include webinars, guidelines etc.,
 - Organizers need to know from the board what is required for its approval.
 - The final ToR is available for review.

Major Projects

- Two new dams are under construction in Alberta in response to the 2013 historic flood event in the Calgary region (The Cougar Creek Dam Project and The SR1 Project)
- Three other multipurpose new dams are in the planning/study phase (Bow River Reservoir Project, Eyermore Dam, East Central Irrigation Project)
- Many reservoir expansion projects are ongoing in support of Irrigation expansion in Alberta (Chin reservoir, Snake Lake)
- **Other Initiatives**
 - Small Dam Inspection Guideline update is ongoing,
 - Other initiatives to be reported in the next update.