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Board Nominations Committee

Terms of Reference

Approved 2020-11-26

- Purpose** To oversee and coordinate the process for nomination and election of Directors and monitor the implementation of the Succession Plan.
- Term and Selection:** The Committee shall be formed annually to serve for the year from one AGM to the next. The Committee shall consist of a minimum of three members (including the Chair) who will not be candidates in the election of Directors in the upcoming year. The Past President shall chair the committee. If the Past President is not available, the Board shall appoint a chair.
- Through direct communication (e.g. newsletter, *CDA Bulletin*, e-mail blast), members in good standing will be invited to put their names forward to serve on the Committee.
- Upon the recommendation of the Chair, the Board shall appoint the other members of the Committee and shall fill any position on the Committee that is unfilled or becomes vacant. The Executive Director shall be a member *ex-officio* of the Committee.
- Reporting** Before the commencement of the elections process, the Chair shall provide a written report to the Board outlining:
- Names of Committee members
 - List of upcoming vacancies on the Board
 - Recommended schedule for the nominations and elections process.
- Before the AGM, the Chair shall provide a written report to the Board outlining the results of the nominations and elections and the status of the Succession Plan.
- Mandate**
1. Review the *Procedure for Election of Directors* each year, and make recommendations to the Board for revision if necessary
 2. Develop and recommend to the Board a schedule for the current year election process
 3. Oversee implementation of the *Procedure for Election of Directors* in compliance with the by-laws and Board policies
 4. Seek nominations for open positions
 5. Confirm that nominators and nominees meet the eligibility requirements as set out in the by-laws and policies
 6. Confirm the results of any advance election, and provide a written report so that the Chair can communicate the election results to the members at least 15 days before the AGM as required by the By-law

7. Review the Succession Plan and poll the various committees/working groups/coordinators to determine the status of implementation.

Conference Organizing Committee(s)

Terms of Reference

Approved 2014-06-26

Purpose	To plan, organize and manage the annual conference of the CDA.
Term and Selection	<p>A committee shall be formed for each annual conference. The Chair(s) shall be approved by the Board. Typically, members of the committee include:</p> <ul style="list-style-type: none">• Provincial director for the province in which the conference will be held• Executive Director <i>ex-officio</i>
Reporting	<p>The Chair(s) shall provide regular reports to the Board, as requested, and semi-annual written reports to the Board, outlining:</p> <ul style="list-style-type: none">• Committee activities and deliverables in the period• Work plan and project expenditures for the upcoming period• List of committee members.

Mandate

1. Implement CDA policies for Conferences generally consistent with the current Conference Organization Guidelines.
2. Plan and implement specific elements of the Conference:
 - a. Technical Program: in close collaboration with appropriate technical committees, identify conference paper presentations, panels, keynote speakers and in-conference working sessions that will provide valuable professional development and training
 - b. Workshop Program: in consultation with appropriate technical committees, identify topics and presenters for interactive workshops that will provide valuable, in-depth training
 - c. Social Program: identify and organize events to facilitate networking and to provide some local social, cultural or artistic flavour
 - d. Companions: consider organizing activities for companions that provide some local social, cultural or scenic experiences
 - e. Technical Tours: identify & organize tours of water dams, tailings and mining dams, dykes/levees or other control structures of interest to dam professionals.
3. Work with other CDA units – staff, contractors, technical, governance and operational committees – to assist them in achieving their mandates as they relate to the conference.
4. In cooperation with staff, ensure conference proceedings are made available in accordance with CDA policies.
5. In cooperation with the Executive Director, manage the finances of the conference with due diligence, consistent with Board policies and procedures.
6. After the Conference, assist in the review of and suggest enhancements to the Conference

Organizing Guidelines.

7. Deliver to the Board, within 6 months of a conference, a report on the conference, including recommendations for future organizers.

Dam Safety Committee

Terms of Reference

Approved - 2020-10-27

Purpose	To act as a technical resource to develop guidance, position statements and communications related to dam safety matters, and recommend appropriate policies and actions to the Board of Directors.
Term and Selection	The Committee Chair is appointed by the Board for a term of 2 years, with the term being renewable. The Chair shall be responsible for recruiting committee members, subject to acceptance by the Board. Members of the committee shall be selected for their qualifications and experience in the subject matter.
Reporting	The Chair shall provide semi-annual written reports to the Board, outlining: <ul style="list-style-type: none">• Committee activities and deliverables in the period• Work plan and project expenditures for the upcoming period• List of committee members.

Mandate

1. Hold at least 2 meetings per year, at least one of which should be a face-to-face meeting.
2. Identify issues that are relevant and important to dam safety in Canada with implications for dam owners, dam practitioners, regulators and the public. Develop and follow strategies to seek consensus on resolution of issues, including collaboration with other CDA technical committees. Make recommendations to the Board when appropriate or necessary to establish and/or confirm CDA's position.
3. Provide stewardship of CDA publications and workshops related to dam safety, including the *Dam Safety Guidelines* and related Technical Bulletins. The stewardship shall include review, revision, quality assurance, stakeholder engagement, and communication.
4. Establish and provide oversight to working groups as required to fulfill a specific mandate as established by the Committee and outlined in a Terms of Reference approved by the Committee. Appoint a lead to help guide the working group, recruit membership, and report to the Chair on the status of their initiatives and on resourcing requirements. Dissolve the working group at the completion of the mandate as appropriate.
5. Develop and/or assess the value of external initiatives to CDA (including research and development projects) related to dam safety and make recommendations to the Board of Directors for CDA involvement.
6. Nominate (for Board approval) representatives for external committees or groups addressing issues related to dam safety. In the case of ICOLD technical committees, the Dam Safety Committee will provide input and recommendations on committee representation, as appropriate, to be nominated through the International Committee for Board approval.

Executive Committee

Terms of Reference

Approved 2014-05-27

Purpose	To perform the duties of and uphold the responsibilities of the Board between Board meetings, to improve the efficiency and effectiveness of CDA operations.
Composition	The President shall Chair the Executive Committee. The members shall consist of the President, Vice-President, Secretary-Treasurer, Past-President, and up to two other directors appointed by the Board at the Board's sole discretion.
Reporting	The Chair or his/her delegate shall report, at each Board meeting, on the Committee meeting(s) and actions since the previous Board meeting.

Mandate

1. Perform the duties of and uphold the responsibilities of the Board of Directors between Board meetings, subject to the limits set out in the following documents:
 - Governance Policies and Procedures approved by the Board of Directors, including Financial Management
 - Annual and strategic plans established by the Board
 - Annual budget approved by CDA members
 - Minutes of Board meetings.
2. Provide an opportunity for efficient and timely consultation and discussion, as the Officers carry out their responsibilities and implement Board decisions.
3. Be responsible for Risk Management, including regular review of the risk register.



CDA RiskTree.xlsx

Finance Committee

Terms of Reference

Approved 2021-09-23

Purpose To provide recommendations to the Board of Directors regarding financial management of the Association.

Term and Selection The Secretary-Treasurer shall act as Committee Chair. The Board of Directors shall appoint between two and four other committee members, recommended by the Committee Chair, at least one of whom shall be a Director and one of whom shall be a member of CDA who is not a Director. One Committee member shall be identified to the Board as the Committee Vice Chair.

The term of member appointment is two years, with the term being renewable once. Staggered membership of committee members is preferred. Terms served on the Finance Committee are cumulative within the position on the committee (Director member, non-Director member, Secretary-Treasurer) but not cumulative between positions.

The Board may appoint a young professional in addition to the positions listed above.

Reporting The Chair shall provide quarterly updates at the regular board meetings as relevant, and twice yearly written reports to the Board, outlining:

- Committee activities and deliverables in the period
- Work plan and project expenditures for the upcoming year; and,
- List of committee members.

Mandate

1. Prepare and propose to the Board appropriate policies and procedures for finances and investments
2. Develop and implement investment strategies, manage policies to reasonably safeguard the investments of the Association and make recommendations to the Board for changes
3. Develop and implement financial strategies, manage policies to reasonably safeguard the finances of the association and make recommendations to the board for changes
4. Support Secretary-Treasurer in the periodic review of finances
5. Conduct preliminary review of annual budget of the association, including the 5-year rolling projections, and provide advice to the Secretary-Treasurer.

Francophone Committee

Terms of Reference

Approved 2021-09-20

Purpose To promote professional development, engagement and communication within the CDA francophone community

Term and Selection The Committee Chair shall be appointed/approved by the Board for a term of two years, renewable once.

Committee members shall not be limited by term, but will require the support and endorsement of their relevant jurisdiction. The term of member appointment is two years, with the term being renewable.

The committee will have at least one Young Professional.

All members should be fluent in French. All meetings shall be held in French.

The Quebec Director shall be automatically appointed to the committee and shall act as the Board liaison.

Reporting The Chair shall provide written reports to the Board, outlining:

- Committee activities and deliverables in the period
- Work plan and project expenditures for the upcoming year
- List of committee members.

Mandate

1. Hold periodic activities in French such as webinars, solicit the participation of CDA francophones members and promote professional development and communication within the francophone community.
2. Promote francophone volunteering within CDA activities and Committees.
3. Identify “ambassadors” to promote CDA membership and make technical information and activities in French available to the engineers and students across Canada.

Honours and Awards Committee

Terms of Reference

Approved 2021-07-22

Purpose	To ensure the Canadian Dam Association honours the contribution of CDA members to the dam industry through recognition of their achievements.
Term and Selection	The Board of Directors shall appoint the chair of the Committee for a term of two years, renewable once. The Chair will typically be either the Past President, or someone who will have served on the CDA Board for at least two years. The Chair shall be responsible for appointing the Vice-Chair and recruiting committee members. Staggered membership of committee members is preferred.
Reporting	<p>The Chair of the Honours and Awards Committee shall provide semi-annual written reports to the Board, outlining:</p> <ul style="list-style-type: none">• Committee activities and deliverables in the period since last report• Work plan and projected expenditures for the upcoming period• List of committee members

Mandate

1. Periodically, review the criteria for established awards, honours and scholarships, and recommend to the Board changes as appropriate.
2. Annually, consider establishing new awards, honours, and scholarships relevant to the objectives of the association and make recommendation to the Board, as appropriate.
3. Solicit nominations and coordinate the evaluation and selection process for CDA honours and awards
4. Make the selection for, or confirm, the CDA awards recipients.
5. Make recommendations to the Board for Life Membership.
6. Coordinate the Awards ceremony, which is normally held at the banquet during the CDA Annual Conference.
7. Solicit, co-ordinate and prepare, on behalf of the Board, nominations of CDA members for awards offered by external organizations, such as Engineering Institute of Canada (EIC) and other. Nominations submitted on behalf of CDA for external awards must be approved by the Board.
8. Provide information to ensure the Honours and Awards section of the CDA website is maintained and updated periodically.
9. Maintain and administer procedures for the CDA Scholarship award process, including:
 - Annual call for applications;
 - Annual establishment of a Scholarship Evaluation Panel;
 - Annual coordination of the Panel to evaluate and select scholarship recipients;
 - Annual review of criteria for the scholarships and presentation (for information) to the

- CDA Executive; and
 - Annual updating of nomination forms, to be posted on CDA website in both English and French languages.
10. Make recommendations to the Board for maintenance of the CDA Scholarship fund, and lead fundraising efforts to maintain and increase said fund.

International Committee

Terms of Reference

Approved 2021-0112

Purpose To oversee all aspects of CDA's international strategy, engagement and activities, including relations with ICOLD, agreements with national committees of ICOLD, international business development (IBD) program and other international activities.

Specific objectives include:

- Broadening the knowledge of Canadian professionals through CDA member involvement in ICOLD Technical Committees and other international initiatives.
- Creating opportunities to showcase Canadian advances and expertise in safe and sustainable practices related to water-retaining and mining dams.
- Providing a forum for young professionals to build networks in the international community.

Membership The elected Director-at-Large for ICOLD will be the Chair. The Chair is responsible for recruiting Committee members.

The term of member appointment is two years, with the term being renewable.

Reporting The Chair shall provide regular reports to the Board as needed, and semi-annual written reports to the Board, outlining:

- Committee activities and deliverables in the period
- CDA representatives to ICOLD Committees
- International agreements or memoranda of understanding
- CDA representatives to other international agencies or committees
- Work plan and project expenditures for the upcoming period
- List of committee members

Mandate

1. Represent Canada at ICOLD:
 - a) Be primary contact with ICOLD Central Office
 - b) Encourage CDA members to share information and knowledge at ICOLD events
 - c) Disseminate information between ICOLD and CDA members
 - d) Recruit and oversee Canadian representatives for ICOLD Technical Committees
 - e) Oversee CDA representation on Francophone and INCA meetings
 - f) Develop CDA positions for input to ICOLD decisions
 - g) Manage CDA participation at ICOLD events
2. Develop and maintain an International Strategy, for approval by CDA Board of Directors, to guide planning and implementation of CDA's international engagement.
3. Coordinate requests from outside Canada for CDA involvement, consistent with the International Strategy. Recommend to the Board any appointment of CDA representatives, in consultation with other relevant CDA committees as appropriate.

4. Consistent with the International Strategy, identify funding opportunities for international activities from the Government of Canada (e.g. CanExport - Associations) and other sources, Upon approval by the Board, lead the application process for funds and if successful, inform the relevant Committees / Working Groups to implement the initiatives being funded.
5. Consistent with the International Strategy, and as approved by the Board, develop and implement agreements with ICOLD national committees and other international agencies.

Membership Committee

Terms of Reference

Approved 2021-08-17

- Purpose** To provide recommendations to the Board of Directors and oversee implementation of Board-accepted actions regarding recruitment, retention and engagement of Members in all Membership categories of the Association.
- Term and Selection** The Board shall appoint a Committee Chair for a term of two years, renewable once. The Chair shall be responsible for recruiting committee members and identifying a Vice Chair.
- The term of member appointment is two years, with the term being renewable.
- The Committee members will include a Board liaison and a Young Professional.
- Reporting** The Chair shall provide quarterly updates for the regular board meetings as relevant, and twice yearly written reports to the Board, outlining:
- Committee activities and deliverables in the period
 - Work plan and project expenditures for the upcoming year; and,
 - List of committee members.
- Mandate**
1. Develop a value proposition statement for each membership category
 2. Establish a system for regular and relevant contact with Individual (including Student and Life Members), Corporate and Sustaining Members
 3. Define the role of Regional Directors regarding membership aspects of the Association
 4. Develop and implement strategies for attracting new members in all categories
 5. Propose changes to the membership database to assist the Committee with tracking trends, identifying knowledge or representation gaps, and maintaining current the member contact information
 6. Review the current Member services (e.g. access to ICOLD Bulletins and reduced cost for events) and recommend changes/improvements
 7. Work with other Committees of the Association to consider the impact to members from new or changed policies/documents/fee structures/etc.

Mining Dams Committee

Terms of Reference

Approved 2011-08-17

Purpose To represent within the CDA the interests of owners, consultants, regulators and suppliers involved with the design, construction, operation and closure of mining dams.¹ The focus will be to promote awareness of the technical and risk management practices for dams used in the mining industry.

Term and Selection The Committee Chair shall be appointed by the Board of Directors for a term of two years, renewable once. The Chair shall be responsible for recruiting a Vice Chair and committee members.

The term of member appointment is two years, with the term being renewable. Staggered membership of committee members is preferred. The Committee will include a Young Professional.

Reporting The Chair shall provide semi-annual written reports to the Board, outlining:

- Committee activities and deliverables in the period
- Work plan and project expenditures for the upcoming period
- List of committee members.

Mandate

1. Identify technical issues that reflect the unique characteristics of mining dams.
2. Identify issues relating to mining dams that should be considered for future revisions of the *CDA Dam Safety Guidelines* and make such recommendations to the Dam Safety Committee. Where appropriate, lead the preparation of technical bulletins relating to mining dams, in support of the *CDA Dam Safety Guidelines*
3. Coordinate and promote preparation of technical papers for conferences and the *CDA Bulletin*.
4. Nominate (for Board approval) representatives for external committees or groups addressing issues related to mining dam safety.
5. Identify issues relevant and important to mining dams with implications for dam owners, consultants, regulators and suppliers to the Board of Directors prior to engaging with CDA members. Develop and follow strategies to seek consensus on resolution of issues for Board approval.

¹ The term “mining dams” is used herein to represent the wide variety of dams that are found at mine sites, such as tailings dams, contaminated water dams, freshwater supply dams, seepage collection pond dams and sludge storage dams.

Professional Development Committee

Terms of Reference

Approved 2020-11-26

Purpose To identify or create opportunities for CDA to transfer dam industry knowledge and guidance to the CDA membership and dam community, and oversee the annual program of in-person and online professional development events and products.

Term and Selection The Committee Chair shall be appointed by the Board of Directors for a term of two years, renewable once. The Chair shall be responsible for recruiting committee members and identifying a Vice Chair for approval by the Board.

The term of member appointment is two years, with the term being renewable. The committee membership will include a Young Professional.

Reporting The Chair shall provide semi-annual written reports to the Board, before the spring and fall meetings, outlining:

- Committee activities and deliverables in the period
- Work plan and project expenditures for the current and upcoming year
- List of committee members

Mandate

1. Provide input to CDA strategic plan and projects related to professional development.
2. Oversee assessment and prioritization of professional development needs of CDA members (Individuals, Corporate and Sustaining) and the dam community.
3. Review and endorse an annual program (content, schedule, budget) of CDA professional development events and products (including workshops, webinars and other, both in-person and online) for approval by the Board.
4. Work with CDA staff to ensure that professional development activities are effectively promoted and delivered.
5. Document, maintain and oversee a quality control and quality assurance process for in-person and online professional development events and products.
6. Review and evaluate regular reports on program delivery, based on documented quality control and quality assurance process.

Regulation of Dams Committee

Terms of Reference

Approved 2021-05-30

Purpose To provide a forum for discussion amongst Regulators, provide guidance to the CDA Board of Directors, and act as the resource on issues regarding the regulation of dams.

Specific objectives include:

- Providing a forum for the mining's dams regulatory community to discuss their specific issues and concerns related to their areas of interest within CDA community.

Term and Selection The Committee Chair shall be appointed by the Board for a term of two years, renewable once. Committee members shall not be limited by term but will require the support and endorsement of their relevant jurisdiction.

The committee will also have at least one Young Professional, from the regulatory community. The term of member appointment is two years, with the term being renewable.

Reporting The Chair shall provide semi-annual written reports to the Board, outlining:

- Committee activities and deliverables in the period
- Work plan and project expenditures for the upcoming year
- List of committee members.

Mandate

- 1) Maintain a summary product on the status of dam regulations in Canada. This product represents all Canadian jurisdictions and their respective legislation, regulations, policies and guidelines.
- 2) Share information among Committee members and identify issues related to dam regulations, their content, implementation and enforcement. Discuss the potential implications of these issues for regulators, dam owners, dam practitioners and other stakeholders. Develop strategies to address issues related to dam regulations.
- 3) Collaborate with other CDA Committees to provide advice and perspectives regarding regulatory issues and strategies to address these issues.
- 4) Provide the CDA Board and Committees with information and interpretation on the regulation of dams in Canada, including regulatory changes, issues, strategies, and guidelines.
- 5) Nominate (for Board approval) representatives for non-CDA external committees or groups addressing issues related to regulation of dams.
- 6) Establish temporary sub-committees and/or working groups comprised of Committee members and others, to undertake key priorities as they arise.

- 7) Strive to maintain broad representation from all Canadian jurisdictions.
- 8) Hold at least four meetings per year. One meeting should be an in-person meeting, preferably in conjunction with the annual CDA conference. All other meetings will be in the format of teleconference.

Strategic Planning Committee

Terms of Reference

Approved 2021-02-25

Purpose	To ensure effective development, implementation, maintenance and monitoring of CDA's strategic plan and support committees in implementing their tasks.
Term and Selection	<p>The Committee Chair shall be the Vice-President of the Board. The Chair shall be responsible for recruiting committee members.</p> <p>The Vice-chair will be appointed by the Chair for approval by the Board. The President and the Past-President shall also serve on the committee. The committee will also have at least one additional member from the Board, at least one non-Board member, and one Young Professional. The term of member appointment is two years, with the term being renewable.</p>

Mandate

Develop the Strategic Plan and prepare a timeline and process for implementing the Strategic Plan for approval by the Board.

Brief other committees and staff of the content of the Strategic Plan and work with other committees and with staff to align their work plans with the projects in the Strategic Plan.

Monitor implementation of the strategic plan and report progress to the Board semi-annually and report to the membership annually.

Initiate the development of the next strategic plan for approval prior to the expiration of the previous plan.

Young Professionals Committee

Terms of Reference

Approved 2020-10-27

- Purpose** The purpose of the Young Professionals Committee is to provide “young professionals” (i.e. those who are at an early stage of their careers) opportunities to network within the Canadian Dam Association and with other professionals in the dam (or water resources) industry.
- Term and Selection** The Committee Chair shall be appointed by the Board of Directors for a term of 2 years. The Chair shall be responsible for recruiting committee members, subject to acceptance by the Board.
- Reporting** The Chair shall provide semi-annual written reports to the Board, outlining:
- Committee activities and deliverables in the period
 - Work plan and project expenditures for the upcoming year
 - List of committee members.

Mandate

1. To promote the Canadian Dam Association within Canadian Universities and increase the awareness of dams and the Canadian Dam Association Guidelines
2. To identify types of programming and professional development of interest to Young Professionals within the CDA
3. To plan events designed to draw interest from young professionals, encourage active participation and membership in the Association, and add value to the younger members
4. Encourage young professionals to actively participate within the organization through conferences and committees
5. Encourage participation at career fairs.