



## Meeting Minutes

Action items are highlighted in **yellow**.

### 1. Opening of the 2025 CAUS AGM. (Chair<sup>1</sup>: Jeremy Heywood)

Meeting opened at: 09.00 Pacific

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

- **Jeremy Heywood, Vancouver Aquarium**
- **Isabelle Côté, Simon Fraser University**
- **Paul Boissinot, Explo-Nature**
- **Nigel Waltho, Carleton University**
- Stephanie Green, University of Alberta
- Benoît Dumas, Université Laval
- **Rich Moccia, University of Guelph**
- John Lindley, Dalhousie University
- **Bruce Hatcher, Cape Breton University**
- Wayne Jacob, Tula Foundation
- Rod Hobbs, Memorial University
- **Bruno Courtemanche, RAPPEL**
- **Sherri Ferguson – CSA Liaison**
- **Fabiola Ruiz Aguilar, University of British Columbia**
- Hailey Shchepanik, Vancouver Aquarium
- Ben Holland, Bamfield Marine Science Centre
- Aimie Néron, Institut de Recherche en Histoire Maritime et Archéologie Subaquatique

### 2. Verification of quorum (25% of current members required = 8 of 30).

Number of voting members (highlighted above in **blue** above) present: 17      Quorum verified: YES

### 3. Motion: Adoption of the 2025 CAUS AGM Agenda

Motion by: Heywood      Seconded by: Rich Moccia  
In favour: All      Not in favour: None

### 4. Motion: Adoption of the minutes of the 2024 CAUS AGM that took place on October 17, 2024.

Motion by: Heywood      Seconded by: Sherri Ferguson  
In favour: All      Not in favour: None

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<sup>1</sup> Regarding the Chair making motions – if the Chair is a member of the body that is meeting (as the Chair is in this case), the Chair can make motions and participate in votes. Accordingly, the Chair has made a number of motions in this agenda with the goal of advancing CAUS business. However, the Chair will not vote on these motions unless to decide a tie vote.

## 5. Round Table: 30-second per person self-introduction of attendees

The president welcomed newcomers to the AGM. All members present introduced themselves.

## 6. CAUS Executive Committee members and terms:

Member	Role	Elected/Continuance	Three-year term expires
Jeremy Heywood	President	2022	2025; seeking re-election
Nigel Waltho	Treasurer	2022	2025 seeking re-election
Isabelle Côté	Secretary	2024	2027
Paul Boissinot	Executive in Charge of French Translation	2022	2025; seeking re-election
Rich Moccia	Executive-at-Large	2022	2025; seeking re-election
Bruce Hatcher	Executive-at-Large	2022	2025; stepping down
Sherri Ferguson	CSA Liaison (non-voting)	2022	2025; seeking re-election
Bruno Courtmanche	Executive-at-Large	2022	2025; seeking re-election
Fabiola Ruiz -Aguilar	Executive-at-Large	2024	2027
Jessica Schulz	Executive-at-Large	2024	2027 stepping down

The terms of the President, Treasurer, Executive in charge of French translation, CSA Liaison, and 3 Executives-at-Large are ending.

### Motion: Nominate Jeremy Heywood to continue as President for a two-year term:

Motion by: Rich Moccia                      Seconded by: John Lindley  
In favour: All                                      Not in favour: None

### Motion: Nominate Nigel Waltho to continue as Treasurer for a three-year term:

Motion by: Rich Moccia                      Seconded by: Fabiola Ruiz-Aguilar  
In favour: All                                      Not in favour: None

### Motion: Nominate Paul Boissinot to continue as Executive in charge of French translation for a three-year term:

Motion by: Isabelle Côté                      Seconded by: Bruno Courtmanche  
In favour: All                                      Not in favour: None

### Motion: Nominate Sherri Ferguson to continue as CSA Liaison for a three-year term:

Motion by: Bruce                                      Seconded by: Paul  
In favour: All                                      Not in favour: None

### Motion: Nominate Rich Moccia to continue as Executive-at-large for a two-year term:

Motion by: Sherri                                      Seconded by: Paul  
In favour: All                                      Not in favour: None

### Motion: Nominate Bruno Courtemanche to continue as Executive in charge of new memberships for a three-year term:

Motion by: Fabiola                                      Seconded by: Paul  
In favour: All                                      Not in favour: None

### Motion: Nominate Gabrielle Smith (Dynamic Ocean Consulting) as Executive-at-Large for a one-year term:

Motion by:    Seconded by:  
In favour:    Not in favour:

Motion deferred because DOC not present. **Jeremy will follow up with DOC.**

## 7. President's Report

- Work in Ontario by Waltho, *et al*  
Jeremy recognised the work by Nigel and Sherri in working to get CAUS recognised in Ontario.
- Report on 2025 AAUS Symposium, Seattle WA  
Jeremy attended the AAUS symposium, which was held in March 2025, hosted by UWA, supported by NOAA and Seattle Aquarium, with ~200 attendees. Published proceedings are available from Jeremy.
- ISO Standard integration with CAUS  
A change in the definition of scientific dive is being considered by CSA. CAUS is waiting for the outcome to be known before undertaking a review of our standard.  
Quebec (and either NS or NB) reference the 1998 CAUS standard in their provincial legislation. This needs to be changed to the most recent CAUS standard. **Jeremy (or delegate) will do this in 2026.**
- Thanks to Bruce Hatcher and Jessica Schultz for contributions to Executive Committee; and to Bruno Courtemanche for taking up the role of chairing the Committee for New Memberships.
- Jeremy is pushing for the American sister aquaria of the Vancouver Aquarium to adopt scientific diving standards.
- Shearwater still offering discount to CAUS members.
- Jeremy mourned the recent passing of Jeff Christiansen, long-term DSO at Seattle Aquarium.

## 8. 2025 Financial and Statistics Report

Members still owing dues: 4 members (though 2 are in the mail)

Members still owing self-audit: 4 members

Notes and discussion regarding finances:

- Nigel Waltho presented the financial report, which is available for members to see upon request. The CAUS is in good financial shape, with a current net balance as of 20 Nov 2025 of \$32,407.75 and anticipated net balance at end of 2025 of \$31,799.05 (compared to \$32,234.59 in 2024).
- 23 members have paid full dues, 1 member paid pro rated dues, 1 member paid last year's dues.
- The CAUS Executive voted to keep treasurer Nigel Waltho/Carleton University as CAUS member with no membership dues until the scientific diving situation in Ontario is clarified.
- No payment was made from Bishops University this year. It is unclear whether they will remain member.

Notes and discussion regarding statistics:

- Total dive numbers: 5189 in 2022, 6634 in 2023, 6436 in 2024 (but still missing Bishops). Given the large number of dives at Bishops, there seems to be a large year-on-year increase (~1000) in dive numbers for the past three years.
- Reported in 2024: 0 Accidents (= EMS called), 7 diving incidents (= injury but no EMS), 6 near-misses (=learning opportunities).
- There is no correlation between number of accidents/incidents/near misses and total diving minutes.

Member comments/questions

- Several members asked questions regarding diving statistics. **A small committee of members interested in exploring these statistics will meet.** Members expressing interest include Stephanie, Wayne, Fabiola, and Nigel. Bruno suggested reaching out to Maryse Marceau-Grimard, who might also be interested.
- Wayne Jacob requested clarification on how to handle reporting of visiting divers. It is important that dives not be double-counted as part of CAUS statics

## Motion: Adoption of the 2025 Financial and Statistics Report

Motion by: Jeremy Heywood

Seconded by: Bruce Hatcher

In favour: All

Not in favour: None

## Motion: Ask Nigel Waltho to chair the development of a sub-committee on statistics reporting

Motion by: Jeremy

Seconded by: Isabell Côté

In favour: All

Not in favour: None

## 9. CAUS Scholarship (Rich Moccia)

Jeremy offered continued thanks to Rich and the CAUS Scholarship Subcommittee (Bruce, Sherri, Jeremy) for their work in 2025. The 2025 deadline for submissions was November 1, 2025. Five submissions are under review for two \$1000 scholarships. There are up to two awards to give; decisions will be made next week. There were only two applications last year.

## 10. Old Business (2025 updates in **bold**; minutes in *italics*)

### 1. Framework for reporting near-misses

- Executive committee to update definitions and reporting requirements for accidents, incidents and near misses, solicit feedback and send to membership. Hazel volunteered to support this process

*Will be addressed with new stats subcommittee*

### 2. Scientific diving exams

- Waltho and Ruiz Aguilar will refresh CAUS I and develop CAUS II exams after ISO Standard publication.

*Deferred until ISO standard is published.*

### 3. Technical dive program subcommittee

- Ruiz Aguilar to discuss technical diving portion.

*Deferred to after AGM.*

### 4. Statistics Chair position on CAUS Executive Committee

- **Statistics collection and collation will remain function of Treasurer for now, as dues collection and member audit and statistics reporting are combined in a single document.**

### 5. Budget for fiscal year finances developed by Treasurer and President and approved by Executive Committee

- **2026 Budget ready for presentation to Executive Committee**

### 6. Delinquent members

- **Heywood to present draft for review warning letter for members who have missed dues two years in a row, including date of CAUS membership termination if dues continue to be delinquent.**

### 7. Discussion and potential motion to implement a late fee for late dues payment

- **Heywood to present draft for review incorporated into item 6.**

Discussion: By-law states that members are dropped if dues are not paid within 2 months of receiving the dues invoice. There is no mention of late fee in our by-laws.

Motion: That members lose good standing if they do not pay dues and submit self-audit statistics within 60 days of receipt of dues invoice. Member will lose membership if payment and statistics are not received by the end of the year's General Meeting.

Motion by: Jeremy Heywood

Seconded by: Nigel Waltho

In favour: All

Not in favour: None

### 8. CAUS Digital Marketing Strategy Subcommittee to increase online presence and aid in recruitment

- Subcommittee members Courtemanche, Macpherson, Ruiz Aguilar to meet and present preliminary ideas to Executive Committee.

***Bruno and Fabiola to present in 2026.***

9. Major rewrite suggested of CAUS Standard to be distributed for review, includes additions for ISO compliance and enhanced surface support position and edits for clarity (Heywood)

- **Still in progress**
- Suggest re-writing DIC rating
- Find middle ground above scientific diver II but not diving supervisor (ISO 8804 -3)
- Incorporate recommendation from Ferguson re: CSA Standards

## 11. New Business

### CSA Report (Sherri Ferguson)

#### Z275.2 Dive operations

- Passed second reading and passed Technical Committee
- 4-person minimum crew is default. Exception is possible when a risk assessment and DAM drill show that the risk is not greater with only 3 people. A 4th person may be included in the risk assessment who is not a member of the dive team e.g. boat operator.

Member question: DAM drill = needs to be recovery of non-breathing diver and water egress

Example scenarios that could be safe with 3: No entanglement risk, no current, no boat traffic, diving shallow from shore

#### Z275.4 Competencies

Working group report on the use of personal dive computers (that have US Navy or DCIEM algorithms) was submitted to the sub-committee and circulated for comments. A number of computer use competencies, computer features, operation conditions, and supervisor responsibilities need to be outlined and would need to be met. CAUS members can view and comment on proposed operational details. Up for vote at the next meeting. Sherri has been liaising with WorkSafe BC.

### New member applications (Bruno Courtemanche)

CAUS accepted one new member in 2025. Three more (listed below) are expected in 2026.

1- Zip Gaspésie

2- Astex (contact : Natalie Lasselin, DSO)

3- DFO/MPO with 2 First Nation communities (contact \: Marie-Hélène Rondeau  
Chargée de projet en pêches et aquaculture / Project Manager in Fisheries and Aquaculture  
Association de gestion halieutique autochtone Mi'gmaq et Wolastoqey (AGHAMW)  
Mi'gmaq Wolastoqey Indigenous Fisheries Management Association (MWIFMA))

Fabiola added that OceanWise might be a potential new member.

### Ontario situation (Nigel Waltho)

Nigel gave a brief history of the status of scientific diving in Ontario. After several years of no movement on the question of scientific diving in Ontario, the Canadian Association of Diving Contractors announced in June 2025 that they no longer endorsed exclusion of any diving sector, including scientific diving, from regulations under the Ontario occupational diving regulations. They proposed a regulatory amendment, which listed exemptions, mainly associated with the film industry (actors, cameramen, etc.). CAUS and others wrote to request extending the exemptions to scientific diving, but the Ontario government declined. However, a number of organisations (including Jeremy, Sherri, Nigel representing CAUS) were invited to discuss scientific diving in mid-August. There is hope that the situation might be resolved by Xmas. Jeremy thanked Nigel and Sherri for their hard work on this issue.

## 12. CAUS President to attend AAUS AGM 2026

Motion: CAUS President to attend 2026 AAUS AGM and Symposium in Fall 2026 (San Diego, CA) as representative of CAUS and to present post-meeting report to members at 2026 AGM

Motion by: Jeremy Heywood      Seconded by: Isabelle Côté

In favour: All                      Not in favour: None

## 13. Date for 2026 CAUS AGM

Jeremy discussed the option of having the 2026 CAUS AGM at the 2026 AAUS Symposium at Scripps Institution of Oceanography, San Diego California. This would not be a joint AAUS-CAUS meeting, but an opportunity for CAUS members to interact with AAUS members and participate in events. There would be a separate CAUS AGM (with remote participation available). The AAUS leadership supports this idea. CAUS would pay the registration for any CAUS member representative who wants to attend the AAUS Symposium. The alternative is to hold the 2026 AGM in Canada, which would require one or more members to host the meeting.

Jeremy will poll the membership.

## 14. Any other business

Rich Moccia asked that CAUS consider a new level of membership, e.g. sustaining or supporting member (vs active member, for members who do not have active diving program at the moment (e.g., Ontario members).

Motion: Rich Moccia to draft a description of 'sustaining' membership for the Executive Committee to review

Motion by: Jeremy Heywood                      Second: Isabelle Côté

In favour: All                                      Not in favour: None

- Stephanie Green asked when the CAUS membership fee was last increased. She proposes that we might offer more scholarships/training support. Members thought this was a good idea. **To be discussed.**

## 15. Adjournment

Motion: Adjournment of the 2025 CAUS AGM

Motion by: Jeremy Heywood      Seconded by: Not required

In favour: All                      Not in favour: None

Meeting adjourned at: 11:57 Pacific.