



2023 Annual General Meeting Standing Committee Report

Standing Committee Name: CEO Operational Review Committee Report

Committee Chair and Members:

Debra Armstrong (CEO) (required participant)

Karen Butcher (Chair, CEO Operational Review Committee)

Glenn Fortin (Chair, Finance and Risk Management Committee)

Joni McPhail (Chair, Membership Policy Committee)

Committee Mandate Summary:

The Board's direction is set for the Skate Canada Chief Executive Officer (CEO) through the Board's policies and Governance Charter and the CEO. As the one employee of the Board, the CEO is responsible for implementing this direction.

To ensure that efficient communications occur between the Board and the CEO, the Board has established the CEO Operational Review Committee. This Committee facilitates frequent discussions to ensure that Board direction is clear in relation to daily operations and regular information is provided to the Board regarding how its direction is being carried out.

Serving as the link between the Board and the CEO, this Committee is also responsible for periodic and annual evaluation of the CEO.

Committee Report:

The CEO Operational Review Committee held regular meetings throughout 2022-2023.

Committee work started with a review and update of the CEO Operational Review Committee Terms of Reference; development of the 2022-2023 CEO Operational Review Committee Workplan; and discussion and formalization of the CEO and Organization Performance Objectives. In addition, the CEO Operational Review Committee reviewed and provided input on the Skate Canada Succession Plan. All documents were reviewed and as required, approved by the Skate Canada Board of Directors.

The CEO Operational Review Committee reviewed and confirmed no policy work needed completion in 2022-2023.

Regular discussion, input, and feedback provided to the CEO included topics such as:

- High Performance – what has changed in Skate Canada Sport delivery and opportunities for change and/or improvement.
- International and Domestic Events:



- New Competition Calendar aligned with Skate Canada Long Term Development Plan – reactions to roll-out.
- International results, opportunities, post-mortem lessons learned, etc.
- Human Resources – staffing, organization resources, succession planning, reviewed job descriptions, etc.
- Current affairs:
 - Updates on doping scandal
 - Hockey Canada media attention
 - Safe Sport – creation of an independent safe sport mechanism to administer the implementation of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) for federally funded sport organizations.

The CEO Operational Review Committee completed the annual workplan with a year-end discussion on the CEO and Organization Performance.

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