



2025 Skate Canada AGM 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)
- Andrew Poje

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 2024-2025. Committee work started with a review and update of the CEO Operational Review Committee Terms of Reference; development of the 2024-2025 CEO Operational Review Committee Workplan; and discussion and formalization of the CEO and Organization Performance Objectives. The Committee also reviewed CEO and Organization Performance against the objectives in January and at the end of the year.

The CEO Operational Review Committee discussed and provided input on the Skate Canada Succession Plan (including transition agreements with Senior staff members). All documents were reviewed and as required, discussed with the Skate Canada Board of Directors.



The CEO Operational Review Committee reviewed and confirmed no policy work needed completion in 2024-2025.

The CEO Operational Review Committee continued to discuss and provide input on the Human Resources Design Project. Completion of this project resulted in updated and transparent job descriptions and salary grid, as well as a pay equity framework. The project ensures fair and competitive compensation for Skate Canada employees.

The CEO Operational Review Committee provided oversight on work performed by McCague Borlack. The CEO contract was updated in accordance with current employment contract law.

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

- Safe Sport evolution: types of issues being addressed, information from and feedback to the Office of the Sport Integrity Commissioner
- Skate Canada's Computer Scoring System: review of progress against key milestones
- Progress on strategic objectives including established performance objectives for the CEO and the organization for 2024-2025.

My sincere thanks to each committee members for their dedication, contribution and expertise throughout 2024-2025.

Karen Butcher

Karen Butcher
CEO Operational Review Committee Chair