



2025 Skate Canada AGM Standing Committee Report

Standing Committee Name: Recruitment and Development Committee

Committee Chair and Members:

Brenda Hart (Chair)
Karen Howard
Paul MacIntosh
Andrew Poje
Tracy Wilson
Shawn Winter
Erica Topolski

Committee Mandate Summary:

The Recruitment and Development Committee (RDC) has been delegated authority to develop and manage processes for the Skate Canada's Board of Directors succession planning. The RDC is tasked with identifying skills and competencies required to support and provide oversight of Skate Canada through an Engaged Policy Board structure. In addition to the recruitment of candidates for available Board positions, the RDC will recommend to our membership candidates for election based on a thorough review of all nominees, considering among other things, skills, competencies, diversity, independence, and the desire for athlete representation to support the work of the Skate Canada Board.

Committee Report:

Members of the 2024-2025 RDC worked as a collaborative and highly focused group as workplan tasks were carried out. The committee met nine times during the year, all by videoconference. Highlights of the committee's activities include:

1. The RDC Terms of Reference and 2024-2025 Work Plan were revised to reflect the continuous evolution of the committee and to address important recruitment requirements in the 2025 election cycle.
2. In this second year of providing a recommended list of candidates to the members for election at the Annual General Meeting, the RDC engaged in fulsome discussions and was intentional and proactive in recruitment and succession planning efforts to meet the needs of the board in the 2025 election cycle. These needs include sourcing candidates for Regional Director Atlantic, Regional Director Ontario and four Director at Large roles.
3. The 2025 election has a change in procedure regarding the election of the President. As per the revised Skate Canada by-law 5.7, the President will be an Independent Director who is elected from the Elected Directors to the position of President by an Ordinary Resolution of the Directors at the first meeting of Directors following the Annual meeting in 2025.
4. The RDC continuously brings strong governance practices in updating board application materials, resources, and communications across all aspects of the nomination and election process.



5. The RDC ensures the recruitment and election processes are in full compliance with the Canada Sport Governance Code, Skate Canada Governance Charter, and Skate Canada By-Law.
6. The RDC directs and reviews an annual survey of board members on skills, competencies, and diversity. This data is compiled into a skills matrix and used by RDC in targeting recruitment efforts and determining succession planning needs.
7. The 2025 Board of Directors application removed the requirement for section acknowledgement/endorsement of an applicant allowing RDC to directly receive and review applications from all interested applicants. This led to an increase in communications with applicants and the ability to provide support in advance of the application deadline.
8. The RDC employs a robust vetting process of applicants which focuses on a careful review of applications, self-assessment of skills, competencies, diversity, and references provided. The committee also conducts interviews with each applicant to aid in decision-making surrounding the determination of the recommended list of candidates for election.
9. The nature of this comprehensive review process also positions RDC to refer names of any applicants with skills and experience that may be an asset in another area of the organization to Skate Canada leadership and management with the hope of retaining and redirecting them if they are not named to the recommended list.
10. The RDC was pleased to receive interest from twelve individuals wishing to serve on the 2025-2027 Board of Directors. Of the twelve applicants, six chose to remain in the process, having met the eligibility requirements and are qualified for election. The RDC provided a recommended list of candidates for Director Atlantic, Director Ontario and four Director at Large positions for election at the Skate Canada AGM on May 24, 2025.
11. In the interest of transparency and to provide rationale on the decisions of the RDC, the recommended candidates were thoughtfully selected based on experience and skills that align with the board's strategic needs for the 2025 election cycle. These needs include demonstrated expertise in EDIA, enterprise risk assessment, cybersecurity practices, fundraising and deep sport experience from the grassroots to international levels. Additionally, strong leadership attributes coupled with domestic and global networks are required for the role of president. The RDC believes the recommended candidates possess the skills, insight, and commitment essential to supporting a national sport organization.
12. The Nominations Report of the RDC was released on May 1, 2025.

As Chair of RDC it was my pleasure to lead this committee and work with such a talented and dedicated group of individuals. I wish to acknowledge the time, engagement and unwavering support of committee members Karen Howard, Paul MacIntosh, Andrew Poje, Tracy Wilson, Shawn Winter and Erica Topolski and dedicated Skate Canada staff members, Kathie Clouthier, Jeff Partrick, and Debra Armstrong.

Brenda Hart
Recruitment and Development Committee Chair