



Membership Policy Committee

Nicole LeBlanc-Richard, Chair

2020 AGM



Key Responsibilities

- ❖ Oversees the implementation of the membership strategy and goals
- ❖ Identifies, updates and monitors risks related to the committee's work
- ❖ Monitors member communications in line with the strategy and goals
- ❖ Works with Sections (through the Sections Coordinating Committee (SCC)) to ensure and monitor relationships and outcomes with its' members
- ❖ Through established mechanisms, monitors programs at the macro level to ensure consistent quality of program delivery
- ❖ Reviews motions from operational committees and forwards final draft motions to the board for discussion and approval
- ❖ Reviews membership involvement and potential reinstatement as a registrant or member

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Work Plan Results

- ✿ MPC held 6 meetings this year, all by conference call
- ✿ Areas of focus for 2019/20 included:
 - ✿ Skate Canada delivery standards
 - ✿ Skate Canada adaptive programming for skaters with disabilities
 - ✿ Skate Canada STAR 6–Gold programming
 - ✿ Skate Canada Competition Scoring System (CSS)
 - ✿ Skate Canada Section MOU's
 - ✿ Skate Canada Safe Sport
 - ✿ Skate Canada resumption of activities post Covid-19

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MPC Internal Assessment

- ✦ The MPC has remained committed to broadening its ability to hear the voice of the membership. This includes a standing agenda item of a report from the Sections Coordinating Committee (SCC) Chair.
- ✦ Another very effective standing agenda item for meetings in the 2019/20 season has been a report from the National Service Center (NSC). The NSC receives a wide variety of communication from our members which gives new and accurate information from every level of member. Clubs and Schools, coaches and registrants all funnel questions and concerns to the NSC.

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Thank You

- 🍁 Committee members: Darlene Joseph, Lindsay Hillier, Janice Hunter, Paul MacIntosh, Pier-Luc Paquet, Hilary Quick, Erica Topolski

- 🍁 National Service Centre Staff support: Debra Armstrong, Mary Ellen McDonald, Jeff Partrick and Marianne Pushavetz

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External Relations Committee

Kristy Balkwill, Chair

2020 AGM



Key Responsibilities (I)

- ❖ Oversee the development of a strategy for Skate Canada stakeholder relations
- ❖ Articulate the Board's goals relating to external relations
- ❖ Monitor the implementation of strategy and make recommendations to the Board as appropriate
- ❖ Continue to assess the need for policies for recommendation to the Board relating to external relations

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Key Responsibilities (II)

- ✳ Develop succession plans for positions of influence within the International Skating Union and the Canadian Olympic Committee (COC)
- ✳ Recommend to the Board appointment of the Skate Canada Representative (Session A Member) to the COC
- ✳ Appointment of the Skate Canada Athlete Representative to AthletesCAN
- ✳ Prepare Proposals to the ISU Rules for approval by the Board
- ✳ Prepare for ISU Congress

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Workplan Results

- ✦ Finalized proposals (ISU rule amendments) for ISU Congress 2020
 - ✦ Through the process fostered and strengthened relationships with Member Federations
 - ✦ Congress 2020 (Phuket) was postponed until 2021 due to COVID-19

- ✦ Board Approved Appointment of Kristy Balkwill as the Canadian Olympic Committee Session A Member for Skate Canada

- ✦ Appointment of Elladj Baldé as the Skate Canada Athlete Representative to AthletesCAN

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THANK YOU!!

- ✦ Committee Members: Debra Armstrong, Leanna Caron, Benoit Lavoie, Paul MacIntosh, Eric Radford, Sally Rehorick

- ✦ Skate Canada Employees: Dr. Shae Zukiwsky, Beth Liverman

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Governance Committee

Darlene Joseph, Chair

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Key Responsibilities

- ✿ Provide governance leadership, oversight and policy assessment
- ✿ Establish, monitor and review governance processes to ensure the Board can collaborate with and function independently of management
- ✿ Identify leading practices, develop, and recommend governance principles appropriate for the organization
- ✿ Monitor matters involving operational governance and oversee compliance with legal and ethical standards along with best practices
- ✿ Ensure Board accountability and succession planning
- ✿ Assist in the identification of the Members of the Nominating Sub-Committee and be a conduit to the NSC
- ✿ Facilitate the process of Board self-evaluation/education

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Work Plan Results (I)

- ✦ Review and provide recommendations for all Board Standing Committees Terms of Reference
- ✦ Review and provide recommendations for changes to the Skate Canada Governance Charter which was subsequently reviewed for feedback by National Growth Partners
- ✦ Lead the Bylaw Review Project with the resulting changes being presented at the AGM for approval

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Work Plan Results (II)

- ✿ Recommended renewal of Skate Canada's membership with the ICD (Institute of Corporate Directors) to ensure continued high-quality education sessions for the Board of Directors
- ✿ Board development: Board underwent a self-assessment with 100% response – providing a clear matrix of current skills and competencies and future/anticipated board requirements.
- ✿ Board education session resulting from confidential interviews with Don Cummings of National Growth Partners around Board Governance and Succession Planning
- ✿ Updated the Board Orientation meeting material for new Board members
- ✿ Review of the skills and competencies matrix and corresponding gap analysis of the Board to create a weighted point-based assessment of potential new board member skill set

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Thank You

- 🍁 Governance committee Members

- 🍁 Gloria Brighten, Rod Garossino, Brenda Hart , Patty Klein, Rock Lemay, Paul Mallet

- 🍁 Nominating Sub-Committee Members:

- 🍁 Brenda Hart (Chair), Jodi Abbott, Cynthia Benson, Pascal Denis, Gloria Brighten, David Islam

- 🍁 Support Staff

- 🍁 Debra Armstrong, Mary Ellen McDonald, Denise Edwards

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CEO Operational Review Committee

Leanna Caron, Chair

2020 AGM



Key Responsibilities

- ✦ Facilitate frequent discussions with the CEO to ensure:
 - ✦ Board direction is clear in relation to daily operations
 - ✦ Regular information is provided to the board regarding how its direction is being carried out
- ✦ Serve as the link between the board and the CEO on strategic matters
- ✦ Conduct periodic and annual evaluation of the CEO
- ✦ Formulate and present an executive succession plan for the CEO and key management positions

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Work Plan Results (I)

- 🍁 Monthly meetings with the CEO to ensure alignment of operational and board priorities
- 🍁 Established the 2019-2020 Skate Canada organizational goals and objectives and incentive compensation plan metrics based on the quadrennial strategic plan and previous year's performance
- 🍁 Annual CEO performance and evaluation
- 🍁 Updated the CEO and management succession plan and discussed management development

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Work Plan Results (II)

- ✿ Feedback and input related to:
 - ✿ Events (domestic and international): bidding strategy, budget, planning and execution, including ticket sales and scenario planning when sales are underperforming vs. budget
 - ✿ Organizational risk elements
 - ✿ National safe sport consultation process
 - ✿ Skate Canada brand

- ✿ Policies and frameworks with recommendations to the board regarding required edits and retirement / replacement.
 - ✿ Policy for Tracking of Progress on Operational Objectives Supporting the Skate Canada Strategic Plan
 - ✿ Strategic Plan Policy
 - ✿ Policy on the Disclosure of Operational Risk and Issues to the Board.
 - ✿ Skate Canada Accountability Reporting Framework.

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Thank you

- 🍁 Members: Jacqueline Gauthier, Rod Garossino, Janice Hunter, Nicole LeBlanc-Richard, Paul MacIntosh
- 🍁 Debra and the management team for their diligence and transparency into operational matters

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Finance & Enterprise Risk Management Committee

Jacqueline Gauthier, Chair

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Key Responsibilities

- ✦ Assist the Board in fulfilling its oversight responsibilities regarding:
 - ✦ Finance
 - ✦ Audit
 - ✦ Accounting
 - ✦ Tax and legal compliance
 - ✦ Financial strategy
 - ✦ Enterprise risk management
 - ✦ Internal controls
- ✦ Oversee annual financial audits and recommend the appointment of auditors.

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Work Plan Results (I)

- ✦ Reviewed and discussed with management quarterly financials
- ✦ Reviewed the FY2020 Audit Plan with Management and External Auditors
- ✦ Reviewed the FY2020 Audited Financial Statements
- ✦ Reviewed management's recommendations related to new Accounting Standards required for FY2021
- ✦ Reviewed the 2020/2021 Budget Parameters with Management and subsequently reviewed the 2020/2021 Operating Budget

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Work Plan Results (II)

- ✦ Enterprise risk management:
 - ✦ Reviewed progress against the risk register
 - ✦ Reviewed and approved management's 2020/2021 project plan to update the risk mitigation strategy and risk register
- ✦ Received quarterly investment results report
- ✦ Received quarterly compliance certificates
 - ✦ No exception reported
- ✦ Received the confirmation of insurance for the organization

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Work Plan Results (III)

- ✦ Reviewed, revised, and recommended the following policies for approval by the Board, including:
 - ✦ Privacy Policy and Privacy Code
 - ✦ Debt Collection Policy

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Thank You!!

- ✿ Mary Ellen McDonald, Debra Armstrong,
and Denise Edwards
- ✿ All Committee member: Rock Lemay, Elizabeth MacKay,
Pier-Luc Paquet, Patrick Roch, David Tuffs

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