



January 11, 2022

## **NOTICE TO MEMBERS OF THE OSSA ANNUAL GENERAL MEETING**

In accordance with the By-Laws of the Ontario Speed Skating Association (OSSA), and directed by the President of the Association, Mr. David Butterworth, this notice is to inform you the Annual General Meeting will be held on **Monday February 21, 2022 at 7:30 PM ET**. The purpose of the AGM is outlined in Article 3.10 of the Association's By-Laws.

This meeting will be held online.

Subject to Article 3.14 each club will appoint a Delegate who may attend and participate in meetings and is entitled to one (1) vote for every 50 registered participants or part thereof, registered with the Member Club and the Association. Registered member numbers will be calculated as of April 30, 2021.

**Member Clubs are required to notify the OSSA in writing of the name and email address of their voting delegate. The above information as well as the name of the club they represent should be sent to the [executivedirector@ontariospeedskating.ca](mailto:executivedirector@ontariospeedskating.ca) by February 14, 2022.**

If you are not your club's voting delegate but would like to attend the meeting please register [here](#) by February 20, 2022 at 5:00PM and an online meeting invitation will be sent to you no later than February 21, 2022 at 11:00 AM.

OSSA is accepting nominations for the following Board positions: Vice President, Secretary, and a Director at Large. Specifically, the Board of Directors is looking for the following skills and characteristics: governance, expertise in amateur sport, legal and risk management, fundraising and marketing.

In order to determine if you are eligible for election as a Director please review sections 4.3 Eligibility and 4.4 Skills and Characteristics of OSSA's By-Laws.

Anyone interested in becoming a member of the Board of Directors must complete the Board of Directors [Expression of Interest](#) form and submit a copy of their resume to the attention of the Nominating Committee at [ossa@ontariospedskating.ca](mailto:ossa@ontariospedskating.ca) by Wednesday February 2, 2022. A list of valid nominees will be circulated by email to voting members by Tuesday February 8, 2022.

The 2021 AGM Notice, 2021 AGM Meeting Agenda, and 2020 AGM Minutes are attached to this email. The 2021 Financial Statements and the OSSA Annual Report will be sent to you in advance of the meeting and all documents will be available for your review on the OSSA website prior to the meeting.

Thank you,

Mary Frances Carter  
Executive Director



## **2021 Annual General Meeting of the Ontario Speed Skating Association**

Monday February 21, 2022 7:30 PM ET via GoTo Meeting

### **DRAFT AGENDA**

1. Welcome and Opening Comments by the Chair: Mr. David Butterworth
2. Establishment of Quorum, and Confirmation of Voting Delegates
3. Appoint Recording Secretary for the meeting  
*Motion to approve Mary Frances Carter as the Recording Secretary for the 2021 Annual General Meeting*
4. Appoint the Scrutineers for the meeting  
*Motion to appoint Mary Frances Carter and Laura Young as the scrutineers for the 2021 Annual General Meeting.*
5. Approval of the Agenda  
*Motion to approve the agenda for the 2021 Annual General Meeting held on February 21, 2022 for the Ontario Speed Skating Association as presented.*
6. Approval of the 2020 Annual General Meeting Minutes  
*Motion to approve the Minutes of the 2020 Annual General Meeting of the Ontario Speed Skating Association held on February 28, 2021 as distributed.*
7. Presentation of the August 31, 2021 Financial Statements- Ms. Krista Walford, CPA, CA Senior Manager, BDO Canada  
*Motion to receive the Financial Statements for the fiscal year ending August 31, 2021.*
8. Appoint the 2022-2023 Accountants  
*Motion to appoint BDO Guelph as the accountants for the Ontario Speed Skating Association.*
9. OSSA Annual Report  
*Motion to receive the OSSA Annual Report as presented.*
10. Election of Directors

Adjournment





## 2020 Annual General Meeting of the Ontario Speed Skating Association

Sunday February 28, 2021 4:00 PM ET VIA GoTo Meeting

### DRAFT MINUTES

#### In Attendance:

Voting members: Michelle Stapleton-Brampton, Christine Morrison-Cambridge, Dean Hoisak-Gloucester, Will Mason-Hamilton, Simon Barker-Kawartha, Matt Kerwin-Kitchener Waterloo, Murray Ebel-London, Robert Baron-Markham, Paul Emblin-Milton, Diane Simpson-Newmarket, Mark O'Donnell-Oakville, Eric Lecompte-Ottawa, Colleen Murphy-Quinte, Jennifer Roney-St Lawrence, Laura Mucklow-Sudbury, Ken George-Toronto, and Brian Duffy-Vaughan

Board of Directors and Staff- David Butterworth-President, Neil Monkman-Vice President, Bernadette Byrne-Treasurer, George Simpson -Secretary, Julie Colbourne-Milne-Director at Large, Carole Emblin-Director at Large, Mary Frances Carter-Executive Director, Elizabeth Mignerion-High Performance Director, and Laura Young-Administrative Assistant.

Guests: Krista Walford BDO, Nicole Cortese, Aaron Clarke, Laura Woodall, Nicole Van Lierop, Natalie Lefort, and Kathy O'Donnell.

#### 1. Welcome and Opening Comments by the Chair: Mr. David Butterworth

Mr. David Butterworth welcomed everyone to the Ontario Speed Skating Association's online 2020 Annual General Meeting and called the meeting to order at 4:05 PM ET. David introduced the Board of Directors and staff and welcomed Krista Walford, CPA, CA Senior Manager from BDO.

#### 2. Establishment of Quorum, and Confirmation of Voting Delegates

There were 17 voting members present. In accordance with our By-Laws, ten voting members in good standing, either present in person or by proxy constitutes quorum. It was determined there was quorum for the meeting.

#### 3. Appoint Recording Secretary for the meeting

***Motion to appoint Mary Frances Carter as the Recording Secretary for the 2020 Annual General Meeting made by Diane Simpson (Newmarket) and seconded by Simon Barker (Kawartha). Motion carried.***

4. Appoint the Scrutineers for the Meeting

*Motion to appoint Mary Frances Carter and Laura Young as the scrutineers for the 2020 Annual General Meeting made by Christine Morrison (Cambridge) and Diane Simpson (Newmarket). Motion carried.*

5. Approval of the Agenda

*Motion to approve the agenda for the 2020 Annual General Meeting held on February 28, 2021 for the Ontario Speed Skating Association as presented. Motion made by Eric Leconte (Ottawa) and seconded by Dean Hoisak (Gloucester). Motion carried.*

6. Approval of the 2019 Annual General Meeting Minutes

*Motion to approve the Minutes of the 2019 Annual General Meeting of the Ontario Speed Skating Association held on February 19, 2020 as distributed. Motion made by Colleen Murphy (Quinte) and seconded by Michelle Stapleton (Brampton). Motion carried.*

7. Presentation of the August 31, 2020 Financial Statements

Ms. Krista Walford, CPA, CA Senior Manager, BDO Canada presented the August 31, 2019 Financial Statements.

*Motion to accept the Financial Statements for the fiscal year ending August 31, 2020 as received. Motion made by Ken George (Toronto) and seconded by Robert Baron (Markham). Motion carried.*

8. Appoint the 2020-2021 Accountants

*Motion to appoint BDO Guelph as the accountants for the Ontario Speed Skating Association for the fiscal year ending August 31, 2021. Motion made by Brian Duffy (Vaughan) and seconded by Christine Morrison (Cambridge). Motion carried.*

9. Annual Report

*Motion to receive the Annual Report as presented made by Laura Mucklow (Sudbury) and seconded by Robert Baron (Markham). Motion carried.*

10. Election of new Directors

*Motion to elect by ordinary resolution the following Directors for a two-year term: David Butterworth as President, Bernadette Byrne as Treasurer, and Julie Colbourne-Milne as a Director at Large. Motion made by Simon Barker (Kawartha) and seconded by Ken George (Toronto). Motion carried.*

12. Closing remarks by David Butterworth (Chair) and Mary Frances Carter (Executive Director)

The meeting was adjourned at 5:09 PM ET

5

**Ontario Speed Skating Association**  
**Financial Statements**  
For the Year Ended August 31, 2021  
(Unaudited)



**Ontario Speed Skating Association  
Financial Statements  
For the Year Ended August 31, 2021  
(Unaudited)**

---

**Contents**

<b>Independent Practitioner's Review Engagement Report</b>	<b>1</b>
<b>Financial Statements</b>	
Statement of Financial Position	2
Statement of Changes in Net Assets	3
Statement of Operations	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 10





Tel: 519 824 5410  
Fax: 519 824 5497  
Toll-free: 877 236 4835  
www.bdo.ca

BDO Canada LLP  
512 Woolwich Street  
Guelph ON N1H 3X7 Canada

---

## Independent Practitioner's Review Engagement Report

---

### To the Members of the The Ontario Speed Skating Association

We have reviewed the accompanying financial statements of the The Ontario Speed Skating Association that comprise the statement of financial position as at August 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of the The Ontario Speed Skating Association as at August 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants

Guelph, Ontario  
January 24, 2022



**Ontario Speed Skating Association**  
**Statement of Financial Position**  
**(Unaudited)**

<b>August 31</b>	<b>2021</b>	<b>2020</b>
<b>Assets</b>		
<b>Current</b>		
Cash	\$ 201,217	\$ 222,559
Short term investments (Note 2)	5,000	5,000
Accounts receivable	62,907	39,619
HST receivable	1,001	810
Inventories	14,749	14,749
Prepaid expenses	7,556	161
	<u>\$ 292,430</u>	<u>\$ 282,898</u>
<b>Liabilities and Net Assets</b>		
<b>Current</b>		
Accounts payable and accrued liabilities (Note 3)	\$ 20,830	\$ 17,504
Deferred revenue (Note 4)	14,303	87,500
	<u>35,133</u>	<u>105,004</u>
<b>Long-term debt (Note 5)</b>	<u>40,000</u>	<u>30,000</u>
	<u>75,133</u>	<u>135,004</u>
<b>Net Assets</b>		
Unrestricted	<u>217,297</u>	<u>147,894</u>
	<u>\$ 292,430</u>	<u>\$ 282,898</u>

The accompanying notes are an integral part of these financial statements.



**Ontario Speed Skating Association  
Statement of Changes in Net Assets  
(Unaudited)**

<b>For the year ended August 31</b>	<b>Unrestricted</b>	<b>2021 Total</b>	<b>2020 Total</b>
<b>Balance, beginning of the year</b>	<b>\$ 147,894</b>	<b>\$ 147,894</b>	<b>\$ 96,888</b>
<b>Excess of revenues over expenses</b>	<b>69,403</b>	<b>69,403</b>	<b>51,006</b>
<b>Balance, end of the year</b>	<b>\$ 217,297</b>	<b>\$ 217,297</b>	<b>\$ 147,894</b>

The accompanying notes are an integral part of these financial statements.



**Ontario Speed Skating Association  
Statement of Operations  
(Unaudited)**

<b>For the year ended August 31</b>	<b>2021</b>	<b>2020</b>
<b>Revenue</b>		
Government grants (Note 4), (Note 5)	\$ 352,958	\$ 164,941
Membership and affiliation fees	49,986	121,262
Coaching and officials development	7,644	17,320
Women and Girls initiative	3,080	-
Other	279	120
Sanction and check-in fees	-	25,972
Long Track camps	-	24,080
Sponsorship	-	12,500
Merchandise sales	-	11,996
Short Track camps	-	5,560
Annual conference	-	117
	<u>413,947</u>	<u>383,868</u>
<b>Expenses</b>		
Salaries and benefits	133,693	150,751
Club development	121,786	-
Professional fees	31,589	33,599
Grant expenses	14,309	3,962
Allocation to Speed Skating Canada	13,617	39,005
NextGEN program	11,430	11,291
Insurance	7,788	10,425
Office and travel	4,497	3,346
Coaching and officials development	3,094	7,673
Women and Girls initiative	1,950	-
Professional development	450	-
Marketing and website development	263	447
Interest and bank charges	154	1,124
Cost of merchandise sold	24	15,315
Short Track camps	-	1,500
Annual general meeting	-	363
Team Ontario coaching	-	8,039
Annual conference	-	923
Long Track camps	-	24,494
Technical and competition	(100)	20,605
	<u>344,544</u>	<u>332,862</u>
<b>Excess of revenues over expenses</b>	<b>\$ 69,403</b>	<b>\$ 51,006</b>

The accompanying notes are an integral part of these financial statements.



**Ontario Speed Skating Association**  
**Statement of Cash Flows**  
**(Unaudited)**

<b>For the year ended August 31</b>	<b>2021</b>	<b>2020</b>
<b>Cash provided by (used in)</b>		
<b>Cash flows from operating activities</b>		
Excess of revenues over expenses	\$ 69,403	\$ 51,006
Changes in non-cash working capital balances		
Accounts receivable	(23,288)	115,650
Inventories	-	(5,106)
Prepaid expenses	(7,395)	(161)
Accounts payable and accrued liabilities	3,326	(2,396)
Harmonized sales taxes receivable	(191)	103
Deferred revenue	(73,197)	-
	(31,342)	159,096
<b>Cash flows from financing activities</b>		
Long-term debt advanced	10,000	30,000
<b>Net (decrease) increase in cash</b>	<b>(21,342)</b>	<b>189,096</b>
<b>Cash, beginning of the year</b>	<b>222,559</b>	<b>33,463</b>
<b>Cash, end of the year</b>	<b>\$ 201,217</b>	<b>\$ 222,559</b>

The accompanying notes are an integral part of these financial statements.



---

## Ontario Speed Skating Association Notes to Financial Statements (Unaudited)

**August 31, 2021**

---

### 1. Significant Accounting Policies

<b>Nature and Purpose of Organization</b>	<p>The Ontario Speed Skating Association (the "association") is a not for profit organization comprised of skaters, their families, coaches and administration. The association is committed to the development of speed skating at the recreational and competitive level and promoting the sport as a lifetime activity. The association maintains a leadership position in Canada by providing member and new skater development through training, coaching, officiating programs and competitions in the province of Ontario.</p> <p>The association is a not for profit organization incorporated by letters patent under the laws of the Province of Ontario as a corporation without share capital and is exempt from income taxes under section 149(1)(l) of the Income Tax Act.</p>
<b>Basis of Accounting</b>	<p>The financial statements of the association have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.</p>
<b>Revenue Recognition</b>	<p>The association follows the deferral method of accounting for contributions.</p> <p>Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.</p> <p>Restricted contributions received or receivable relating to programs that will occur subsequent to year end are deferred.</p> <p>Membership and affiliation fees, program revenue, sanction and check-in fees and coaching and officials development revenue is recognized over the related period of service. Merchandise sales are recognized as revenue when significant risks and rewards of ownership are transferred to the customer and collection is reasonably assured.</p>
<b>Financial Instruments</b>	<p>Financial Instruments are recorded at fair value when acquired or issued. In subsequent periods, financial instruments are reported at cost or amortized cost less impairment, if applicable.</p> <p>Financial assets are tested for impairment when indicators of impairment exist. When a significant change in the expected timing or amount of the future cash flows of the financial asset is identified, the carrying amount of the financial asset is reduced and the amount of the write-down is recognized in net income.</p>



---

**Ontario Speed Skating Association  
Notes to Financial Statements  
(Unaudited)**

**August 31, 2021**

---

**1. Significant Accounting Policies (continued)**

<b>Inventory</b>	Inventory of resale equipment and merchandise is valued at the lower of cost and net realizable value, with cost being determined on a first-in, first-out basis
<b>Use of Estimates</b>	The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amount of revenue and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Management's estimates and assumptions used in determining the allowance for doubtful accounts, inventory valuation and accrued liabilities are reviewed annually and are based on management's best estimates. These estimates are subject to measurement uncertainty, and the effect on the financial statements in future periods could be significant.
<b>Contributed Services</b>	Volunteers contribute many hours per year to assist the association in carrying out its activities. Due to the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

---



---

**Ontario Speed Skating Association  
Notes to Financial Statements  
(Unaudited)**

**August 31, 2021**

---

**2. Short Term Investments and Credit Facility**

The association holds a \$5,000 redeemable GIC bearing interest at 0.45%, maturing January 2022. The association also has a credit card available with a total credit limit of \$5,000, which is secured by the GIC balance. As at August 31, 2021, \$3,095 (2020 - \$3) was outstanding on the credit card and is included in association's accounts payable and accrued liabilities.

---

**3. Government Remittances**

Included in accounts payable and accrued liabilities are government remittances payable of \$1,616 (2020 - \$1,531).

---

**4. Deferred Revenue**

In 2020, the Ministry of Heritage, Sport, Tourism, and Culture Industries (the "Ministry") approved funding in the amount of \$150,000 for the April 1, 2020 to March 31, 2021 period. This funding has been recognized in the revenue of the association over this period. In 2021, the Ministry approved funding in the amount of \$150,000 for the April 1, 2021 to March 31, 2022 period. At the association's year-end, \$0 (2020 - \$87,500) was included in deferred revenue and \$150,000 (2020 - \$150,000) was included in Government grants revenue relating to these agreements.

Changes in the deferred revenue balance are as follows:

	<u>2021</u>	<u>2020</u>
Beginning balance, related to operating funding	\$ 87,500	\$ 87,500
Less: amounts recognized as revenue in the year	(87,500)	(87,500)
Add: amounts received or receivable related to expenses of a subsequent period	<u>14,303</u>	<u>87,500</u>
Ending balance, related to operating funding	<u>\$ 14,303</u>	<u>\$ 87,500</u>

---



---

**Ontario Speed Skating Association  
Notes to Financial Statements  
(Unaudited)**

**August 31, 2021**

---

**5. Government Grant Revenue**

During the year, the association received \$20,000 in financial assistance from the Canadian Emergency Business Account (CEBA). Included in this amount was a \$10,000 forgivable loan if the remaining \$10,000 is repaid prior to December 31, 2023. The amount of the forgivable loan was included in these financial statements as government grant income.

	2021	2020
Government Grant from the Ministry (Note 4)	\$ 150,000	\$ 150,000
Additional funding from the Ministry	177,918	-
Canadian Emergency Business Account Loan	10,000	10,000
Other grants	15,040	4,941
	<u>\$ 352,958</u>	<u>\$ 164,941</u>

---

**6. Financial Instruments**

**Credit Risk**

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The association is exposed to credit risk resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligations. The financial instruments that are exposed to credit risk are the association's accounts receivable balances. The majority of the association's receivables are from government sources and the association works to ensure it meets all eligibility criteria in order to qualify to receive the funding. This risk remains increased due to the impact of COVID-19, which could lead to potential losses.

**Liquidity Risk**

Liquidity risk is the risk that the association will encounter difficulty in meeting its obligations associated with financial liabilities. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the association will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value which is less than what they are worth. The association is exposed to this risk due to their accounts payable and accrued liabilities balance. This risk remains increased due to the impact of COVID-19, which could lead to increased difficulty in meeting the associations obligations as they come due.

---



---

**Ontario Speed Skating Association  
Notes to Financial Statements  
(Unaudited)**

**August 31, 2021**

---

**7. Material Uncertainty**

On March 11, 2020, the World Health Organization characterized the outbreak of COVID-19 as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. As a result, the association has not been able to operate at full capacity during this time period. The duration and impact of COVID-19 is unknown at this time and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and condition of the association in future periods.

---



**Ontario**

**Speed Skating**



**2020-2021**

**ANNUAL REPORT**



## Introduction

The last year has continued to extraordinary in many respects.

The 2020-2021 season was primarily focused on preparing for the Return to Sport. As we faced ever changing regulations and lock downs, we continued to conduct training sessions and meetings virtually. And although it wasn't the season we were all hoping for we used our time to develop our strategic plan and focus on our new strategic priorities in the context of the pandemic.

## Strategic Goal 1: Strengthen Member Participation

OSSA received a grant from the Canadian Red Cross COVID-19 Emergency Support for Community Organizations. The grant supported our NextGEN Virtual Training Program and the Virtual Dryland Training Program for all OSSA members that was offered in the summer of 2020. The grant also provided sport specific masks for all OSSA members and a supply of disposable Personal Protective Equipment including masks and gloves for all members clubs.

The OSSA Women and Girls Virtual Speed Skating Camp was held on June 12-13, 2021. The Canadian Women & Sport WISE Fund provided funding for this camp. The goal of this camp is to advance gender equity in speed skating by building a community of female skaters who support each other; developing speed skating competence and confidence; and inspiring women and girls to reach their potential both in and out of sport. The camp had three areas of focus: build a community of female skaters who support each other, develop the speed skating skills of our female skaters and showcase how participation in sport can shape lives outside of physical activity or competition.

Both WISE and SSC supported OSSA including skaters from BC, Alberta, Manitoba, Ontario and Nova Scotia. This allowed our skaters to make speed skating connections with other females across Canada. We also added a Friday Night Coach Social for women coaches across Canada. 15 coaches from Ontario, Alberta, Nunavut and PEI attended and discussed common challenges when coaching Women and Girls. Another Coaches Social was held in August 2021 and their discussions focused on encouraging women and girls to return to sport and competition.

## Strategic Goal 2: Grow Sport Programming

The OSSA Virtual Training Spring sessions began in May 2021. OSSA offered two (2) training sessions per week as a part of the spring session: OSSA Virtual Dryland with Sean and Ryan McAnuff and OSSA Virtual Strength and Mobility with Naime. 120 people registered for the sessions. Attendance ranged between 40-55 participants logging on for each session with 12-20 recording views per session.

Ontario Speed Skating also received funding through the Community Better Challenge to support the delivery of OSSA Virtual Training sessions during the month of June. We encouraged as many skaters as possible to register for and show up to the OSSA Virtual Training sessions in the month of June.

We tracked the number of live participants and the number of active minutes in each session, and submitted the physical activity minutes to ParticipACTION. In addition to tracking the number of overall participants and active minutes, OSSA also tracked the number of skaters from each club joining the OSSA Virtual Training sessions in June. At the end of the month, the club that showed up the most will receive \$400 to support their club.



OSSA's Physical Activity minutes were submitted to ParticipACTION; 16,550 active minutes were logged by OSSA members during the 8 sessions in June (2 sessions per week for 4 weeks). Overall, these sessions averaged 40 live skaters per session with recording views ranging from 3-25 views per session.

The winner of the ParticipACTION Community Better Challenge was Milton with 13.54% of their members attending OSSA Virtual Training Sessions.

During 2020-2021 the Ontario Speed Skating Competition Structural Alignment Working Group met and recommended a plan for the start of the 2021-2022 season. Both the Competition Structural Alignment Working Group and the Technical Committee had the challenging task of trying to provide a competition structure within ever changing regulations and lock downs, and the inability to secure ice to provide opportunities for our skaters to race.

The Working Group's mandate has been to:

- Clearly identify the purpose of each competitive circuit, as well as provincial championships and Ontario Winter Games in relation to the stages of long-term athlete development
- Identify current barriers to participation in competition/progression of skaters from one level of competition to next, and strategies to overcome these barriers
- Review the feasibility of developing a regional/interclub competition circuit to effectively introduce skaters to competition at each level
- Ensure there is an appropriate number of meaningful competition opportunities for skaters in each stage of development, including Competitive for Life
- Identify appropriate number of skaters in each circuit to provide meaningful, developmentally appropriate, and economically viable competitive opportunities
- Re-assess stages of skaters eligible to compete in each level of competition and the process by which the progress from one level to the next
- Develop a plan for the return to province-wide competition

The Working Group continued to meet through this past season and will be presenting the recommendations for the 2022-2023 season this spring.

OSSA hosted a virtual FUNDamentals Coach course on June 4-6, 2021.

OSSA held its 2020 Annual Coaches Conference. This year's virtual conference included Long Track Technique and Tactics with Jordan Belchos, Canadian Long Track National Team and OSSA Member, Intuitive Eating: A Foundation for Health and Performance with Heidi Smith (BSc, RD), Safe Strength and Plyometrics Training for Youth Athletes with Zach Skubnik (R.Kin, CSCS) of Mind to Muscle in Barrie, Short Track Technique and Biomechanics with Annie Sarrat, France National Short Track Team Coach and Coaching Masters Speed Skaters: Giving Due Deliberation to Age-Tailored Approaches with Dr. Bradley Young (University of Ottawa), Dr. Scott Rathwell and Derrik Motz (University of Lethbridge)

The development of officials remains a significant challenge for the organization and working within the restrictions of the COVID-19 pandemic has amplified this challenge. OSSA is deeply grateful for our volunteers and officials, without them, we would not have competition. We will continue to plan for



succession and lean on our qualified senior level officials to assist in guiding our new volunteers for the next season.

### **Strategic Goal 3: Develop the Organization and Member Clubs**

Ontario Speed Skating begins a new era with a Strategic Plan formulated by the Board of Directors and passionate staff under the leadership of Mary Frances Carter as the association's Executive Director. With an eye on the long-term growth of our sport across all stages and increased success of our athletes at the National level, we feel we are in a great position to deliver programs at all levels.

After the election of new Board Directors in 2020, many of the Board Directors meetings centred around developing many of the elements that were essential to the overall governance of the organization. The Board of Directors and staff revisited the past strategic plan, the accomplishments, and challenges over the past several years and had many purposeful discussions about the association's priorities for the next four years. Continued engagement with our stakeholders to gather feedback will occur during the duration of the 2020-2025 Strategic Plan, and adjustments will be made to refine our strategy.

OSSA received funding from the Canadian Tire Jumpstart Sport Relief Fund. As we recover from the impacts of COVID-19, Ontario Speed Skating wants to welcome our members back and attract new members to the speed skating community with policies and programs that prioritize equity, diversity, and inclusion. Ontario Speed Skating's primary goal is to implement policies and programs that are built on a core of inclusivity for all participants at all levels.

Ontario Speed Skating would like to be an outstanding option for families considering returning to sport. Families may prioritize returning to an informed sport that offers an inclusive and diverse sporting environment, in addition to following public health guidelines, to ensure the safety of its members. The Jumpstart Sport Relief Fund has helped us ensure that our staff, member clubs, coaches, policies and initiatives are inclusive and informed, reaching more participants of minority groups and identities. A wider and deeper reach into the community has helped us demonstrate the true essence of Jumpstart initiatives: creating an inclusive Canada where all kids can access safe sport and play.

In order to undergo an innovative reset of our policies, programs and services, the Ontario Speed Skating Association invested in training and development that will help our staff, directors, member clubs, officials and coaches better understand and implement equity in the speed skating community.

Ontario Speed Skating, through the Jumpstart Sport Relief Fund, purchased eLearning resources for staff, directors, officials and each of our 24 clubs in Ontario (one club leader and one coach from each club):

Additionally, staff completed the Sports Inclusion Program through the Canadian Centre for Gender and Sexual Diversity and the Canadian Indigenous Culture Training - Truth and Reconciliation Edition offered by Canadian Sport for Life. With a deeper-rooted understanding of inclusion and equity in sport, our staff and directors continue to review and implement changes to all of our policies, marketing and social media initiatives to improve access to speed skating programs in Ontario and make speed skating an informed and desirable sport to return to following COVID-19.

Through the Canadian Tire Jumpstart Sport Relief Fund, we have been developing a marketing and communications plan. We look forward to sharing our plan and updated print and digital material with you in the late spring.



We continue to share as much information on Twitter/Instagram/Facebook as possible and have used these platforms to stay connected with the skating community during these unprecedented times. We will continue to develop social media strategies to bring awareness of speed skating and opportunities to get involved. Our newsletter continues to be one of the main sources of communication with our members. In the 2020-2021 season, we shared 14 newsletters with our members.

## **Strategic Goal 4: Support Excellence**

While there were no competitions this season, we used this time to review and evaluate our plans and programs.

Through a series of virtual meetings, the Ontario Speed Skating staff engaged in a process of reviewing the 2015-2019 High Performance (HP) Plan. In reviewing the progress between 2015 and 2019, it is clear that the pillars of Athlete Development, Coach and Official Development, Communications and High-Quality Training and Competition Environment remain relevant.

Over the season, we continued to gather information, review and analyse data, and interview past and current athletes. We are pleased to announce that we have an updated High Performance Plan that we look forward to sharing with you in early March.

The 2020-2021 Virtual NextGEN Provincial Training Program focused on Learn to Compete skaters who are bound for Canada Cups (Stage 2) as well as skaters who participated in the Ontario Elite Circuit and High Performance Long Track Camps in the 2019-2020 season (Stage 1).

The goal of the program was:

- to develop speed skaters who are prepared to yield performance results at future Canadian Youth Championships and Canada Cups in both Short Track (ST) and Long Track (LT) (Stage 1) and
- to develop speed skaters who are prepared to yield performance results at Canada Cups in both Short Track (ST) and Long Track (LT), and to prepare those skaters to successfully transition to regional and national training centres (Stage 2).

These goals were addressed by supplementing existing club and OSSA programming through the delivery of Support Team services via virtual sessions for the identified NextGEN Skaters. The NextGEN Program will promote regular year-round training, appropriate to each skater's stage of long-term development.

This year-round training model was initiated with the introduction of the OSSA Live Dryland Training Program during the summer of 2020. This year's NextGEN program included virtual training sessions that focused on Support Team services, including nutrition, mental preparation, and functional movement training. Sessions were conducted either in a virtual group setting or through virtual individual sessions.

The NextGEN program contracted services with Dr. Judy Goss, Mental Performance Lead at the Canadian Sport Institute Ontario; Heidi Smith, a Registered Dietitian who has been consulting for over 20 years and has worked alongside some of the worlds top athletes; and Zach Skubnik, Registered Kinesiologist and Certified Strength and Conditioning Specialist.

OSSA NextGEN Program also hosted a session focused on safe Social Media use and how athletes can effectively promote themselves using Social Media. CBC Broadcaster and Media Relations Specialist Pj Kwong hosted the interactive sessions for both Stage 1 and Stage 2 athletes.

## **Strategic Goal 5: Enhance Financial Health**

The COVID-19 pandemic has had an unexpected and extraordinary impact on our lives and clubs. The Provincial Government provided funding to Community Sports Clubs who are members of Provincial Sport Organizations. OSSA was required to establish a funding application and process. Successful applicants received funding to support clubs to sustain their organizations and prepare for when sport was able to return safely.

The Federal Government announced that it will be providing relief funds to sports entities throughout the country to help address the financial impacts of COVID-19. The distribution of these funds will be done through the provinces. For our speed skating community in Ontario that resulted in \$64,000 being provided to OSSA to help offset the many costs that we as a sports community have had to deal with as a result of COVID-19. Each member club of OSSA was given \$2,500 to help address increased operating costs and/or reductions in enrollment due to the ongoing impact of the coronavirus.





## **Nominating Committee Report 2021**

The Ontario Speed Skating Association's Annual General Meeting (AGM) will be held on Monday February 21, 2022 at 7:30 PM ET. OSSA will be holding an election to fill three (3) board member positions.

The following Directors are completing the second year of their current two-year term: David Butterworth (President), Bernadette Bryne (Treasurer) and Julie Colbourne-Milne (Director at Large).

In accordance with OSSA's By-Laws, the election of Directors will take place annually at the Annual General Meeting as follows:

- a) The President, Treasurer and one (1) Director at Large will be elected by the membership at the Annual General Meeting held in odd numbered years.
- b) The Vice-President, Secretary and one (1) Director at Large will be elected by the membership at the Annual General Meeting held in even numbered years.

The positions of Vice President, Secretary and a Director at Large will be elected at the upcoming AGM.

Potential Directors are required to have one or more of the following skills and/or characteristics:

### *Characteristics*

- a) Commitment and capacity (time, energy, expertise) to fulfill the commitment as a Director
- b) Knowledge about roles and responsibilities of a Director, Board and Staff
- c) Experience in formulating policy
- d) Experience in thinking strategically
- e) Knowledge about the sport of speed skating
- f) Ability to identify principal business risks and ensure implementation of appropriate systems to manage those risks
- g) Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report
- h) Strategic connectivity to key clients
- i) Ethical and values based behavior
- j) Representative of client population (athlete & coach)
- k) Other attributes valued by the Board of Directors

### *Skills*

- l) Accounting designation (CA, CMA, CGA)
- m) Legal designation (LL. B)
- n) Professional qualifications (MD, PhD, MBA, Sport Science)



- o) Personnel Management (Human Resource Professional designation)
- p) Media/Marketing/Public Relations contacts/experience
- q) Fundraising and funding source contacts
- r) Administration/Management experience
- s) Government relations/contacts
- t) Organizational development/Strategic Planning experience
- u) Other skills valued by the Board of Directors

Candidates interested in standing for election to the Ontario Speed Skating Board of Directors were required to complete an Expression of Interest summarizing their background and skills and characteristics.

The Ontario Speed Skating Association received three (3) valid nominations. The Nominating Committee reviewed all nominations and determined that all applicants are eligible for election in accordance with OSSA's By-Laws and have at least one or more skills and/or characteristics listed above.

The following list of candidates have expressed interest in the 2022/2023 OSSA Board of Directors:

Douglas Duncan – Vice President  
Jim Crosscombe – Secretary  
Jay Hahn –Director at Large

Our By-laws indicate:

Elections will be decided by majority vote of the Members in accordance with the following:

- a) One Valid Nomination – Winner declared by Ordinary Resolution.
- b) Two or More Valid Nominations – The nominee(s) receiving the greatest number of votes and an Ordinary Resolution will be elected. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more nominees than positions, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains the appropriate number of nominees for the position(s) or until a winner is declared.

As there are three (3) board positions available and three (3) valid nominations, all three (3) candidates, Douglas Duncan, Jim Crosscombe and Jay Hahn will be elected by an Ordinary Resolution at the Annual General Meeting on February 21, 2022.

The Nominating Committee  
David Butterworth, Julie Colbourne-Milne and Pamela Julian