Executive Committee Meeting
February 19, 2026
3:00PM – 4:45PM - Zoom

Attendance: Bina, Josephine, Keith

Agenda

1. **Review Minutes of October 21, 2025 - 5 min – attached**
    - Business arising from the Minutes: Keith: Human Rights complaint update: employee worked as a tutor in a classroom; went on short term disability; this turned into a human rights complaint based on failure to accommodate a disability; we were scheduled for mediation in December 2025; postponed to January 2026; legal counsel advised that employee stopped the process before mediation; employee is now seeking permanent disability; we have been working with a representative from our legal counsel MLT Aiken. Our legal bill has been higher this year due to this and other issues.
2. **Review Succession planning report - 20 min – attached**
    - No questions or changes to the report.
    - Discussion followed on whether we should make the Succession Planning Report into a Board Policy for Succession planning for the ED. Currently, the Board does not have a succession planning policy for the ED. Neither does RODS have a succession planning policy. This is a risk to the organisation. In addition, a succession planning policy would place accountability on the Board, the Executive Committee and the ED.
    - The committee recommends that we present the Succession Planning Report as a Decision Item at next week's Board meeting. Anda will send the decision item to Shelly and cc the committee.
3. **Review Oct 21,2025 Updated ED Expectations 2025-2026 document - 20 min – attached**
    - Reviewed all items with Keith; most items are on track; for the ones that are behind, the reason is the challenging year we have had with IRCC constant changes; quarterly reporting on the Strategic plan continues to be problematic; the next report will be presented in April; Keith is hopeful that the new format will be more user friendly.
4. **Confirm ED performance review process - 10 min - 2025 document attached**
    - The process will be as it was last year; we will use the same 5 point form with updated expectations for 2025/2026; Keith will do a self eval and share it with the exec committee board members. The sooner Keith can do this after March 31STthe better.
5. **Update Executive Committee TofR to reflect the updated Policy C-IV Board Expenses and Remuneration - 5 min**
    - Anda will follow up with Shelly to add an additional bullet as follows: "Review and authorise board expenses as per Policy C-IV Expenses and Remuneration. "
6. **Items as identified by Keith: 20 min**
    - Human rights issue as discussed under Business arising from the minutes
    - IT - we are moving all our data to the cloud

- Regarding the 15% cuts - we will know more about our notional budgets on Monday after we meet with IRCC ; meeting with staff will follow; many of our staff are on contracts expiring March 31
- Worry about Daycare – still waiting for City architect to ok plans for the Woodbine bldg.
- Metropolis Conference in March – Four from Rods including Keith and three from RLIP.
- HR is running a few internal training sessions to strengthen the HR skills of our leadership team; orientation is robust.

7. Additional Agenda Items:

8.1 **Request approval for all Finance Committee board members to take the 7 hr course recommended by Jim** (five persons or more will attend for the reduced rate of $312.00). Considering the strategic imperative that is precipitating this request, the Executive Committee approves that all board members may take this course. To date Jim has already taken the course, Anda has received permission to take the course, Bina and Kate have just applied to take the course. Maria is away on holidays, but should she wish to take the course, approval has been granted. In addition, Keith and Linda will also take the course. Linda will register all as a group so we can benefit of the reduced rate.

8. In Camera - ED Relationship - 15 min