



# Minutes

**A MEETING of the SUCCESSION PLANNING TASK FORCE was held on Wednesday, December 5, 2018 at 1:00 p.m.**

Present: P. Ballantyne, P.Eng. (Chair)  
R. Willson, P.Eng. (Vice Chair)  
C. Frengopoulos, P.Eng.  
K. McMartin, P.Eng.  
M. Wesa, P.Eng.

Staff Advisor: R. Martin, Manager, Secretariat  
Staff Support: S. Millstein

## **CALL TO ORDER**

The Chair called the meeting to order at 1:01 p.m. He wished noted that he will conduct an informal meeting until a Chair is chosen. He welcomed everyone to their first meeting and noted that today the key item is to work on the Work Plan.

## **APPROVAL OF AGENDA**

Hearing no objections, the Agenda was moved by K. McMartin and seconded by P. Ballantyne.

**That the Agenda be Approved. Carried.**

## **SELECTION OF CHAIR**

R. Martin opened the floor for nominations for Chair and noted if they wish to do so, they could choose a Vice Chair.

**It was moved by the Task Force that, P. Ballantyne be nominated as Chair and R. Willson be nominated as Vice Chair. Carried.**

R. Martin passed the meeting over to the Chair and the Chair welcomed everyone to the Task Force and provided members with some background.

## **REVIEW OF SPTF TERMS OF REFERENCE – APPENDIX A**

The Chair commented that the Task Force shall consist of five members and that's what we have, but the recommendation was six and was not clear as to why we only have five.

R. Martin noted that the Terms of Reference were approved by Council and if the Task Force want to alter the Terms, they would have to go back to Council for approval. He explained that President-Elect Nancy Hill was tasked by Council to change some of the original Terms of Reference and in her new draft the number was reduced from six to five and that was presented and approved at Council.

The Chair noted that the Task Force has been tasked to create an Implementation Plan for the future Succession Planning Committee. K. McMartin asked if it will replace, i.e. the Nominating Committee? R. Martin explained that the Nominating Committee was replaced by the Central Election and Search Committee (CESC).

The Task Force discussed the Terms of Reference for SPTF.

R. Martin noted that Council approved the budget in November and cut budgets by ten percent across the board and that this Task Force was reduced from \$60,000.00 to \$54,000.00.

1. **Action:** That R. Martin will provide the Succession Planning Task Force with regular updates on their spending.

Based on a question regarding establishing of a Leadership Development Program Task Force, R. Martin noted that the motion was tabled and to be discussed at the June 2019 Council meeting.

2. **Action:** R. Martin to update SPTF on developments with the Leadership Development Program Task Force.

The SPTF members reviewed and discussed each of the Council Term Limits Task Force Revised Recommendations for Succession Planning and Term Limits.

## **SPTF WORK PLAN – APPENDIX B**

The SPTF developed a matrix of the five Tasks/Activities for the Work Plan.

1. Develop an RFP for a Consultant and a list of potential bidders and to work with PEO procurement officer.
  2. Work with Consultant regarding the best approach for succession planning for PEO Council.
  3. Test Implementation of applicable recommendations from the CTLTF.
  4. In consultation develop an Implementation Plan for Succession Planning
  5. Prepare Terms of Reference for the Succession Planning Committee.
3. **Action:** That M. Wesa and R. Willson prepare a draft RFP for the Consultant by January 7, 2019, prior to their next meeting.
  4. **Action:** That R. Martin invite C. Frengopoulos to the February 2019 Council meeting.
  5. **Action:** That the Task Force have the Work Plan as a standard item on the SPTF agenda.

**DATE OF NEXT MEETING**

R. Martin suggested the Chair choose some dates for the next meeting and he would survey the members. It was agreed that the next meeting be a teleconference.

- 6. Action: That R. Martin send out a Doodle Poll to Task Force members for the week of January 14, 2019 and to forward the results to the Chair.**

R. Martin asked the Task Force to submit their expense forms as soon as possible for year-end.

There being no further business, the meeting adjourned at 2:40 p.m.

These minutes consist of three pages.

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P. Ballantyne, P.Eng., Chair

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R. Martin, Manager, Secretariat