

**SUCCESSION PLANNING TASK FORCE
WORK PLAN FOR 2018/2019**

Appendix D

Approved by Committee: December 2018		Review Date: NA	
Approved by Council: NA		Approved Budget: \$54,000	
Mandate [as approved by Council]:	To develop Terms of Reference and a comprehensive implementation plan for the Succession Planning Committee, based on succession planning recommendations approved by Council at its June 23, 2017 meeting.		
Terms of Reference [Key duties]:	<ol style="list-style-type: none"> 1. Develop an Implementation Plan for succession planning, based on Council approved succession planning recommendations 1 to 13. 2. Prepare Terms of Reference for the Succession Planning Committee that will implement succession planning as per Council approved recommendation 16. 3. Task Force deliverables include the above Terms of Reference and Implementation Plan for the proposed Succession Planning Committee. The Implementation Plan shall include key recommendations, a schedule, a maintenance & oversight process and potential operating expenses. 4. Engage key stakeholders through meetings and the peer review process in the development of the plan. Stakeholders shall include, at a minimum, the Central Election and Search Committee (CESC), the Human Resources Committee (HRC), the Advisory Committee on Volunteers (ACV) and the Equity and Diversity Committee (EDC). <p>Utilize the services of a governance consultant to assist the task force in determining best practice for succession planning at PEO. The consultant will also support the TF in drafting its report and in providing expert opinion to Council during presentation of the report.</p>		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	Develop RFP for a Consultant and a list of potential bidders. Work with PEO procurement officer.	Issue RFP for proposals	February 28, 2019
	Work with Consultant to determine best practise for succession planning for PEO Council.		
	Test implementation of applicatble recommendations from the CTLTF.		
	In consultation, develop an implementation plan for succession planning.		
	Prepare the Terms of Reference for the Succession Planning Committee.		

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	Peer review of implementation plan and terms of reference.		
	Report to Council.		