



# Minutes

**A MEETING of the COUNCIL TERM LIMITS TASK FORCE was held on Thursday, April 14, 2016 at 1:00 p.m.**

Present: R. Willson, P.Eng., Chair  
N. Hill, P.Eng., Vice-Chair  
P. Ballantyne, P.Eng. [via teleconference]  
L. King, P.Eng. [via teleconference]  
M. Stauch, M.ED  
M. Wesa, P.Eng. [via teleconference]

Staff: F. Goncalves, Director, People Development  
R. Martin, Manager, Secretariat  
D. Power, staff support

## CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order. He thanked all task force members for their contributions over the past several weeks.

## APPROVAL OF AGENDA

Moved by Ms. Hill, seconded by Mr. King to approve the agenda as presented.

CARRIED

## APPROVAL OF MARCH 29, 2016 MINUTES

Moved by Ms. Stauch, seconded by Mr. Ballantyne to approve the March 29, 2016 minutes as presented.

CARRIED

## TASK FORCE PROGRESS REVIEW

### a. Problem Statement

Discussion regarding the problem statement focussed on relevancy, particularly to the young engineers. PEO needs to be perceived as having value.

The Problem Statement will be discussed in greater detail at the May 13<sup>th</sup> meeting. Depending on feedback and progress it may be necessary to extend the June meeting in order to finalize the Problem Statement.

**Action:** Mr. Ballantyne and Mr. Wesa will meet via teleconference in the near future to begin work on the draft Problem Statement to be presented to the task force in advance of the May 13<sup>th</sup> meeting.

### b. Issues List

#### i. Term Limits

There was no update.

## **ii. Succession Planning**

Mr. Wesa noted the importance of nurturing potential candidates. Ms. Hill advised that she would like to see more guidance from the Central Elections and Search Committee, i.e. gap analysis and a competency matrix. Mr. Ballantyne referred to the HR and work plans that committees currently have in place which could support a competency matrix.

Ms. Hill stated that things to consider include – review of candidate pool, career path and specialized knowledge. Ms. Stauch added that there should be a training component as well.

The task force should anticipate some of the potential questions that may arise during the presentation to Council. It was agreed the one hour presentation should include an education component. The expert, once selected, will be asked to attend the June Council plenary session.

## **c. Experts List**

Ms. Stauch provided an update. A total of five experts were contacted by Ms. Stauch, Mr. Willson and Ms. Goncalves. It was agreed to invite Jane Garthson and Paulette Vinette to the May 13<sup>th</sup> meeting.

**Action: Ms. Stauch to invite Jane Garthson and Mr. Willson to invite Paulette Vinette to the May 13, 2016 meeting.**

## **d. Data Sources and External Reference Material**

Ms. Hill will work with staff to ensure relevant documents are posted to the Council Term Limits Task Force secure SharePoint site.

**Action: Ms. Power will post the meeting materials, initial background documents provided by Mr. Clark, articles provided by task force members, VLC documents, Elections Procedures, etc. to the Council Term Limits Task Force secure SharePoint site.**

## **e. Council Liaison**

**Action: Mr. Martin will make a request on behalf of the task force for an hour at the June Council Plenary session for a presentation.**

## **VOLUNTEER LEADERSHIP CONFERENCE UPDATE**

Mr. King noted that this conference will provide a good opportunity for members to present feedback.

Ms. Goncalves confirmed that the four task force members would be assigned to different groups during the breakout session and that they would participate fully in the discussions. There will be four groups of eleven or so in each breakout group. The notes from all

of the breakout groups will be forwarded to the CTL Task Force members as soon as possible.

Ms. Goncalves advised that the environmental scan that was provided to the task force at its request will be included in the material for the VLC workshop. She is hopeful that a gap analysis showing the number of committees with term limits will be available at the workshop. If so, all members of the task force will be sent a copy.

**Action: Information regarding past AGM submissions will be posted to the CTL TF SharePoint site.**

#### **INTERIM BUDGET REQUEST**

Mr. Martin advised that based on feedback from task force members regarding their estimated cost to attend meetings in person the cost is approximately \$1,740.00 plus lunch for a total cost per meeting of approximately \$1,950.00.

The Chair and Ms. Stauch will work together to arrive at costs for the expert which will then be forwarded to Mr. Martin. This information will be included in the Business Plan for submission to Council in June to support the request for increased funding in the amount of \$2,500.

#### **MAY 13, 2016 MEETING OUTLINE**

Following discussion it was agreed that the two selected experts will be asked to attend the May 13<sup>th</sup> meeting, one from 9:00 to 10:30 a.m., and the other from 11:00 a.m. to 12:30 p.m. for an open discussion. This will be followed by a sandwich lunch until 1:00 p.m. The committee will focus on the VLC feedback, issues list, etc. in the afternoon. Mr. Max will be invited to attend at 4:00 p.m. to discuss legal implications.

#### **NEXT MEETING DATES**

- May 13, 2016 – face to face strategy meeting with Governance expert, including lunch – 9:00 a.m. to 5:00 p.m.
- June 14, 2016 – 1:00 p.m. to 5:00 p.m. – teleconference or face to face meeting (depending on issues resolution)
- July 14, August 1, September 15, 2016
- November 21, 2016 tentative date (aligned with the VLC Conference)
- January 10, 2017

There being no further business, the meeting concluded.

These minutes consist of three pages.