



# Minutes

A TELECONFERENCE MEETING of the COUNCIL TERM LIMITS TASK FORCE was held on Thursday, August 18, 2016 at 9:00 a.m.

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

Staff: R. Martin, Manager, Secretariat  
Dale Power, staff support

## CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order at 9:02 p.m.

## APPROVAL OF AGENDA

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

CARRIED

## APPROVAL OF JULY 28, 2016 MINUTES

Moved by Ms. Stauch, seconded by Mr. King to approve the July 28, 2016 minutes as amended.

CARRIED

## APPROVAL OF AUGUST 9, 2016 MINUTES

Moved by Mr. King, seconded by Ms. Hill to approve the August 9, 2016 minutes as presented.

CARRIED

## ITEMS ARISING FROM THE MINUTES

The Task Force discussed how to record discussions at its meetings. A preference for recording discussions without names was expressed by some TF members. It was agreed that going forward, this approach will be used in minutes. In the interest of moving ahead with its mandate, the TF agreed that previous minutes can remain as they were originally recorded.

## COUNCIL TERM LIMITS TASK FORCE PRELIMINARY CONCLUSIONS MATRIX

The Preliminary Conclusion Matrix was reviewed and discussed as follows:

### SUCCESSION PLANNING

#### General Requirements

It was suggested there should be a Boot Camp for candidates that would take place either before or after nominations close, with preference for the latter. The Boot Camp would provide candidates with an information package on PEO Council, committees, staff and procedures. The Boot Camp would require staff support. Regardless of attendance at the boot camp, a document should be prepared for Candidates to sign saying they had read the information package and that they understood their future role and responsibility as a Councillor. An online tool for this was suggested.

#### **Extent**

It was agreed that succession planning should apply to all Council positions, including LGAs. For the latter, a Skills Matrix should be developed for non-P.Eng. LGAs that outlines skills and qualifications for PEO Council. PEO would provide the provincial government with the Skills Matrix and an information package that would be available to anyone applying for an LGA position. The availability of this information to potential applicants will provide them with greater information about the roles and responsibilities as well as the skills required to serve on PEO Council.

#### **Type, Tools, Methods**

A document outlining the roles and responsibilities for each member of Council should be made available to all those considering running for Council.

A Gap Analysis should be prepared prior to every Council Election. However, given the difficulty of filling such gaps with open and regionally based elections, it was suggested that PEO could rather look for candidates with a minimum of 10 years of P.Eng. experience, who serve in middle management or higher, or who have some board experience. The Gap Analysis could be prepared by an independent committee or perhaps by the CESC.

It was proposed that any Skills Matrix developed be made public so that potential candidates can look to fill gaps. The feasibility of this was discussed. A Skills Matrix would have to be available by the Annual General Meeting so that it could be distributed in a timely manner for the next Council election. It was suggested that the Skills Matrix be generic rather than detailed. It was also suggested that a profile of each returning member of Council could be prepared .

As there was no consensus resolution of the efficacy of a Skills Matrix, this item was deferred to the next meeting.

It was recommended that PEO provide members with more information on the Council Election. There was consensus regarding the need for a communication strategy. Further discussion is

required as to what will be in this strategy, e.g. how well each Councillor has served on Council. It was suggested that members be provided with a scorecard outlining the performance and attendance of each Councillor.

It was recommended that a program be in place to recruit potential candidates for Council when they are at the Chapter level. This program would make Chapter members aware of the roles and responsibilities of Council. An Outreach Program should be developed to encourage employers to provide time off to employees so that they can serve on Council. Information could be provided to employers demonstrating the advantages of having their employees involved with PEO. PEO could recognize the employers of Councillors in Engineering Dimensions. PEO should focus on recruiting top executives to run for President-Elect.

It was suggested that focus groups be conducted with companies/corporate leaders to obtain their views of PEO as a regulator and thereby to increase interest in participating in Council by their employees and themselves.

“Involvement leading to greater comfort with and interest in Council” should be moved from the TF Member Conclusions column to the Rationale column.

#### **Timing**

Replace the word “ongoing” with “continuous”

#### **Benefits to Program**

- Participation in Council should be considered as credit towards meeting CPD goals, which should encourage members to run for Council.
- Transferable skills that Councillors can take back to their employers.

#### **Sources of Candidates**

Add OSPE, Technical Society and Other Organizations to the list.

#### **Barriers to Succession Planning**

- The perception of what democracy is.
- Money. PEO has not put adequate resources into succession planning.
- Need to define the problem in order to justify expense to PEO making improvements.

There was consensus that some form of succession planning be adopted. Succession planning should apply to all members of

Council; both elected and appointed (LGA's).

**Action: The Chair asked that task force members think about and provide additional thoughts and suggestions regarding the “Type, Tools, Methods” category under Succession Planning for further discussion at the next task force meeting.**

The Chair advised that he would update the matrix based on the consensus agreements at the August 18<sup>th</sup> meeting, and forward it to task force members.

**NEXT STEPS**

A teleconference meeting was scheduled for August 30 in order to provide more time to prepare the draft report to be issued on October 15, 2016.

**CONCLUSION**

The meeting was adjourned at 11:50 a.m.

**NEXT MEETING DATES**

- August 30, 2016 (teleconference) – 9:00am to 11:00am
- September 15, 2016 (teleconference) – 9:00am to 11:00am
- November 21, 2016 tentative date (aligned with the Chapter Leaders Conference and Ontario Professional Engineers Awards) – Face to Face
- January 10, 2017

There being no further business, the meeting concluded.

These minutes consist of four pages.