



Minutes

A TELECONFERENCE MEETING of the COUNCIL TERM LIMITS TASK FORCE was held on Tuesday, March 29, 2016 at 1:00 p.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: 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.

APPROVAL OF AGENDA

The agenda was approved as presented.

APPROVAL OF MARCH 17, 2016 MINUTES

The March 17, 2016 minutes were approved by consensus.

DETAILED WORK PLAN – SCHEDULE AND TASK ASSIGNMENTS

The Task Force reviewed the detailed work plan. Mr. Willson advised that data sources would include statistical information on the effectiveness of term limits and external reference material would include ways to encourage more candidates to run. Task Force members were assigned as leads for the following items which will be discussed at the April 14th meeting as follows:

Issues List – Mr. Ballantyne (term limits) and Mr. Wesa (succession planning)
Experts List – Ms. Stauch
Data Sources and External Reference Material (with an index) – Ms. Hill will compile with staff assistance.

Mr. Wesa volunteered to work with Mr. Ballantyne on the Problem Statement.

Mr. Martin advised that the motions to the PEO AGM over the past ten years to capture the concerns of members who have submitted motions on these topics will be available for review at the April 14, 2016 meeting.

Action: Mr. Martin will arrange a Sharepoint site for the CTL TF members to upload reference material.

Mr. Willson asked that final compilations related to the work plan items above be uploaded by Friday, May 6, 2016 so that members have ample opportunity to review the material prior to the May 13, 2016 meeting.

Following discussion regarding the possibility of issuing the draft report for peer review (HRC, LEC, CESC) prior to October 14, 2016 it was agreed that this would be re-visited at the July 14, 2016 meeting to decide if this is doable. Mr. Willson stated that it is imperative that peer review comments be received from the three committees to the CTL Task Force by the end of November 2016. Mr. Martin replied that the three committees should have no problems meeting this deadline.

Ms. Stauch suggested an outline to update Council on the activities being planned by the CTL Task Force over the next six months.

Action: D. Power will add the agenda item “Preparation of Information Briefing Note” for the May 13, 2016 CTL Task Force meeting. Mr. Martin will work with Mr. Willson and Ms. Hill to prepare an Information Briefing Note for the June 23/24, 2016 Council meeting.

Action: Mr. Martin will update the detailed work plan based on discussions at the March 29th task force meeting.

Action: Mr. Martin will advise President-elect Comrie that some task members would be available to attend the February 2, 2017 Council Plenary Session to make a presentation if Council is interested.

It was noted that the acquisition of an expert must be done as quickly as possible. Ms. Stauch will work with Ms. Goncalves on recommendations. Ms. Hill suggested that the expert be chosen via email rather than waiting for the next meeting.

VOLUNTEER LEADERSHIP CONFERENCE ISSUES

Ms. Goncalves advised that the Volunteer Leadership Conference Planning Committee is meeting on March 30, 2016. As soon as the electronic copy of the backgrounder for the conference session on term limits is available it will be forwarded to task force members. Notes from the Volunteer Leadership Conference regarding this topic will be forwarded to task force members no later than May 9, 2016. It was confirmed that Ms. Hill, Ms. Stauch, Mr. King and Mr. Wesa will be attending the VLC conference.

Mr. King agreed to act as the liaison between the CTL Task Force and the VLC Planning Committee.

TASK FORCE BUDGET

The task force will be submitting a request for an increased budget to proceed with the work required to prepare recommendations to Council. It was noted that Council does not meet until June and therefore the request will be submitted to the President for an interim budget increase. It was agreed that \$6,000 plus travel costs be budgeted for expenses related to the hiring of a Governance expert for a total of four days.

Action: Task Force members were asked to provide Mr. Martin with cost categories (hotel, airfare, mileage, meals, etc) to attend three face to face meetings. Once the calculations for task force member expenses and subject matter expert expenses are complete Mr. Martin will send to Mr. Willson and Ms. Hill for review. Mr. Martin will then send the interim budget increase request to President Chong for approval.

NEXT MEETING DATES

- April 14, 2016 – teleconference or face to face meeting including lunch – 1:00 p.m. to 3:00 p.m.
- May 13, 2016 – face to face strategy meeting with Governance expert, including lunch – 9:00 a.m. to 3:00 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.