



# Minutes

**A MEETING of the SUCCESSION PLANNING TASK FORCE Teleconference was held on Thursday, January 17, 2018 at 1:00 p.m.**

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

Regrets: R. Willson, P.Eng. (Vice Chair)

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

## 1. CALL TO ORDER

The Chair called the meeting to order at 1:01 p.m. He welcomed everyone and wished them a Happy New Year.

## 2. APPROVAL OF AGENDA

The Chair added an agenda item as 3.1.

Moved by K. McMartin and seconded by C. Frengopoulos:

**That, the Agenda be Amended and Approved. Carried.**

## 3. MINUTES FROM DECEMBER 5, 2018 MEETING

**Action: 2018.12.05-1** The Chair requested that the action items be numbered on the minutes and that the Task Force review the Action Items in the minutes.

1. R. Martin noted that spending budgets will continue to be updated on SharePoint – Completed.
2. R. Martin to provide a report to the Task Force after the June Council Meeting as to whether the Leadership Development Program Task Force will get approval to move forward or not. R. Martin advised the Task Force that, at the November Council Meeting, Council decided to suspend the Governance Task Force Phase I for 2019 and will decide whether to move forward for 2020 – No Action.
3. **2018.12.05-3** M. Wesa and R. Willson to prepare an RFP. This will be discussed later in the meeting.
4. R. Martin invited C. Frengopoulos to the February Council Meeting, but she is unable to attend. R. Martin will forward the March 20-21, 2019 Council Meeting information to C. Frengopoulos. C. Frengopoulos will respond to R. Martin - Completed.
5. Work Plan - Completed.

6. Doodle Poll for this meeting (2019 January 17)- Completed.

Moved by K. McMartin and seconded by M. Wesa.

**That, the minutes be amended and approved. Carried.**

### 3.1 Letters

The Task Force discussed the CEO and OSPE letters.

R. Martin informed the Task Force that CEO and OSPE are preparing a Briefing Note that will be presented at the February Council Meeting. R. Martin also noted that they have not seen the Briefing Note yet.

### 4. Draft RFP

It was noted that, the next steps are to forward the final RFP to the PEO Procurement Officer.

K. McMartin noted a typo in the first paragraph under 'Financial Proposals', the word "the" is spelled incorrectly.

**Action 2019.01.17-2.: M. Wesa and R. Willson to rework the RFP and that it should be completed by January 28, 2019 and posted by mid-week, January 30, 2019.**

**Action 2019.01.17-3.: That, R. Martin forward on behalf of the Task Force the RFP to the PEO Procurement Officer for preparation.**

Moved by K. McMartin and seconded by M. Wesa. Carried.

**Action 2019.01.17-4.: R. Martin asked that if the Task Force has a consultant they would like to use? If so, they should forward the information to the Chair, who will forward the information to R. Martin.**

**Action 2019.01.17-5.: R. Martin will forward a final copy of the document to the Task Force.**

**It was suggested that the Task Force meet face-to-face the week of February 18 or 25, 2019.**

### 5. COUNCIL TERM LIMITS VP ISSUE

The Chair noted that this is strictly about running for Council and that they would like clarity by the next cycle of nominees.

The Chair asked for comments.

- K. McMartin asked why this is coming to this Task Force? M. Wesa noted that this Task Force has three of the original people that were on the Council Term Limit TF (CTKTF).
- R. Martin noted that was what J. Max was proposing when he recommended that this Task Force should respond to this

issue, as three of the members had dealt with this originally and would be helpful for the Task Force to provide feedback regarding any questions with interpretation and implementation of the Council Term Limits Task Force recommendation.

- R. Martin stated that as Appointed Vice President, you get to sit on the Executive Committee. M. Wesa questioned whether it would be a good idea to get rid of that position and just call it an additional member of Executive Committee?
- K. McMartin indicated that having formally been on both positions, you're right, the appointed position, other than having the title, is meaningless.
- The Chair noted that the Elected Vice-President position responsibilities could be covered by the President-Elect, with the roles of the appointed Vice's covered by a Member-at-Large or any other member of Council. If retained, the Appointed Vice-President could actually be an LGA, not even an elected person.
- M. Wesa suggested that we change the title to Second Vice and get around that altogether. R. Martin noted that it could be a recommendation from this Task Force.
- R. Martin noted that Vice President is a one-year term.
- The Chair noted that there would probably have to be an Act change and R. Martin agreed.
- The Chair asked R. Martin if that person is also on HRC. R. Martin replied 'no'.
- R. Martin suggested that the Chair focus on Option 1 and Option 2.

**Action 2019.01.17- 6: The Chair is to prepare a draft response and forward it to the Task Force and then it will be discussed at the next Task Force meeting.**

## 6. WORK PLAN

It was noted that this document is to be a regular item on the Agenda.

## 7. DATE OF NEXT MEETING

It was suggested that the next Face-to-face meeting be the week of February 18 or 25, 2019. C. Frengopoulos noted that our next meeting will depend on when the RFP is posted and when we receive feedback.

There being no further business, the meeting adjourned at approximately 2:00 p.m.

These minutes consist of three pages.