



DRAFT Minutes

A MEETING of the SUCCESSION PLANNING TASK FORCE Teleconference was held on Tuesday, March 12, 2018 at 2:30 p.m.

Present: P. Ballantyne, P.Eng. (Chair)
R. Willson, P.Eng. (Vice Chair)
C. Frengopoulos, P.Eng.
K. McMartin, P.Eng.

Regrets: M. Wesa, P.Eng.

Staff Advisor: R. Martin, Manager, Secretariat

Staff Support: S. Millstein

1. CALL TO ORDER

The Chair called the meeting to order at 2:33 p.m.

2. APPROVAL OF AGENDA

The Chair proposed a change to the order of the Agenda, based on time constraints.

Moved by K. McMartin and seconded by R. Willson:

That, the Agenda be Approved. Carried.

3. MINUTES FROM JANUARY 17, 2019 MEETING

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

That, the minutes be approved. Carried.

4. RESPONSES TO THE RFP

The Chair noted that the Task Force should decide whether they are going to interview any or all of the RFP candidates and therefore opened the floor for discussion.

The Chair also noted that he has little experience with RFP's and is here for advice.

R. Willson suggested that we go to a short list of the three candidates and noted that one of the candidates is clearly an outlier and that the other two are close together and that we may want to interview the short list of candidates, but that's up for discussion.

K. McMartin agreed with what R. Willson alluded to, that Stratford Managers is the outlier.

The Chair asked the Task Force for their input on the other two candidates and after some discussion, it was agreed that Laridae Communications has more experience with Succession Planning.

It was agreed that, K. McMartin and R. Willson will facilitate the teleconference interview with Laridea Communications.

It was agreed that, if the Task Force require a face-to-face interview, it will be scheduled for the first week of April 2019.

Action: 2019-03-12-3: That, R. Martin contact PEO's Procurement Officer to set-up a teleconference interview with the Task Force and Laridea Communications for March 18, 19 or 20, 2019 at approximately 2:00 p.m. - Completed

The Chair will be away during the teleconference, but may have e-mail access and asked that the Task Force keep him up-to-date of what has taken place.

The Chair suggested that the Task Force prepare a series of questions ahead of time.

R. Willson suggested that if the Chair has questions, to forward them to K. McMartin and R. Willson. The Chair agreed.

K. McMartin suggested the following question:

- How do they see splitting up the time and, give us some more information on the tool boxes?

The Chair suggested the following questions:

- As PEO has an elected Council, how does that impact on Succession Planning? How do you focus? (That is the key difference to a normal Board.)
- Council members are not just selected by appointment at an interview, there is a general membership vote and are elected, so how would they propose to accommodate this feature or selection?
- Possible question to ask, if there any complications that they see with having a succession planning routine or agenda for this Council?

R. Willson noted that is part of their job. This is one of the biggest catches on appointing people to Council on selecting the one's that get the job. C. Frengopoulos suggested we inform them and then if

we move forward, we can give them some background on how it works.

Action: 2019-03-12-4: That, the minutes should reflect that we have created a short-list, and we are in the process of doing follow-up questions to ask and that this should not be reflected in the minutes.

R. Martin noted that the minutes will not be published until they are approved at the next meeting.

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 item will be postponed to the next meeting.

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. – Postponed.

6. DATE OF NEXT MEETING

The Chair suggested that they leave the next meeting until after the RFP interviews.

There being no further business, the meeting adjourned at approximately 2:30 p.m.

These minutes consist of four pages.

P. Ballantyne, P.Eng., Chair

R. Martin, Manager, Secretariat