



Minutes

A TELECONFERENCE MEETING of the COUNCIL TERM LIMITS TASK FORCE was held on Thursday, September 15, 2016 at 9:30 a.m.

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

Staff: S. W. Clark, LL.B. Chief Administrative Officer
D. Power

Regrets: L. King, P.Eng.
R. Martin, Manager, Secretariat

CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order at 9:40 am.

APPROVAL OF AGENDA

Moved by Ms. Stauch, seconded by Ms. Hill to approve the agenda as amended.

CARRIED

The agenda was revised to include discussion regarding the format and structure of the Council Term Limits Task Force reports to Council followed by individual team discussions in the morning and formal reviews of the reports in the afternoon.

APPROVAL OF AUGUST 18, 2016 MINUTES

Moved by Mr. Wesa, seconded by Mr. Ballantyne to approve the August 30, 2016 minutes as presented.

CARRIED

FORMAT AND STRUCTURE OF THE COUNCIL TERM LIMITS TASK FORCE REPORTS

It was agreed that the “Historical Background” heading on the outline document should be changed to just “Background” or “Term Limits & Succession Planning – A Background Review.” There was some discussion regarding the order of the report headings and a change in order by switching heading 3. Background and heading 5. Task Force Recommendations/Next Steps. The Chair suggested that heading 4. Conclusions could be a table broken into two components, Term Limits and Succession Planning. There will be a section on best practices to support the recommendations of the task force. The report to Council will include an Executive Summary.

It was agreed that the content order of the report would be further discussed once the report is fleshed out in greater detail.

INDIVIDUAL TEAM DISCUSSIONS

Task force members broke into their respective groups Teams A, B and C to discuss their reports.

REVIEW OF DRAFT FORMAL REPORTS

Team C (Martha Stauch (lead) and Rob Willson presented and discussed their proposed report. Feedback was received and changes were made.

Team A (Nancy Hill (lead) and Paul Ballantyne presented and discussed the Conclusions section of their report. Feedback was received and changes were made; however, the review of this report was not fully completed due to time restraints. The Recommendations document was not discussed due to time restraints.

Michael Wesa (lead), Team B did not have the opportunity to present due to lack of time.

It was agreed that Teams A and C would further update their documents based on feedback received at the meeting.

The Chair asked that task force members update their respective documents based on discussion at the September 15th meeting.

Action: D. Power will upload the revised draft formal reports to the Council Term Limits Task Force SharePoint site so that task force members can access and update as necessary.

NEXT STEPS

It was agreed that in order to finalize the draft formal reports, a teleconference meeting (with Adobe Connect) would be scheduled on September 28, 2016 from 10:00am to 12:00 noon.

Secretariat Note: Subsequent to this meeting the September 28, 2016 meeting will begin at 9:00 am.

CONCLUSION

The meeting was adjourned at 5:30 pm.

NEXT MEETING DATES

- September 28, 2016 – teleconference – 10:00 am to 12:00 noon
- November 21, 2016 tentative date (aligned with the Chapter Leaders Conference and Ontario Professional Engineers Awards)
– Face to Face
- January 10, 2017 – face to face

There being no further business, the meeting concluded.

These minutes consist of two pages.