



Minutes

A TELECONFERENCE MEETING of the COUNCIL TERM LIMITS TASK FORCE was held on Wednesday, September 28, 2016 at 9:00 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 [part of meeting]
R. Martin, Manager, Secretariat [part of meeting]
D. Power

Regrets: L. King, P.Eng.

CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order at 9:05 am.

APPROVAL OF AGENDA

Moved by Mr. Wesa, seconded by Mr. Ballantyne to approve the agenda as amended.

CARRIED

The agenda was revised to add a discussion of two approaches to implementing term limits, either a performance management based system with voluntary term limits or mandatory term limits with formal succession planning.

APPROVAL OF SEPTEMBER 15, 2016 MINUTES

Moved by Mr. Wesa, seconded by Ms. Stauch to approve the September 15, 2016 minutes as presented.

CARRIED

PERFORMANCE MANAGEMENT BASED SYSTEM VS. MANDATORY TERM LIMITS

Ms. Hill and Mr. Ballantyne (Team A – Term Limits) discussed their research findings related to 3a Background. They see two potential approaches – hard term limits or a robust review (performance management) of each individual Council member. Council should be provided with information outlining each model (including pros and cons) and noting that status quo is not an option. Their recommendation would be to implement hard term limits and the background section will provide the rationale behind this.

Points discussed:

- Matters relating to the Election process are covered in the

Succession Planning section of the CTLTF Preliminary Conclusions Matrix, not the Term Limits section. Teams A and B need to agree on which will cover this material;

- Council, if it chooses, would implement a Performance Management System for Council members, and this is outside the scope of the CTLTF. The report should provide Council with as much background information as possible;
- The Report should provide important input to the newly formed Council Composition Task Force, since there are common issues regarding renewal, having the best people on council, performance, etc.

REVIEW OF DRAFT FORMAL REPORT (SUCCESSION PLANNING)

The task force reviewed and discussed the Succession Planning document prepared by Mr. Wesa (Team B).

There was some discussion regarding the different kinds of boards and how each deals with succession planning. Ms. Stauch volunteered to assist Mr. Wesa with the research and writing to develop a more fulsome business board definition.

It was noted that reference to other literature regarding succession planning should be included in the Background section of the Succession Planning section.

Points discussed:

- There is some repetition within the Succession Planning document and the Introduction document provided by Team C regarding the role of the RESC. It was agreed that issues such as this will be addressed during the editing process
- At present succession planning for Council is minimal, poorly coordinated and re-starts every year, however, succession planning is taking place within PEO committees and to a lesser extent, Chapters. Succession planning for these entities is coordinated by the Advisory Committee on Volunteers (ACV) in various documents such as human resources plans, work plans or terms of reference. The report should make reference to this, stating that while there is a system in place, it should be formalized a little more. Chapters and committees are good sources of training for future leaders
- The Background section should include references to best practices
- Under the Conclusions section, item 2 – replace “defined skills matrix” with “Roles and Responsibilities document”
- The report should include reference to freelance nominations

- The Conclusion section should cover all consensus items in the CTLTF Preliminary Conclusions Matrix

NEXT STEPS

Action: Mr. Martin will send a doodle poll for October 11 and 12 with two times slots – 9:00am to 12 noon and 1:00pm to 4:00pm.

CONCLUSION

The meeting was adjourned at 12:00 noon

NEXT MEETING DATES

- October 12, 2016 – teleconference – 9:00 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 three pages.