



DRAFT Minutes

A MEETING of the SUCCESSION PLANNING TASK FORCE Teleconference was held on Wednesday, April 3, 2018 at 10:00 a.m.

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

Regrets: R. Martin, Manager, Secretariat

Staff Support: S. Millstein

1. CALL TO ORDER

The Chair called the meeting to order at 10:00 a.m.

2. APPROVAL OF AGENDA

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

That, the Agenda be Approved. Carried.

3. MINUTES FROM MARCH 12, 2019 MEETING

The Chair noted that an action item should be removed from the minutes when completed.

Moved by C. Frengopoulos and seconded by M. Wesa:

That, the Minutes be Approved as Amended. Carried.

4. RESPONSES TO THE RFP

The Chair asked the Vice-Chair to lead the discussion on the interview with Laridea.

R. Willson (Vice Chair) noted that there were notes previously provided from the interview that were self-explanatory.

The Task Force received an e-mail from P. Cowherd that confirmed the consultant had a good reputation and their references checked out very well.

R. Martin had previously informed the Task Force that they would need to have a formal meeting to pass a motion for their approval of a consultant.

The Chair asked the Task Force for their comments.

Being no other comments, they proceeded to prepare a motion, as follows:

Motion: 2019-04-03-1:

We recommend that PEO through the Succession Planning Task Force engage Laridea Communications Inc. as a consultant in the Succession Planning Task Force assignment.

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

That, the motion be approved. Carried.

The next steps will be for the Chair to contact R. Martin and for him to communicate with P. Cowherd to issue a P.O. and to send regrets to the other two RFP consultants.

The Chair discussed setting up a first meeting with Laridae.

It was suggested that they meet with Laridea at PEO offices on April 17, 2019 and the Task Force agreed on an alternate date of May 2, 2019.

5. COUNCIL TERM LIMITS VP ISSUE

The Chair prepared a draft response, which was forwarded to the Task Force for their response.

After some discussion, the Chair suggested they send their comments and they will finalize their response at their 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. – The vote was postponed.

6. DATE OF NEXT MEETING

April 17, 2019 or May 2, 2019.

There being no further business, the meeting adjourned at approximately 10:42 a.m.

These minutes consist of two pages.

P. Ballantyne, P.Eng., Chair

R. Martin, Manager, Secretariat