

Minutes of the Executive Compensation and Performance Review Committee Meeting Held April 19, 2021

Date: April 26, 2021
To: Board of Directors of the Toronto Atmospheric Fund
From: Board Chair

MEETING MINUTES

1. Welcome, introductions, acknowledgements, land acknowledgement.

The Committee Chair, Parminder Sandhu, welcomed Committee members and attendees and called the meeting to order.

2. Review of Agenda

(April 21, 2021) Meeting Agenda, submitted by Parminder Sandhu, Chair.

Agenda reviewed with no amendments.

3. Declarations of Interest pursuant to the *Municipal Conflict of Interest Act*

None declared.

4. Human Resources Update Memo

(Confidential – security of the property of the Board)

(April 15, 2021) Memo provided by Fatima Crerar, Vice President of Strategy and Partnerships, and Jaime Klein, People and Operations Manager

The Committee received a requested report from management related to Human Resources (HR) policies, retention strategies, succession planning, and equity, diversity and inclusion initiatives for information.

- Directed staff to add an HR risk management session and distribute to the Board for information.

- Directed staff to prepare a succession plan, including major tasks, milestones and workback schedule to be shared with the Committee via email by May 15, 2021.
- Directed staff to examine and consider the current staffing size in consideration of TAF's mandate. Management provided that staffing levels will need to be considered more broadly including strategic planning and discussions with other board committees. The Committee agreed and asked that this work begin to arrive at an analysis to review TAF's current staffing size.
- Decision to consider increased compensation visibility within the budget process.

5. In Camera Discussion & Decisions

- Delay the update to the CEO Contract until the next performance review cycle
- Update the 360 Review process with administration delegated to Jaime Klein

6. CEO Review

(Confidential – security of the property of the Board)

(April 9, 2021) CEO 360 review and self-evaluation, 2020

Decision to prepare a report with recommendations for Board consideration at its April 26, 2021 meeting.

CONTACT

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SIGNATURE

Parminder Sandhu, Board Chair