

Minutes from the Executive Compensation and Performance Review Committee Meeting held August 18, 2021

Date: August 18, 2021
To: Board of Directors of the Toronto Atmospheric Fund
From: Vice President, Strategy and Partnerships

MINUTES

1. Welcome, introductions, acknowledgements, land acknowledgement

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

2. Review of Agenda

(August 18, 2021) Meeting Agenda, submitted by Parminder Sandhu, Chair

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

None declared.

4. New hires since April

(August 18, 2021) Executive Compensation Committee Memo, submitted by Fatima Crerar, VP Strategy and Partnerships

Fatima Crerar provided updates on TAF's recent hires and recruitment processes currently underway.

5. Risks related to people and human resources at TAF

Staff shared human resources related risks as identified in TAF's risk register.

6. Compensation strategy project kick-off

Staff provided an update on the compensation review work underway. Staff are working with an external consultant, [CastleHR](#) to complete a compensation study including job evaluation, market review, and updated salary structure design. The results of the study will inform recommendations for salary adjustments where current inequities exist. Staff have included a line for salary adjustments in the 2022 budget that will be allocated as needed. The Committee advised staff to consider all elements of TAF's Total Compensation when determining adjustments required.

7. Update on post COVID return to the office

Staff provided an update on plans to return to the office including changes to the office layout and equipment to support a larger, hybrid team. Internet connectivity and speed in our office building is an issue that has potential to impact productivity.

8. Updating the Terms of Reference of the Committee

(August 20, 2021) Proposed Changes – Committee Terms of Reference, submitted by Fatima Crerar, VP Strategy and Partnerships

The Committee recommended advancing changes to the Committee's name and Terms of Reference to the Board of Directors for approval at the November Board meeting.

9. Plan for Vice President, Impact Investing succession

(August 28, 2021) Succession Planning Schedule, submitted by Fatima Crerar, VP Strategy and Partnerships

The Committee reviewed the schedule and discussed key needs for recruitment support and priorities for role handover.

10. TAF Benefits Plan

Councillor Carroll offered to support TAF's efforts to engage the City in adding TAF to the City's extended health benefits plan.

Attendance and Meeting Sessions

Date and Time	Quorum	Members
04-06-2021 1:00 pm – 2:00 pm	Present	<i>Present:</i> Parminder Sandhu (Chair), Councillor Shelley Carroll