

Minutes of the Human Resources Committee Meeting held January 17, 2023

Date: January 30, 2023
To: Board of Directors of the Toronto Atmospheric Fund
From: People and Operations Manager

MEETING MINUTES

1. Welcome, introductions and acknowledgments

The Committee Chair, Andrew Dooner, welcomed Committee members and staff.

2. Review of Agenda

Agenda approved with no changes.

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

None declared.

4. 2023 HR Committee Workplan

(January 12, 2023) Draft TAF HR Committee Priorities and Workplan for 2023, submitted by Jaime Klein, People and Operations Manager.

Workplan received by Committee. Key components will be incorporated into the Board Annual Work Plan to be presented at the February meeting.

5. CEO Salary Adjustment and Contract Update

Confidential - personal matters about an identifiable person.

(January 12, 2023) CEO salary adjustment recommendation, submitted by Jaime Klein, People and Operations Manager.

The Committee discussed next steps for updating CEO salary and contract in 2023 and will bring for Board discussion and direction at the February Board meeting. The Committee will engage TAF legal in the update to the CEO contract as advised by City legal.

6. CEO Performance Review

(January 12, 2023) CEO 360 Survey Questions from Previous Years, and TAF annual review process and forms, submitted by Jaime Klein, People and Operations Manager.

The Committee discussed the process for this year's CEO performance review, to include a 360 review process as well as a goal setting exercise aligned with TAF's annual and strategic plans. The Committee will undertake the review with support from staff over the coming months, and will share results and recommendations with the Board at its April meeting.

7. Equity, Diversity and Inclusion Annual Survey

Fatima Crerar, Vice President of Strategy and Partnerships, provided an update on the annual survey led by TAF's internal Equity, Diversity and Inclusion Working Group. The Working Group is seeking Board and Committee participation in the survey.

The Committee requested that survey questions and format be received and reviewed in advance by the Committee, who will support presentation to the Board and Committees.

8. Other Business

Parminder Sandhu provided a brief update on Board Recruitment currently underway with the City's Civic Appointments Secretariat.

ATTENDANCE AND MEETINGS SESSIONS

Date and Time	Quorum	Members
January 17, 2023 1:00-2:00pm	Present	Present: Andrew Dooner (Chair), Councillor Shelley Carroll, Parminder Sandhu