

## HR Committee Updates

**Date:** November 7, 2023  
**To:** Board of Directors of the Toronto Atmospheric Fund  
**From:** Vice President, Strategy and Partnerships

### SUMMARY

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The Human Resources Committee met in October and will provide an update on work underway to develop a Chief Executive Officer (CEO) succession planning framework, the process for reviewing results and insights from the TAF Equity Diversity and Inclusion (EDI) Survey to Volunteers and Staff, as well as an update on the CEO Contract renewal process.

### RECOMMENDATIONS

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The Vice President, Strategy and Partnerships recommends that the Board of Directors of the Toronto Atmospheric Fund receive the report for information.

### FINANCIAL IMPACT

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There is no financial impact resulting from the adoption of the recommendations in this report.

### DECISION HISTORY

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At its meeting July 14, 2023, the Board of Directors directed the Chair, Human Resources Committee to work with the Chief Executive Officer and Vice President, Strategy and Partnerships on a workplan for a succession plan, and report back to the Board at its next meeting on November 21, 2023.

<https://secure.toronto.ca/council/agenda-item.do?item=2023.TA3.14>

On February 10, 2023, the Board of Directors directed the Chair of the Board of Directors and Chair of the Human Resources Committee to review and update the Chief Executive Officer contract in collaboration with Toronto Atmospheric Fund's Solicitor, including updating the CEO Job Description, and the CEO salary in line with the updated salary range and Executive Compensation Policy guidelines.

## COMMENTS

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### Succession Planning

TAF's [Relationship Framework with the City of Toronto](#) outlines the Responsibilities of the Board, including 6.1.1. Appointing and overseeing a CEO. To support this responsibility, a framework for succession planning is under development. The goal is to ensure a succession process is always in place and kept current, to help manage the change and achieve the best possible outcome for the organization: a positive transition which provides TAF strong leadership, continuity and energy.

This framework is being developed to support TAF's Board, Human Resources (HR) Committee, and key staff. The framework will be reviewed on an annual basis, along with the job description and hiring criteria, by the HR Committee or as needed upon some major change or shift. The Succession Framework includes:

1. Timing and timeframes
2. Roles and responsibilities of key stakeholders
3. General approach and process
4. Risks and opportunities

### CEO Contract

The Chair of the Board of Directors and Chair of the Human Resources Committee have worked in collaboration with TAF's solicitor to draft an updated CEO contract, has been reviewed and accepted by the CEO. The Chairs will provide a verbal update to the Board on this process and next steps at the November 21 Board meeting. These matters will require a closed session discussion, as they relate to personal information about identifiable individuals.

### Equity, Diversity and Inclusion Survey Results

The HR Committee discussed the process by which to circulate the results of the TAF EDI Survey to Staff and Volunteers (issued April/May 2023). The Board Chair will distribute the results to Committee Chairs for further discussion and engagement.

## CONTACT

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## SIGNATURE

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