

## Minutes of the Human Resources Committee Meeting held October 16, 2023

**Date:** November 7, 2023  
**To:** Board of Directors of the Toronto Atmospheric Fund  
**From:** People and Operations Manager

### MEETING DETAILS

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Meeting Date: October 16, 2023	Contact: Jaime Klein, People and Operations Manager
Start Time: 10:00 am	Email: <a href="mailto:jklein@taf.ca">jklein@taf.ca</a>
Location: Teams Meeting	Chair: Andrew Dooner

### MEETING MINUTES

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#### 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. CEO Contract Renewal

The Chair provided an update on the status of the CEO contract renewal underway with support from TAF legal. An update will be provided at the November Board meeting.

#### 5. TAF Equity, Diversity, and Inclusion (EDI) Report

Staff provided an update on the TAF EDI report and distribution plan, to be supported by the Board Chair.

#### 6. Executive Compensation Policy

The Committee discussed updates to TAF’s policy, in line with recent updates made by the City through their Review of City of Toronto Guiding Principles for Executive Compensation Policies at City Agencies and Corporations

#### 7. CEO Succession Framework

Staff presented a first draft of a CEO Succession Framework for Committee review and feedback.

### **ATTENDANCE AND MEETINGS SESSIONS**

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Date and Time	Quorum	Members
October 16, 2023 10:00 – 11:00am	Present	Present: Andrew Dooner (Chair), Parminder Sandhu  Absent: Councillor Shelley Carroll

#### **Also present – Non-members**

Fatima Crerar - VP, Strategy and Partnerships, TAF  
Jaime Klein – People and Operations Manager, TAF  
Meghana Pramod, Senior Constituency and Policy Advisor, Office of Councillor Shelley Carroll