



MINUTES of the meeting of the Toronto Global Human Resources and Governance Committee held via teleconference on Thursday, May 28, 2020 at 3:00 p.m.

Present: Steve Howse
Lisa De Wilde
Mark Cohon, Board Chair
Janet Ecker, Vice Chair
Bilal Khan (arrived at 3:34 p.m.)

By Invitation: Leslie Sutherland - Corporate Secretary, VP, HR & Business Operations
Aneta Krzysciak - Exec. Asst., Senior Management and Asst. Corporate Secretary
Nicole Guy - Recording Secretary, MinuteTakers Inc.

1. **CALL TO ORDER**

- (a) *Notice and Quorum* – Proper notice having been given and there being a quorum present, S. Howse called the meeting to order at 3:02 p.m. and presided as Chair.
- (b) *Conflict of Interest Declaration* – No conflict of interest was declared under the *Municipal Conflict of Interest Act* and the *Ontario Business Corporations Act*.

2. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Human Resources & Governance Committee meeting dated January 22, 2020 that were distributed prior to the meeting.

On Motion duly made and seconded it was,

RESOLVED THAT the Minutes of the Human Resources & Governance Committee of January 22, 2020 be accepted as presented. Motion carried.

3. **BOARD CHAIR UPDATE**

M. Cohon provided an update regarding the status of Toronto Global operations, the CEO search, and Board member search.

4. **OPERATIONS UPDATE within COVID 19**

L. Sutherland provided an update on virtual work and staff wellness initiatives.

- a) *IT Support & Upgrades* – the determination was made to make a small capital investment to ensure staff, while working from home, were able to be made as

comfortable as possible with keyboards, monitors, chairs, and various other items either shipped to staff from existing stock, or purchased for them.

- b) The existing traditional server which had been in place for 6 years (with the average server life 5-7 years), needed to be replaced. Though not ideal completing remotely a full migration from the traditional Server to MS Cloud 365 was successfully installed and executed with the positive effects being noted immediately and with few hiccups.
- c) *Communication* – Video Conferencing - with Zoom and also MS Teams, have been subscribed to ensuring the ability to facilitate remote meetings and communication between staff while all working remotely.
- d) *Audit of Benefits* – It was noted that approximately 20-30% savings on same-level services is being offered in some areas and it was suggested that a full audit of the benefits program be conducted. ***Action: L. Sutherland will investigate possible savings with the current provider.***
- e) *Staff Morale* – Upon inquiry, it was suggested that staff may be starting to feel some fatigue and are being encouraged to take vacation time if required. Weekly virtual close-out calls have been held each Friday afternoon to allow staff to interact with each other and debrief.

5. **REOPENING PLAN**

M. Cohon and L. Sutherland provided information on initial plans for returning to the office, noting that a Return to Premises Task Force was set up with highlights noted as follows:

- (a) *Staff Survey* – The task force is currently gathering information, beginning with a survey of staff to assess their readiness to return, how many use public transit, etc. Most of the staff estimated a return around late August or early September 2020. ***Action: L. Sutherland will prepare a summary of survey results and distribute to Committee members for review.***
- (b) *Proposed Reopening Process* – Staff will be brought back into the office on a rotational basis, to reduce interaction between staff and physical contact with other persons in public spaces and transit. The second office space also remains unused and may provide additional space for staff to work separately. No international travel is planned for the remainder of the year.
- (c) *Office Space* – Leslie will be on site as required meeting with subject matter experts and vendors. It was pointed out that only Oxford-approved contractors may be used if construction work is required.
- (d) *Guests* – Elevator access to the 9th floor will now be card access only, thereby eliminating non Toronto Global traffic to the floor. A separate in-office space will be

created to keep international clients & other visitors separated from staff and office areas. A member suggested also considering protocols for visitors from other countries.

- (e) *Second Wave Plan* – A member pointed out that the reopening plan must also prepare procedures for addressing a resurgence of the virus after the economy and businesses reopen.
- (f) *Special Circumstances* – A member inquired whether any staff have requested special consideration when returning to work due to vulnerable family members, etc. It was noted that no staff are being pressured to come back into the office and the work is currently being done without concern despite staff working remotely. No special requests have yet been received, but communication is being provided to ensure staff understand that Toronto Global will be supportive and work with any staff member that requires consideration.
- (g) *Stakeholders* – A member inquired whether stakeholders may be willing to provide office space to Toronto Global staff who live throughout the region, so that they do not have to travel to the City and to reduce the number of staff in the office. It was suggested that this be discussed with stakeholders.

6. **BOARD MEMBER RECRUITMENT**

M. Cohon provided an update, with highlights as follows:

- (a) *Board Matrix* – Upon inquiry, the matrix criteria for new members was clarified.
- (b) *Audit Committee* – It was noted that S. Rai is stepping down as Chair of the Audit and Financing Committee after his term as Director expires. It was suggested that C. Chung may be willing to fill this position going forward. ***Action: M. Cohon will discuss Chairing the Audit Committee with C. Chung.***

7. **NEW / OTHER BUSINESS**

No other business was brought before the meeting.

8. **ADJOURNMENT**

There being no further business, the meeting was concluded at 3:44 p.m. for an in-camera session.

Chair

