



MINUTES of the meeting of the Toronto Global Human Resources & Governance Committee held via Zoom tele/videoconference on Tuesday, September 8, 2020 at 3:00 p.m.

Present: Steve Howse
Lisa De Wilde
Mark Cohon, Board Chair
Janet Ecker, Board Vice Chair
Bilal Khan (arrived at 3:25 p.m.)

By Invitation: Dan Hengeveld - Senior Director, Investment Attraction
Leslie Sutherland - Corporate Secretary, VP, HR & Business Operations
Johnny Tan - Director, Investment Attraction, Asia Pacific
(arrived at 3:32 p.m.; departed 3:41 p.m.)
Aneta Krzysciak - Executive Assistant, Senior Management and Assistant
Corporate Secretary
Nicole Guy - Recording Secretary, MinuteTakers Inc. (via teleconference)

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 3:03 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 Board of Director's meeting dated May 28, 2020 that were distributed prior to the meeting.

On Motion by L. De Wilde and seconded by J. Ecker it was,

RESOLVED THAT the Minutes of the Board of Directors Meeting of May 28, 2020 be accepted as presented. Motion carried.

3. **BOARD CHAIR UPDATE**

M. Cohon provided a report, with highlights noted as follows:

- (a) *New CEO* – Management is currently negotiating the contract. The new CEO will start on September 23, 2020.

- (b) *SCORE Program* – An extra proposal was made to FedDev for onshoring and supply-chain focused business, with a budget of \$3 million. A two-year project has been approved, as long as a portion is allocated to Kitchener-Waterloo.

4. **BOARD GOVERNANCE**

S. Howse provided an update on various governance matters, with highlights of discussion as follows:

- (a) *Board Member Recruitment* – This item has been on pause. The Committee will be soliciting current Board members to provide input and reactivate the search. A member suggested that the matrix of current Board members and open position criteria be redistributed to the Board in preparation for this discussion. **Action: A. Krzysciak to redistribute the Board matrix.**
- (b) *Audit & Finance Committee Chair* – A member suggested that an accounting background be considered during new Board member recruitment, so the new member may fill this role going forward.
- (c) *Board Term Renewals* – Two Board member terms, J. Kovitz and C. Cheung, have expired, but they have both agreed to stay for another two year term.

5. **RETURN TO PREMISES UPDATE**

L. Sutherland presented the plan for returning to on-premises work, with highlights noted as follows:

- (a) *Reentry Plan* – A member suggested that a benchmark be set at which an meeting should be held to discuss next steps, and that the response protocols be defined in advance. L. Sutherland noted that the COVID-19 policy includes a number of these protocols and is being currently updated as the office is reopening. Oxford has a service that provides deep-cleaning once per month, and will also respond immediately if required. **Action: L. Sutherland and S. Howse to prepare a reaction plan.**
- (b) *Return to Premises Overview* – L. Sutherland provided an overview of the return to premises plan. Staff were surveyed to provide input on what measures they would be comfortable with, and recommendations from experts have been applied. Plexiglass desk shields have been installed. Air balancing and ventilation testing have been conducted to ensure no concerns regarding air quality. Oxford has committed to changing it's air filters on a monthly basis (as opposed to previously every 6 months).. To facilitate a safe re-entry, staff have been grouped into three clusters of nine people each, who will have access to the office on separate days to prevent interaction between groups. Upon inquiry, it was clarified that approximately 10% of staff are currently using the office and an increase to 15% is anticipated. .



- (c) *Secondary Space* – The secondary office space has been set up for visitors and staff to utilize should they wish if no clients are in on their non cluster days. A protocol is in place which ensures no one from the secondary space may enter the primary space offices if they are a visitor or, if it is a staff member non cluster access day. This is in place to ensure no cross contamination between clusters.

6. **NEW / OTHER BUSINESS**

No other business was brought before the meeting.

7. **DATE OF NEXT MEETING**

The next meeting of the Human Resources & Governance Committee will be held on Tuesday, November 3, 2020 at 3:00 p.m. (location to be confirmed).

8. **ADJOURNMENT**

There being no further business, the meeting was adjourned for an in-camera session at 3:30 p.m.

Chair
