



REPORT FOR ACTION AND CONFIDENTIAL ATTACHMENT

Appointment of Chief Executive Officer

Date: November 2, 2021
To: Board of Directors, CreateTO
From: Board Chair, CreateTO
Wards: All

REASON FOR CONFIDENTIAL INFORMATION

This report deals with personal matters about an identifiable person.

SUMMARY

This report recommends the appointment of a Chief Executive Officer (CEO) to CreateTO.

Confidential Attachment 1, which provides information on the recommended candidate, will be provided at the Board meeting.

RECOMMENDATIONS

The Board Chair, CreateTO recommends that:

1. The Board appoint the candidate identified in Confidential Attachment 1 to the position of Chief Executive Officer as recommended by the Selection Committee, once the recommendation is ratified by City Council, and subject to an agreement of employment terms.
2. The Board authorize the public release of the name and candidate summary of the individual identified in Confidential Attachment 1, once the recommendation is ratified by City Council and employment terms are agreed, and direct that the remainder of Confidential Attachment 1 remain confidential as it contains personal information about an identifiable individual.
3. The Board forward its decision to City Council and request that:

- City Council ratify the appointment of the candidate identified in Confidential Attachment 1 to the position of Chief Executive Officer, CreateTO, subject to an agreement of employment terms; and
- City Council authorize the public release of the name and candidate summary of the individual identified in Confidential Attachment 1, once the recommendation is ratified by City Council and employment terms are agreed.

FINANCIAL IMPACT

There are no financial impacts beyond what has already been approved in the current year's budget.

DECISION HISTORY

On October 9, 2020, the CreateTO Board of Directors adopted RA17.7 "Position of Chief Executive Officer, CreateTO", which confirmed the appointment of an Interim Chief Executive Officer of CreateTO and established a recruitment process for the Chief Executive Officer of CreateTO, including the creation of a CEO Search Selection Panel and direction to that Panel to select an Executive Search Firm through an appropriate procurement process.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.RA17.7>

On January 11, 2021, the CreateTO Board of Directors received an update on the position of Chief Executive Officer, CreateTO.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.RA20.5>

On May 11, 2021, the CreateTO Board of Directors adopted RA22.4 "Update on Position of Chief Executive Officer, CreateTO", which approved the selection of an Executive Search Firm to assist with the recruitment of a Chief Executive Officer for CreateTO.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.RA22.4>

On July 7, 2021, the CreateTO Board of Directors adopted RA23.9 "Update on Position of Chief Executive Officer, CreateTO", which directed that Councillor Ana Bailão be included on the CEO Search Selection Panel, established by the Board on October 9, 2020 (RA17.7).

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.RA23.9>

On September 13, 2021, the CreateTO Board of Directors received an update on the position of Chief Executive Officer, CreateTO.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.RA24.11>

On October 12, 2021, the CreateTO Board of Directors received an update on the position of Chief Executive Officer, CreateTO.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.RA25.4>

COMMENTS

CreateTO struck a Selection Committee to oversee the search process for the new CEO. The Selection Committee ultimately consisted of Sandra Levy (Chair of the Committee), Councillor Ana Bailão (Davenport), Councillor Paula Fletcher (Toronto-Danforth) and Allison Mendes.

A competitive RFP process was undertaken in February 2021 to select an executive search firm to assist with the CEO recruitment process. Phelps was selected by the Board of Directors of CreateTO at its meeting on May 11, 2021.

A recruitment process commenced in June 2021 with the following chronology:

June to July 2021 – Discovery and Consultation: Phelps engaged stakeholders, defined process and timelines, approved a draft mandate, position profile, brief and advertisement plan.

July to August 2021 – Consultation Feedback: Phelps commenced outreach including diversity specific outreach, finalized brief, launched advertisement plan and commenced introductory screening of candidates.

August 2021 – Long List Defined: Phelps continued the review process and engaged the Selection Committee to create a short list for first round interviews. Interview guidelines were also completed.

August to October 2021 – Panel Interviews and Selection: Phelps and the Selection Committee participated in first (behavioural), second (situational) and third (in person) interviews. Psychometric assessments were conducted on the final candidates and the Selection Committee was debriefed by an industrial psychologist on the results of those assessments prior to the third round interviews. The Selection Committee unanimously agreed on the preferred candidate. Background checks and references were conducted on the candidate.

Ongoing – Offer, Negotiation and Approvals: The candidate was presented with an offer in late October and is in negotiations with the Chair of the CreateTO Board and the Chair of the Selection Committee. Selection of this candidate is conditional upon approval by the CreateTO Board, which will meet to consider this report on November 5, 2021, and by Toronto City Council at its meeting on November 9/10, 2021, and agreement on employment terms.

For the duration of the search, the Selection Committee met weekly to drive completion of the recruitment process.

The selection process for the position of CEO, CreateTO has been thorough, comprehensive, inclusive, professional and objective.

A summary of the Curriculum Vitae of the recommended candidate is attached in Confidential Attachment 1.

CONTACT

Susan O'Neill, Director, Communications & Marketing, CreateTO, (416) 981-3759, soneill@createto.ca

SIGNATURE

Ron Carinci
Board Chair, CreateTO

ATTACHMENTS

Confidential Attachment 1 - Curriculum Vitae of the Recommended Candidate