

May 10, 2021

To: Board of Directors of CreateTO

Re: Update on Position of Chief Executive Officer, CreateTO

REASON FOR CONFIDENTIAL ATTACHMENT

The Confidential Attachment to this letter is about a position and instruction to be applied to negotiations to be carried on by or on behalf of the Board of Directors of CreateTO.

SUMMARY

This is further to the decision of the Board of Directors of CreateTO at its meeting on October 9, 2020 on Item RA17.7 regarding the position of Chief Executive Officer at CreateTO. A request for proposals for an executive search consultant to assist with the recruitment of a Chief Executive Officer for CreateTO was issued on February 16, 2021.

Responses to the request for proposals have been received and evaluated. A preferred respondent ("Preferred Respondent"), identified in the Confidential Attachment to this letter, has been selected, subject to the approval of the Board of Directors of CreateTO. The purpose of this letter is to seek the approval of the Preferred Respondent by the Board of Directors of CreateTO

RECOMMENDATION

That the Board of Directors of CreateTO:

1. Approve the selection of the preferred respondent, as identified in the Confidential Attachment.
2. Authorize the release of the information in the Confidential Attachment after the respondents to the request for proposals have been notified and at the discretion of the Chief Executive Officer.

COMMENTS

This is further to the decision of the Board of Directors of CreateTO at its meeting on October 9, 2020 on Item RA17.7 regarding the position of Chief Executive Officer at CreateTO.

Process:

A request for proposals ("RFP") for an executive search consultant to assist with the recruitment of a Chief Executive Officer for CreateTO was issued on February 16, 2021 and closed on March 16, 2021. Responses were submitted in two envelopes, Envelope

1 containing the responses to the rated criteria and Envelope 2 containing the fee proposals.

Following receipt of the responses, as required by Section 4.1 of the RFP, the evaluation team, comprised of Ron Carinci, Sandra Levy and Councillor Paul Fletcher (the “Evaluation Team”), received and evaluated each Envelope 1. After independently completing their evaluations, they met with the Chief Legal Counsel and staff from CreateTO’s procurement department for a consensus meeting, and the consensus scores were recorded in the Evaluation Matrix.

As required by Section 4.2 of the RFP, CreateTO’s Procurement Specialist then opened Envelope 2 for each of the top three (3) ranked respondents (the “Short-Listed Respondents”), calculated the scores for their fee proposals, and included those scores in the Evaluation Matrix.

As required by Section 4.3 of the RFP, the Short-Listed Respondents were then invited for interviews. Questions were sent to them in advance of the interviews, which were conducted on April 26, 2021. After independently completing their evaluations of the interviews, the Evaluation Team met with the Chief Legal Counsel for a consensus meeting and the consensus scores for the respondent interviews were recorded in the Evaluation Matrix.

As further required by Section 4.3 of the RFP, the Short-Listed Respondents each provided three client references. The Evaluation Team agreed on a script and questions for the client reference interviews, which were then conducted by CreateTO’s Director, Human Resources. After independently completing their evaluations of the client reference interviews, the Evaluation Team met with the Chief Legal Counsel for a consensus meeting and the consensus scores for the client reference interviews were recorded in the Evaluation Matrix.

Preferred Proponent:

The Evaluation Team recommends that that Board of Directors approve retaining the Preferred Respondent. While all the respondents submitted strong responses, the Preferred Respondent was the highest ranked respondent, based on the evaluation criteria set out in the RFP. In particular, the preferred respondent:

- Demonstrated their considerable experience and successes with searches in the public sector;
- Demonstrated their understanding of this assignment, the unique needs of the future leader of CreateTO, and the particular importance of bringing forward candidates capable of navigating both the political and bureaucratic levels of the City’s government in order to succeed in this public role;
- Demonstrated a significant commitment to ensuring they will conduct an equitable and inclusive process that will bring forward a diverse slate of candidates.

Ron Carinci

Chair, CreateTO