



REPORT FOR ACTION WITH CONFIDENTIAL ATTACHMENT

Staffing Matters - Fourth Quarter 2021 Update, Cost of Living and Initial First Quarter 2022 Update

Date: March 18, 2022

To: Human Resources Committee, CreateTO

From: Chief Executive Officer, CreateTO

Wards: All

REASON FOR CONFIDENTIAL INFORMATION

This report is about labour relations or employee negotiations and deals with personal matters about identifiable persons.

SUMMARY

This report includes an update on staffing matters, including a snapshot of CreateTO's human resources as at the end of the fourth quarter 2021, a recommendation to implement a cost of living adjustment for 2022, and an initial update on the first quarter of 2022.

RECOMMENDATIONS

The Chief Executive Officer recommends that the Board of Directors, CreateTO:

1. Approve and direct the Chief Executive Officer to implement a one percent Cost of Living Adjustment (COLA) for all CreateTO employees for the 2022 fiscal year.
2. Direct that Confidential Attachment 1 be made public after the affected employees have been informed.

FINANCIAL IMPACT

Salary adjustments including cost of living increases will be absorbed within the 2022 CreateTO approved budget. At this stage, total salary costs for 2022 are expected to come in approximately \$300,000 under budget based on planned staffing for 2022.

DECISION HISTORY

This is a new item.

COMMENTS

Quarter End HR Snapshot

Tables 1 and 2 below show CreateTO's staff breakdown by Department as of December 31, 2021.

Table 1: Staff Breakdown by Department

Groups	FT	Contract	TOTAL
CreateTO	67	4	70.6
Development	25	1	26
Finance	15	2	17
Strategy (Communications, CRM, Portfolio Strategy, Port Lands)	20	0	20
Corporate (Corporate, Legal, HR)	7	0.6	7.6

Table 2: Staff Breakdown by Department

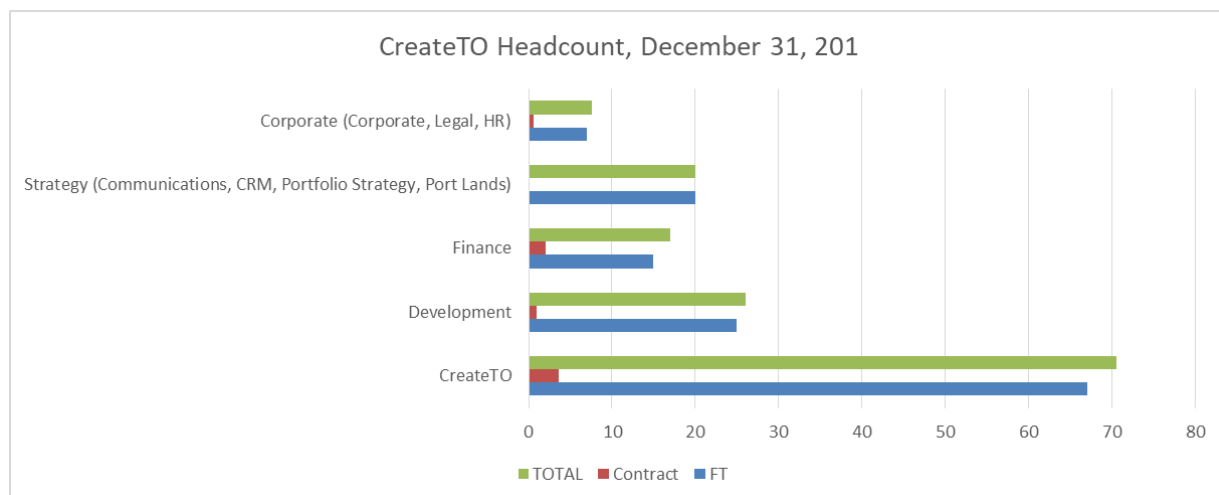


Table 3 below shows the breakdown of CreateTO's staff by position. The breakdown between managerial and non-managerial staff is reflective of the strategic mandate of CreateTO.

Table 3: Actual CreateTO Staff Breakdown by Position, excluding vacancies, as at December 31, 2021

C-Suite and Executive Vice President (EMT)		4
Senior Vice President		1
Vice President (or comparable)		7
Director (or comparable)		12
Manager		23
Non-Managerial		24

CreateTO had 4 voluntary departures and 1 involuntary departures in Q4 2021.

Cost of Living Adjustment

In response to the COVID-19 pandemic, the CreateTO Board of Directors suspended the annual Cost of Living Adjustment (COLA) for staff in 2021 at the request of the City Manager. In the face of rising inflation, City Council reinstated COLA for City of Toronto staff. The Chief Executive Officer is recommending that the CreateTO Board of Directors align with the City's approach and approve a similar increase for CreateTO staff in 2022.

Initial First Quarter Update

The Chief Executive Officer will provide a confidential update to the Board of Directors of CreateTO on personal matters related to identifiable persons. Further details are enclosed within Confidential Attachment 1.

CONTACT

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SIGNATURE

Vic Gupta
Chief Executive Officer

ATTACHMENTS

Confidential Attachment 1 - Staffing Matters