

### CreateTO - Human Resources Committee 2026 Annual Workplan

**Date:** February 5, 2026  
**To:** CreateTO – Human Resources Committee  
**From:** Vice President, People and Culture  
**Wards:** All

#### SUMMARY

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This report provides a recommended annual workplan for 2026 for the CreateTO – Human Resources Committee. This plan includes recommended meeting frequency and key deliverables (including 2026 annual objectives and updates on CreateTO’s People and Culture strategy).

At its meeting on January 26, 2026, the Board of Directors, CreateTO re-established the CreateTO - Human Resources Committee. This Committee makes recommendations to the Board of Directors, CreateTO on human resources-related matters. These matters include: human resources strategies, plans, principles and related risks; compensation; and the review and recommendation of annual objectives.

The proposed CreateTO – Human Resources Committee annual workplan guides the Committee’s activities for the year and is aligned to its mandate. At its next meeting, staff recommend the Committee receive an update on CreateTO’s People and Culture strategy, workforce data, and workforce-related matters.

#### RECOMMENDATIONS

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The Vice President, People and Culture, recommends that:

1. The Board of Directors, CreateTO request the City Clerk, in consultation with the Committee Chair, to schedule two meetings each year in late-January and June, with the next meeting to be scheduled in June 2026, and to schedule any additional meetings as required at the request of the Chair or Committee.

2. The Board of Directors, CreateTO request the Vice President, People and Culture to report to the June 2026 meeting with information related to CreateTO's People and Culture strategy, workforce data, and workforce-related matters.

## **FINANCIAL IMPACT**

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There is no financial impact to CreateTO or its managed corporations as a result of the adoption of the recommendations in this report.

## **DECISION HISTORY**

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At its meeting on January 26, 2026, the Board of Directors, CreateTO adopted, with amendments, [Item RA23.9, Re-establishing the CreateTO - Human Resources Committee](#). In doing so, the Board re-established this Committee and amended the Terms of Reference to include, among other changes, a reduction in the composition of the Committee by one member to three members and establishing the Chair of the CreateTO Board as an ex-officio member. <https://secure.toronto.ca/council/agenda-item.do?item=2026.RA23.9>

At its meeting on September 13, 2021, the Board of Directors, CreateTO adopted [Item RA24.1, Human Resources Committee Terms of Reference](#) and, in doing so, established the Terms of Reference for this Committee as detailed in [Attachment 1](#) to the accompanying report. <https://secure.toronto.ca/council/agenda-item.do?item=2021.RA24.1>

At its meeting on July 7, 2021, the Board of Directors, CreateTO adopted, with amendments, [Item RA23.8, CreateTO Organizational Matters - Staffing Request](#) and, in doing so, established a Human Resources Committee with a mandate to consider a report on CreateTO organizational matters and to consider any related human resources matters. <https://secure.toronto.ca/council/agenda-item.do?item=2021.RA23.8>

## **COMMENTS**

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The re-establishment of the CreateTO – Human Resources Committee supports the Board's oversight responsibilities related to People and Culture, executive leadership, compensation, and organizational governance, as set out in the [Committee's mandate](#).

As a first priority, this annual workplan is being recommended to structure the Committee's activities and support the timely review of key matters. The proposed approach is to hold a minimum of two meetings per year, aligned with key decision points. Additional meetings beyond these two meetings would be scheduled as needed and at the direction of the Chair or the request of the Committee.

January meetings would focus on the review and recommendation of the Chief Executive Officer's (CEO's) annual objectives and performance appraisal for the previous year. The intent is for the Committee to meet in late-January and for recommendations to be forwarded to the Board for consideration at their first meeting of each year. This would allow for the Board-approved annual objectives to be incorporated into the annual performance management process used for all CreateTO staff at the start of the year.

June meetings would provide the Committee with human resources information and updates, such as those related to CreateTO's People and Culture strategy and workforce data, as well as allow for a mid-cycle discussion on CEO objectives, if required.

This approach is intended to ensure that the CreateTO - HR Committee can deliver on its mandate and allows for the focused and timely consideration of executive- and People and Culture-related matters throughout the year.

## **CONTACT**

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## **SIGNATURE**

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