

<b>Agenda Item</b>	Item 4, Chairs Committee, November 16, 2017
<b>Purpose</b>	<p>For Committee Information</p> <p>In response to projects underway/planned, a total headcount of 79.5 (reflecting an increase of 16 positions) was approved by the Board on Sept 14, 2017, as part of the amended Corporate Plan.</p>
<b>Key Message</b>	<p>This is an update on recruitment to fill vacancies for positions within the approved headcount, and includes where these outstanding vacancies appear on the organizational chart.</p> <p>Recruitment activities are on track.</p>
<b>Areas of note/ Key issues</b>	<p>First Page: There are 10 positions vacant.</p> <p>First Page: Management expects to have all vacant positions filled by Jan 1, 2018.</p>
<b>Expected Outcome</b>	The Chairs Committee will be informed regarding the status of recruitment efforts, and the current organizational chart (including vacancies).
<b>Key Takeaways/ Next Steps</b>	<p>Management will continue ongoing recruitment efforts.</p> <p>Information regarding recruitment activities will be provided at the spring 2018 meeting of the Chairs Committee.</p> <p>Note: Staffing levels are reflected in financial information presented to the FARM Committee in the quarterly updates on the Corporate Plan, and this provides for more frequent oversight.</p>

## Recruitment Update- Rose Desrochers

The 2017/18 Amended Corporate Plan was approved at the September 14, 2017 Board Meeting and included a total headcount of 79.5 (reflecting an increase of 16 positions) as part of the HR budget.

As of November 8, 2017, the total headcount is 69.5, distributed as follows:

- 61 – Full Time Employees
- 8.5 – Contract Employees (includes long-term contracts and short-term contracts for specific project work)

As per the current Organizational Chart (attached), there are 8 vacant full-time positions and the equivalent of 2 vacant contract positions. The recruitment process is underway to fill the vacancies which include the following positions:

1. Vice President, Strategic Communications & Engagement
2. Project Director, Soil Remediation & Earthworks
3. Project Director, Parks & Public Realm
4. Law Clerk
5. Procurement Manager for Port Lands
6. Project Accountant for Port Lands
7. Design Review Manager
8. Systems Analyst (6 month contract)
9. Senior Accounting Manager (1 year contract)
10. Procurement Assistant (1 year contract)

Our current practice is to conduct all recruitments in-house for positions below the senior management level. Available positions are advertised internally on Waterfront Toronto's website and social media sites, LinkedIn, professional associations and external job posting sites. When required, we also reach out to external agencies for assistance when our process is unsuccessful in delivering the right candidate or when the recruitment requires a quick turnaround due to the urgency in filling the vacant position. We also consult the Ontario Government Vendor of Record list when selecting external agencies to work with.

For senior management or executive level positions, when external recruiters are engaged, they are selected through a competitive RFP process.

We expect to have all positions filled at the start of 2018.

**Legend**

- FTE = 69
- Contract = 10.5
- Bentway Sr. P.M. not on our payroll

