

**STAFF REPORT:**

**Salary Administration Plan / Pay Equity Plan Project  
Steering Committee**



**REPORT TO:** Council  
**MEETING DATE:** April 7, 2008  
**REPORT NO.:** FS.08.05  
**SUBJECT:** Salary Administration Plan /  
Pay Equity Project Funding  
**PREPARED BY:** Paul Graham, CAO  
Robert Cummings, Director of  
Finance  
Teresa Oakley, Manager of  
Revenue

**A. Recommendations**

THAT Council receive Staff Report FS.08.05 “Salary Administration Plan / Pay Equity Project Funding”, and authorize an increase to the cost of the Salary Administration Plan/Pay Equity Plan Project in the amount of \$ 7,716.00 for a revised project cost of \$43,466.00 (excluding GST).

**B. Background**

The Town entered into an Agreement with D & G Dudar Consultants (Dudar) in October of 2006 to provide professional services to update the Town’s Salary Administration and Pay Equity Plans (Report # CAO.06.33 - attached). Dudar reviewed the plans and prepared a report which included several recommendations on moving forward. It was recommended that the municipality implement a new job evaluation process with a system that better reflects the Town’s strategy, vision and values.

Don Dudar was subsequently appointed as a Justice of the Peace and recommended that his colleague, David Boyle, PhD, President of HR-on-Demand Inc. (HR) complete the project. The Town then entered into an agreement with HR to complete the project (Report # FS.07.08 - attached).

HR has gathered information, drafted most job descriptions and will assist the Job Description Evaluation Committee with their final job position evaluations. HR will then finalize the job hierarchy and pay scale and post the Pay Equity Plan. It is anticipated that the project will be completed in the early fall of 2008.

HR recently approached the Steering Committee requesting an increase to the previously agreed-upon project fee. HR has spent more time (1) creating job descriptions, (2) tailoring the job evaluation manual to Town values at the Town’s request, and (3) creating and revising the job hierarchy, or salary grid, than they had originally anticipated.

The project cost as detailed in the current Agreement totals \$35,750.00 (excluding GST). Project invoices through September, 2007 total \$45,183.92. HR has indicated that they will issue one more invoice for \$4,350.00, but will provide a partner's credit in the amount of \$1,500.00 and a pro bono credit in the amount of \$4,567.50.

<u>Original Agreement</u>	<b>Professional Fees</b>	<b>Expenses</b>	<b>Total</b>
Core Project	\$22,750	\$2,750	\$25,500
Job Data Collection/ Job Descr Product	<u>\$ 7,500</u>	<u>\$2,750</u>	<u>\$10,250</u>
<b>Original Proj Total</b>	<b><u>\$30,250</u></b>	<b><u>\$5,500</u></b>	<b><u>\$35,750</u></b>
 <u>Proposed Increases</u>			
Core Project	\$ 2,000		\$ 2,000
Job Data Collection/ Job Descr Product	<u>\$ 5,716</u>	<u>          </u>	<u>\$ 5,716</u>
<b>Proposed Revised Proj Total</b>	<b><u>\$37,966</u></b>	<b><u>\$5,500</u></b>	<b><u>\$43,466</u></b>

The Steering Committee has considered HR's request and recognizing that additional time and expense has been incurred by HR, recommends that Council approve the request for an increase to the project cost, ensuring the completion of the project by early fall.

We are satisfied that the end product and the knowledge gained will be very good value for our investment.

**C. The Blue Mountains' Strategic Plan** (Statement(s) identifying how actions further the goals of the Strategic Plan)

Providing a strong, well managed municipal government.

**D. Budget Impact** (cc: Treasury if required)

Staff Report CAO.06.33 recommended that the project be funded from a discretionary \$65,000 in Reserve Account # 1 124 0000 31001 which was accumulated about seven years ago from the divesture of the Mutual Insurance Co., (the Town's benefits carrier at the time). There are sufficient funds in that account to cover the recommended increase.

Drawing on the Reserve results in no impact on the 2008 budget.

**E. Attached** (Relevant documentation not personal information about an identifiable person)

1. FS.07.08 – Salary Administration Plan / Pay Equity Plan Review Project
2. CAO.06.33 – Award for a Pay Equity Plan

Respectfully submitted,

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Signature

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Signature

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Signature