Present: Councillor Ferguson (Chair)
Mayor Eisenberger
Councillors Duvall and Powers

Also Present: Joe Rinaldo, Acting City Manager
Helen Hale Tomasik, David Godwaldt, Lorna Howard,
Lombardo Borrelli, Human Resources
M. Meyer, Legislative Assistant, Clerk’s Office

FOR THE INFORMATION OF THE COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

On a motion (Eisenberger/Duvall), the agenda was approved as presented.

(b) DECLARATIONS OF INTEREST (Item 2)

There were none declared.

(c) APPROVAL OF MINUTES (Item 3)

(Duvall/Powers)
That the minutes of the Non-Union Compensation Sub-Committee meeting held on September 30, 2008 be adopted.

CARRIED
(d) PRESENTATIONS (Item 4)

(i) Tom Gazda respecting Pay for Performance (Item 4.1)

Tom Gazda from Gazda, Houlne and Associates gave a presentation respecting Pay for Performance. Highlights of the presentation included:

- The three pillars of effective compensation administration—internal pay equity, external pay equity, performance management
- Performance management framework overview
- Compensation policies/guidelines
- Position mandates – definition and uses
  - Example: comparison of a CAO position mandate to a best practices version
- Skills inventories and skills assessment – description and uses
  - Examples: Pages 2 and 3 of a knowledge/skills inventory for a Director, Recreation & Community Services; sample CAO direct reports skills assessment comparison
- Performance Reviews – frequency, basis, measures, feedback tool, outcome, use of performance reviews
  - Examples: Illustrative Work Plan, Chief Administrative Officer; Illustrative Performance Card Calculations, Chief Administrative Officer; Illustrative Rating Form for Administrative Assistant to the CAO, Mayor
- Personal Development Plans – description
  - Example: Director, Home for the Aged (HFTA) Personal Development Plan
- Application of the “Pay for Performance Principle” – five key applications
- Cost/Benefits of the Performance Management Program Implementation

The Committee discussed the presentation and both the presenter and staff responded to questions. Committee expressed concerns respecting the feasibility of some of the aspects of the model presented, but agreed that changes in the performance management process would be beneficial.

(d) PRIVATE AND CONFIDENTIAL (Item 6)

(Eisenberger/Duvall)
That Committee move into Closed Session at 2:33 p.m. pursuant to Section 8.1, subsection (d) of the City’s Procedural By-Law and Section 239 of the Ontario Municipal Act to discuss subject matter pertaining to labour relations and employee negotiations.

CARRIED
(Powers/Duvall)
That Committee reconvene in open session at 3:05 p.m.

CARRIED

The Committee gave staff direction in closed session with nothing to report in open session.

(h) ADJOURNMENT

(Eisenberger/Powers)
There being no further business, the Committee adjourned at 3:05 p.m.

Respectfully submitted,

Councillor L. Ferguson, Chair

Mary-Ann Meyer
Legislative Assistant
October 28, 2008