



Administrative Policies & Procedures

Compensation and Support for Members of Council

Policy No. 57

Human Resources Department

Topic:	Compensation and Support for Members of Council	Affects:	Elected Officials and Electoral Candidates
Section	Administration	Replaces:	Old Policy No.57
Original Policy Date:	January 1, 2001 (old #57)	Prior Revision Date:	February 12, 2013
Effective Date:	April 9, 2013	Next Revision Date:	
Prepared By:	Human Resources	Approval Authority:	Council

1. POLICY

The Corporation of the Town of Aurora provides appropriate and clear support for Members of Council in their activities required to carry out the duties of their elected position.

2. PURPOSE

The Town of Aurora is committed to providing clear expectations and guidance for existing and potential members of Council with respect to compensation of members of Council, as well as the support and services provided to them as members of Council as they carry out the duties of their elected position. This policy document is meant to set clear expectations to avoid conflicts between members of Council and the administrative staff.

3. GENERAL

Direct Compensation and Benefits:

Council sets its own compensation and benefits remuneration from time to time, and changes are enacted by by-law. Any Council may revisit the enacted by-law at any time, subject to the Procedural By-law. Such direct compensation and benefits remuneration will include salary, but may also include auto allowances, benefits, home office expenses, and other financial or equivalent arrangements.

Provision of Office Space and Support:

The Mayor is provided with the following:

- access to a private furnished office space at Town Hall, including a hard-line telephone;
- a Town owned laptop computer station which shall be connected to the Town's secure network, and have access to the Internet;
- the assistance of an Executive Assistant, who is an employee of the Town, and who also supports where possible the administrative needs of other members of Council.;
- a Town owned and subscribed PDA type device (currently Blackberry);
- necessary and appropriate office supplies, access to a fax and copier/printer;
- meeting room space to meet with constituents or other Town guests;
- a reserved parking space at Town Hall;

- passes for fitness, pools and ice for the duration of the term of office; and
- Town logo merchandise or clothing to a value of \$250 per year for personal use.

Members of Council are provided with the following:

- access to a furnished shared office space, including hard-line telephones;
- shared resource computers in the shared office space, which shall be connected to the Town’s secure network, and have access to the Internet;
- Internet connection rights to the Town’s secured network for Councillor access;
- the assistance of the Executive Assistant to the Mayor, who is an employee of the Town, and who supports where possible the administrative needs of other members of Council;
- at the request of members of Council, a Town owned and subscribed PDA type device (currently Blackberry);
- necessary and appropriate office supplies, access to a fax and copier/printer;
- meeting room space to meet with constituents or other Town guests;
- passes for fitness, pools and ice for the duration of the term of office; and
- Town logo merchandise or clothing to a value of \$150 per year for personal use.

All staff and members of Council are subject to the Town’s ITS policies when using Town computer or telecommunications equipment or facilities.

Reimbursement of Appropriate Expenses:

The annual approved budget sets out the provision of funding for the following groups of expenses.

- Conferences/seminars/training & development expenses;
- Constituency business and related expenses; and
- Other expenses of Members of Council, including those related to holding of committee or public meetings which they chair or host.

Where paid directly by a Member of Council, reimbursement of these expenses is subject to Policy No.28, and approval of the Mayor and the Treasurer. Policy No.28 “Employment Expenses” sets out guidelines and restrictions applicable to staff, and should serve as guidance for members of Council. The Executive Assistant to the Mayor may arrange direct Town payment of certain conference or training type registration costs.

Authorized conferences, seminars, training and development sessions are restricted to destinations within North America and include, but are not limited to, the following:

<i>Conferences/Seminars</i>	<i>Training & Development</i>
<ul style="list-style-type: none"> • <i>FCM Sponsored events</i> • <i>AMO Sponsored events</i> • <i>Ontario Traffic Conference</i> • <i>Cdn. Public Works Assoc. events</i> • <i>Ontario Good Roads</i> • <i>Cdn. Parks & Rec. Association</i> • <i>Parks & Recreation Ontario</i> • <i>Cdn. Institute of Planners events</i> • <i>OMHRA Sponsored events</i> 	<ul style="list-style-type: none"> • <i>Communication/Public Speaking Training</i> • <i>Health & Safety / W.H.M.I.S. [First Aid / C.P.R.]</i> • <i>Executive Management Workshops</i> • <i>Management / Supervisory Skills Workshops</i> • <i>Change Management / Business Process Improvements</i> • <i>Stress in the Workplace</i> • <i>Harassment & Discrimination</i> • <i>Information Technology Training & Development [i.e. Word, Excel, Powerpoint]</i>

The frequency and/or number of sessions attended will be determined based on availability of financial resources relative to the above referenced spending limits. The Mayor shall pre-approve Council members' attendance to a conference or training event following confirmation of remaining available funding. Travel, accommodation and ancillary expenses associated with attendance at such events are funded from the same budget account.

Eligibility criteria for spending annually approved constituency expense or municipal business funding includes, but is not limited to, the following uses:

Other Expenses	
•	Attendance at Community events
▪	York Regional Police Gala
▪	United Way Charity events
▪	Conservation Authority General Meeting
▪	Lunch Meetings, other business related hospitality
▪	Meals provided to Council between/prior to scheduled meetings

4. DISCLOSURE OF COMPENSATION AND EXPENSES

Prior to each March 31, the Treasurer must provide to Council a statement of all remuneration and expenses paid in the prior year to members of Council and members of appointed boards and committees. Such report is a statutory report required of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended (the "Act"), and is a public record. Further, this policy document, any By-law of the Corporation, compensation of members of Council, and expense supporting documentation (subject to MFIPPA), is a public record.

In April 2013, Council directed that expenses of members of Council be reported publicly semi-annually by way of publication in a logical and readily located section of Town's website. The form of such report shall be that as used in reporting the 2012 expenses. The interim reports are not to be placed on the public agenda, rather produced and published by staff on the website. The website published reports are to "be retained on the Town's website for the duration of the Council term". The annual statutory report will continue to appear in the public agenda as required by legislation, and will also be available at the new "Expenditures of Council" section of the website.

5. UPDATES

Minor administrative updates to this policy by the CAO are authorized, provided no material changes affecting members of Council or changes which may have a material financial impact on the corporation are made without Council approval.

6. REFERENCE

Employment Expenses for Staff – Policy No.28
Annual Budget

Signed:



Neil Garbe, Chief Administrative Officer

16-Apr-15

Date