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Town of Aurora

Attachment 1
**Policy - Compensation and Support for Members of
Council**
Finance

Contact: Director, Finance

Approval Authority: Council

Effective: June 27, 2023

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.

Scope

Elected Officials

Definitions

Corporate expenses – an expense that is incurred by or on behalf of the governing body and includes, but is not limited to, costs related to presentations, awards, public engagement/ceremonies, attendance at events required by Council and standard Town office support (administrative assistance, supplies, corporate equipment).

Corporate expenses are set by Council in one of two ways:

- during the budget process
- by policy or protocol

An expense incurred at the discretion of Council is a corporate expense. In most cases, it would then be administered by staff in line with the established policies, procedures and practices.

Discretionary expenses – an expense that is incurred by choice of an individual Elected Official. It includes, but is not limited to, conferences, conventions, training courses, meals, hotels, travel, mileage, attendance at events (other than those Town events where an Elected Official's attendance is required by Council), and other business expenses.

The responsibility for determining the appropriateness of discretionary expenses rests with the individual Elected Official and not with staff. The Elected Official is accountable to the public.

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.

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;
- 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 mobile phone and tablet or bring your own device;
- 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;
- free fitness membership, free drop-in swimming (lane swim and leisure swim) and free drop-in skating (leisure skate) for the duration of the term of office; and
- Town logo merchandise or clothing to a value of \$250 per year for personal use, funded from the Communications budget.

Members of Council are provided with the following:

- access to a furnished shared office space;
- shared resource computers in the shared office space, which shall be connected to the Town's secure network, and have access to the Internet;
- a Town owned mobile phone and tablet or bring your own device;
- 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;
- necessary and appropriate office supplies, access to a fax and copier/printer;
- meeting room space to meet with constituents or other Town guests;
- free fitness membership, free drop-in swimming (lane swim and leisure swim) and free drop-in skating (leisure skate) for the duration of the term of office; and
- Town logo merchandise or clothing to a value of \$150 per year for personal use, funded from the Communications budget.

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;
- Other expenses of Members of Council, including those related to holding of committee or public meetings which they chair or host; and
- Discretionary Councillor Ward allotment

Corporate Expenses – all corporate expenses must comply with the policies and procedures established for staff expenses. Corporate expenses incurred by Elected Officials will require approval of the Treasurer or Deputy Treasurer.

Discretionary Expenses – all discretionary expenses not paid using a Town Procurement card, shall be submitted to Accounts Payable as soon as possible after receipt of good or services. They shall be reviewed by the Executive Assistant and signed off by the Treasurer or Deputy Treasurer.

Eligible expenses can include:

- Event tickets;
- Conferences, including meals, travel expenses, hotels

The Executive Assistant to the Mayor may arrange direct Town payment of certain events, conferences, 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:

- Conferences/Seminars
 - FCM Sponsored events
 - AMO Sponsored events
 - Ontario Traffic Conference
 - Canadian Public Works Association events
 - Ontario Good Roads
 - Canadian Parks and Recreation Association
 - Parks and Recreation Ontario
 - Canadian Institute of Planners events
 - OMHRA Sponsored events
- Training & Development
 - Communication/Public Speaking Training
 - Health and Safety / W.H.M.I.S. [First Aid / CPR]
 - Executive Management Workshops
 - Management / Supervisory Skills Workshops
 - Change Management / Business Process Improvements
 - Stress in the Workplace
 - Harassment and Discrimination
 - Information Technology Training & Development [i.e. Word, Excel, PowerPoint]

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:

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

Discretionary Ward Budget

- An annual discretionary ward budget is provided for each Elected Official. Any funds remaining unspent at the end of the year shall not be carried forward to next year.
- An Elected Official shall not exceed their annual budget without the approval of Council.
- The Treasurer is authorized to withhold the reimbursement of expenses from an Elected Official until Council approval if, in the opinion of the Treasurer, the expense account has or will exceed its annual budget after taking into consideration amounts previously expensed and committed to be expensed during the year.

Eligible ward specific expenses may include:

- Business meals in the interest of the Town of Aurora for meetings;
- Facility rental for ward event/meeting;
- Catering order, including coffee, tea, light food;
- External facilitator fees;
- Ward events

Ineligible expenses include:

- Item for personal use;
- Expenses unrelated to Aurora business;
- Events for a for-profit organization;
- Alcohol expenses;
- Election-related expenses;
- Expenses for ward/constituency events after June 30th of an election year;
- Accumulated expenses exceeding the Elected Official' annual budget allocation

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 the [Municipal Freedom of Information and Protection of Privacy Act](#)), is a public record.

Council expenses will also 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 year-end 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.

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.

Responsibilities

Not applicable.

Monitoring and Compliance

In accordance with the Town of Aurora policies, any non-compliance with this policy will result in an investigation. Any member of council found to be disrespecting the terms of this policy, other than under exceptional circumstances is subject to possible discipline. The CAO / Treasurer will work collaboratively to resolve issues related to this policy.

References

- Annual Budget
- Employment Expenses for Staff
- [Municipal Elections Act](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)

Review Timeline

This policy will be reviewed 2 years after the initial approval date.