

| | Population | Type of Municipality | Full-time or Part-Time Council | Number of Council Members |
|----------------------------|-------------------|-----------------------------|-----------------------------------------------------------------------------------|----------------------------------|
| City of Toronto | 200,000+ | Single-tier | Full-time | 26 |
| Thunder Bay | 100,000 - 199,999 | Single-tier | Part-time | 13 |
| City of Hamilton | 200,000+ | Single-tier | Full-time | 16 |
| Chatham-Kent | 100,000 - 199,999 | Single-tier | Part-time | 18 |
| Town of Caledon | 50,000 - 99,999 | Lower-tier | Not currently classified | 9 |
| City of Guelph | 100,000 - 199,999 | Single-tier | P/T currently but Council is considering a move to F/T at the start of 2022 term. | 13 |
| City of Mississauga | 200,000+ | Lower-tier | Full-time | 12 |
| City of Burlington | 100,000 - 199,999 | Lower-tier | Full-time | 7 |

| | What full-time council administrative positions does your municipality have? |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City of Toronto | https://www.toronto.ca/city-government/council/policies-and-guidelines/councillor-office-staff-positions/ |
| Thunder Bay | "Policy Analyst - hired and reports directly to the Mayor Council Support Clerk - supports administrative work (budgets, ordering office supplies, mail) - reports directly to the City Clerk and supports all 12 members of council " |
| City of Hamilton | All council administrative positions are contracted by the Member of Council. Roles are developed by Member and HR helps to determine the pay grade. |
| Chatham-Kent | Council Coordinator - 1 full time position. (agendas, minutes, assists 17 members with mileage, budgets, phones, etc). Clerk/Director - oversee the Municipal Governance Area including Licensing, Records Mgmt, FOI, POC |
| Town of Caledon | The Mayor and Council Office has two Coordinator positions and a Manager that oversees the operations of the office and provides specialized support to the Mayor and Councillors. |
| City of Guelph | Executive Assistant - scheduling, managing inbox and phone calls for predominantly the Mayor but also for some other members. Communications Advisor - predominantly for the Mayor - supports messaging, greetings, social media initiatives, speaking notes for engagements |
| City of Mississauga | Councillor - Executive Assistant and Administrative Assistant Mayor - Chief of Staff, Communications, Community Relations, Administrative Assistant |
| City of Burlington | Councillors - 1 assistant each, provides budget, work planning, community liaison, administrative and community engagement support Mayor - 1 assistant, 1 chief of staff, 1 media specialist and community liaison |

| | What part-time council administrative positions does your municipality have? |
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| City of Toronto | https://www.toronto.ca/city-government/council/policies-and-guidelines/councillor-office-staff-positions/ |
| Thunder Bay | Executive Assistant to the Mayor - Reports to the Office Manager in the City Manager's Office |
| City of Hamilton | Some administrative roles are part-time to help with the vacation coverage of the full-time staff. |
| Chatham-Kent | Council Assistant - 1 part time position (0.6fte) - assists Coordinator on Council meeting prep and minutes |
| Town of Caledon | None |
| City of Guelph | None |
| City of Mississauga | No Part Time |
| City of Burlington | Occasional School Interns |

| | Does the number of staff assigned differ depending on what role the elected official holds? If so, what is the composition of the support? |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City of Toronto | <p>Councillors are provided with a staff salary envelope. If the requirements for staff payroll exceed the staff salary budget envelope, Councillors can use their Constituency Services and Office Budget to supplement the funding required.</p> <p>Councillors cannot transfer salary budget between years or use their Staffing Budget to pay for office expenses.</p> <p>Benefits for Councillor staff are budgeted and accounted for separately. Mayor's Office staff are funded from the Mayor's annual operating budget.</p> <p>Members other than the Mayor can hire full-time or part-time staff in any combination from the following five staff positions:</p> <p style="text-align: center;">Executive Assistant Constituency Assistant Administrative Assistant Administrative Assistant Councillor's Aide (summer student)</p> <p>Mayor's Office positions and salary ranges are distinct from Councillor staff positions and salary ranges.</p> |
| Thunder Bay | No |
| City of Hamilton | yes. most councillors have one full-time and one or two part-time positions. the mayor has 5 full-time persons. |
| Chatham-Kent | N/A |
| Town of Caledon | Currently, all positions with the Office as permanent full-time positions and report to the Corporation. Each Coordinator provides administrative and communication support to 4 Councillors and both split up support for the Mayor. They each support two Regional Councillors and two Area Councillors. |
| City of Guelph | Only Mayor has F/T staff but some work of the other members are supported by these staff (see comments above). |
| City of Mississauga | Councillor - Executive Assistant and Administrative Assistant Mayor - Chief of Staff, Communications, Community Relations, Administrative Assistant |
| City of Burlington | Councillors - 1 assistant each Mayor - 1 assistant, 1 chief of staff, 1 media specialist and community liaison |

| | Is the application process for council administrative staff the same as for other municipal employees? | Are the HOC/councillors involved in the recruitment and hiring process for their administrative staff | To whom do council administrative staff report in your municipality? |
|----------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| City of Toronto | No | Yes, entirely. There is no involvement of public service staff in selecting candidates | The Council member that they support. |
| Thunder Bay | Yes | Yes for the policy analyst and the executive assistant | See previous responses |
| City of Hamilton | no - applications are all handled by the office of the member. | yes -all interviews are attended by both the member and HR. | all administrative staff report to the member |
| Chatham-Kent | N/A | N/A | Clerk |
| Town of Caledon | Yes | No | The two Coordinators report to the Manager, Mayor and Council Office. The Manager reports to the Director, Corporate Services / Town Clerk. |
| City of Guelph | Yes, posted on the City's website. Supported by HR in partnership with the Mayor. | Yes | Operationally to the Mayor, administratively to the City Clerk (vacation approvals, expense sign-off, etc.) |
| City of Mississauga | Depends - some Members of Council chose to post positions and interview while others appoint | yes - interview only | City Clerk |
| City of Burlington | For Councillor support yes; Mayor hires their own | Yes | Manager of Customer Experience - part of the Customer Experience Department |

| | Are council administrative staff salaries/wages standardized? | Are salaries and wages standardized against salaries/wages for municipal employees, or are they unique to council staff roles? | Who is responsible for determining the salary/wages for council administrative staff? |
|----------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| City of Toronto | No | | Members have a global budget they can divide up as they like using base job descriptions. |
| Thunder Bay | Yes | Defined by pay band | Human Resources |
| City of Hamilton | Yes | Yes | all job descriptions are rated by HR to determine salaries |
| Chatham-Kent | No | | N/A |
| Town of Caledon | Yes | A bit of with. We recently conducted a full compensation review and the evaluation of the roles within the Mayor and Council Office were certainly compared to similar roles within the various levels of government, taking into account the specialized support and experience required in assisting politicians. | The Manager of the Office in consultation with the Director and staff within People Services typically set the salary for such positions. |
| City of Guelph | Yes | Standardized against existing City pay grids. | Determined corporately based on existing pay/comp grids. |
| City of Mississauga | Yes | standarized | Human Resources |
| City of Burlington | Yes | within the pay grades of municipal employees | Human Resources |

| | Where does the budget for council administrative staff sit in your municipality? | How is the council administrative staff budget calculated (i.e. role, electoral population, geographic location, etc)? |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| City of Toronto | Council budget http://www.toronto.ca/legdocs/mmis/2022/bu/bgrd/backgroundfile-174607.pdf | Each Councillor has the same staff salary envelope, Mayor's is larger |
| Thunder Bay | Council Support Clerk - sits in clerks budget, Policy Analyst & Executive Assistant - both sit in Mayors office | Its been the same for many years, I am unaware of how it was originally calculated |
| City of Hamilton | each councillor has a yearly budget and all office costs are paid through that budget, including salaries. | electoral population |
| Chatham-Kent | Clerk's Budget | N/A |
| Town of Caledon | Clerk's Budget | Role, required expertise (training, etc.), needs of the Mayor and Council, spending trends, etc. |
| City of Guelph | Mayor's Office | Role predominantly and subject to annual budgeting processes supported by Finance |
| City of Mississauga | Clerk's Budget | Standardized - every Council office has the same allocation of staff |
| City of Burlington | Budget for Customer Experience Department | Role |