

	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?
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