



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora

## Committee of the Whole Report

No. CS25-029

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**Subject:** Council Compensation Committee

**Prepared by:** Nicole Estrada - Manager, Human Resources

**Department:** Corporate Services

**Date:** December 2, 2025

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### Recommendation

1. That Report No. CS25-029 be received;
2. That the Council Compensation Committee be established and;
3. That the Terms of Reference (Attachment 1) for Council Compensation Committee be approved.

### Executive Summary

This report seeks to re-establish the Council Compensation Committee. In addition, this report also seeks the adoption of the Terms of Reference for the Council Compensation Committee.

- The draft Terms of Reference have been created to capture a clear mandate for the new Committee.
- A report will be presented to Council in the second quarter of 2026.

### Background

On January 31, 2023, Council created the Council Compensation Committee as part of the committee structure review at the beginning of the 2022-2026 Council Term. The Committee convened and a report of the findings for council compensation was delivered to Council on October 17, 2023. A by-law was passed by Council on October 24, 2023.

On November 1, 2023, the Town of Aurora was designated as a municipality to receive strong mayor powers. On November 7, 2023, the Mayor exercised his authority under the strong mayor provisions, pursuant to Part VI.1 (Special Powers and Duties of the Head of Council) of the *Municipal Act, 2001*, specifically Sections 284.3 and 284.4, to issue the following direction to the Chief Administrative Officer:

1. That staff engage an external consultant for a more in-depth review of Council Compensation; and,
2. That staff report to Council in the final year of the Council term with any recommendations to be adopted for the 2026-2030 Council term.

An external consultant has been identified to commence the review of Council Compensation.

## **Analysis**

### **The draft Terms of Reference have been created to capture a clear mandate for the new Committee**

The draft Terms of Reference for the Council Compensation Committee were developed through consultation with Human Resources staff to ensure that the purpose, duties and functions aligned with the subject matter that the Committee would be providing advice on. The Committee's mandate was created to ensure that the scope was specific to reviewing Council compensation in 2026 and that it was aligned with previous Town Committees that worked with the same information.

### **A report will be presented to Council in the second quarter of 2026**

To ensure a transparent and well-structured process, the following timeline is proposed:

- **January 2026:** Launch the recruitment process for committee members, ensuring a diverse and representative group of citizens is selected. The consultant will also begin preliminary data collection and benchmarking activities.
- **February 2026:** The Committee will convene to review the scope of the market review, provide input, and align on key objectives.
- **March 2026:** Market research completed by consultant. Findings shared with the Committee.

- **April 2026:** A final report, incorporating the Committee's input and the consultant's analysis, will be presented to Council for consideration and potential adoption.

## **Advisory Committee Review**

None.

## **Legal Considerations**

None.

## **Financial Implications**

Staff have engaged a consultant to undertake a review of Council compensation at an estimated cost of up to \$25,000. This cost will be funded within the Town's existing operating budget.

## **Communications Considerations**

Legislative Services staff will work with Communications staff to ensure that the advertisements for committee membership are posted in all locations including print media and the Town's social media platforms and website.

## **Climate Change Considerations**

The recommendations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

## **Link to Strategic Plan**

The approval of the Terms of Reference for the Council Compensation Committee promotes progressive corporate excellence and continuous improvement by implementing policy and processes that reflect sound and accountable governance.

## **Alternative(s) to the Recommendation**

1. Council provide direction.

## **Conclusions**

These Terms of Reference will provide Council Compensation Committee with a strong sense of their mandate.

## **Attachments**

Attachment 1 – Draft Terms of Reference for Council Compensation Committee

## **Previous Reports**

None.

## **Pre-submission Review**

Agenda Management Team review on November 12, 2025

## **Approvals**

Approved by Patricia De Sario, Director, Corporate Services/Town Solicitor

Approved by Doug Nadorozny, Chief Administrative Officer