

# Information Report

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Service Area	Corporate Services
Date	Friday, March 26, 2021
Subject	<b>2020 City Council Attendance, Meeting Statistics and Remuneration Report</b>

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## Executive Summary

### Purpose of Report

To report on the attendance of members of City Council at meetings between January 1 and December 31, 2020 and to provide statistics relating to those meetings. In addition, to provide information on the remuneration and reimbursements of expenses paid in 2020 to members of City Council and members of the public who served on local boards, per [Section 284 of the Municipal Act, 2001](#).

### Key Findings

This is an annual report advising of attendance at open and closed City Council and committee meetings, including regular City Council, Council Planning, Special City Council, Council Workshops, Committee of the Whole, Committee of Management for the Elliott, and Chief Administrative Officer Recruitment, Selection and Performance Sub-committee meetings. The 2020 attendance record also includes two Emergency City Council meetings, which were held in response to the COVID-19 pandemic. There were also fewer meetings held in 2020 as a result of the pandemic (82 in 2020 compared to 99 in 2019).

In addition to meeting attendance, this report provides meeting statistics related to time spent in meetings, number of delegations, open meeting exceptions and the number of items added to revised agendas. These statistics, as well as those captured in future years, will be analyzed and used to inform recommendations related to improving meeting efficiency and effectiveness as part of the twice-per-term governance reviews.

Finally, this report summarizes honorariums, reimbursements for mileage and conferences and costs associated with information technology (e.g. cell phones and tablets) for members of Council.

### Financial Implications

None.

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# Report

## 2020 Council Attendance and Meeting Statistics

The City Clerk's Office maintains a record of the attendance of members of City Council at all open and closed meetings for the following meeting types:

- Regular City Council;
- Council Planning;
- Special City Council meetings, including budget meetings, City Council as Shareholder of Guelph Municipal Holdings Incorporated and City Council as Shareholder of Guelph Junction Railway Limited;
- Council Workshops;
- Committee of the Whole;
- Committee of Management for the Elliott; and
- Chief Administrative Officer Recruitment, Selection and Performance Subcommittee.

In addition, and unique to 2020, there were two Emergency City Council meetings held on March 23 and April 16 in response to the COVID-19 pandemic. This meeting type was held to facilitate City Council's ability to move necessary business forward during a declared emergency.

There were fewer meetings held in 2020 due to the COVID-19 pandemic. A total of 82 meetings were held in 2020 compared to 99 in 2019. Fewer meetings were held in March and April as City Council transitioned to an electronic format, although meetings were scheduled in August (which is traditionally a month with no meetings). Committee of the Whole was also paused following in March and did not resume until September.

In previous years, the annual City Council attendance report included the number and length (in hours) of all open and closed meetings. [The 2019 City Council Attendance, Meeting Statistics and Remuneration report](#) also reported on the number and type of open meeting exceptions under [Section 239 \(2\), \(3\) and \(3.1\) of the Municipal Act, 2001](#) used by City Council to resolve into closed meetings.

For 2020 and continuing in future years, the type of data collected by the City Clerk's Office related to City Council and committee meetings has expanded to include: meetings that go past 11:00 p.m. and 12:00 a.m.; number of five minute delegations; number of ten minute delegations (for statutory public meetings); number of repeat delegations from Committee of the Whole to the subsequent City Council meeting; and the number of items added to the revised agenda that weren't included on the regular issuance of the agenda.

As this is the first year the City Clerk's Office has expanded the scope of data that is collected related to meeting statistics, it is difficult to draw any conclusions about longer-term trends. As we continue gathering this data for future years, it is anticipated that, as part of the next governance review, it will be analyzed to inform recommendations related to improving meeting efficiency and effectiveness.

Table 1 below shows a high-level summary of the number of meetings and time spent in meetings in 2020. The 2020 City Council and committee meeting attendance record can be found in Attachment-1 and a more detailed summary of the 2020 meeting statistics can be found in Attachment-2.

Table 1: Number and Time Spent in 2020 City Council and Committee Meetings

<b>Meeting type</b>	<b>Number of meetings</b>	<b>Time spent in meetings (in hours)</b>
City Council	10	19
Closed City Council	7	7.25
Council Planning	11	30
Closed Council Planning	1	0.25
Special City Council	14	53.5
Closed Special City Council	6	6
Council Workshops	4	9
Emergency City Council	2	3
Closed Emergency City Council	1	1
Committee of the Whole	7	29.25
Closed Committee of the Whole	3	2
Committee of Management for the Elliott	4	1
Chief Administrative Officer Recruitment, Selection and Performance Sub-committee	6	0.25
Closed Chief Administrative Officer Recruitment, Selection and Performance Sub-committee	6	7.25
<b>Total</b>	<b>82</b>	<b>168.75</b>

### **2020 Council Remuneration**

Section 284 (1) of the Municipal Act, 2001 requires that the Treasurer shall, in each year on or before March 31st, provide City Council with an itemized statement on remuneration and reimbursements paid in the previous year with regard to service

as a member of City Council and for individuals appointed by the municipality to serve on local boards. A complete summary can be found in Attachment-3

#### **A. Authorization of Payments:**

Section 284 (2) of the Municipal Act, 2001 stipulates that municipalities identify the by-law under which the remuneration or expenses were authorized to be paid. Authorization was granted by City Council resolutions dated December 7, 2016 (By-law 2016-20117) and June 25, 2018 (By-law 2018-20293).

#### **B. Citizens Review Committee for City Council Compensation:**

Inflationary compensation adjustments for the Mayor and members of City Council will be equal to the Consumer Price Index at 0.7% (all Ontario, all items from September to September) or the non-union municipal employee increase of 1.9%; whichever is lower, effective January 1st of each year for the term of City Council.

#### **C. Mayor Registered Retirement Savings Plan (RRSP) and Car Allowance:**

The City matches the Mayor's Registered Retirement Savings Plan contribution, which will not exceed three per cent of taxable earnings. The Mayor receives a car allowance of \$5,100 annually (\$425 monthly).

#### **D. Benefits and Expense Reimbursements:**

Benefits provided to the Mayor and members of City Council include:

- Group life insurance;
- Dependent life insurance;
- Accidental death and dismemberment insurance;
- Extended health benefits including travel;
- Dental benefits; and
- Reimbursements related to travel for training, as outlined in the Policy on Councillor Attendance at Municipal Government Events; 2020 budget equates to \$4,875 per Councillor. All members' training and conferences were within budget. In May 2020, due to the COVID-19 pandemic, the Mayor and Council agreed that training funding be directed to the active transportation and physical distancing measures.

#### **E. Local Boards:**

Local board representatives provided 2020 information. In 2016, effective 2017 and beyond, Council voted to remove honorariums payable to the Mayor or Councillors serving on boards.

#### **Financial Implications**

None.

#### **Strategic Plan Alignment**

This report aligns with the Working Together for our Future pillar by providing transparency surrounding City Council members' attendance and compensation, which directly relates to the strategic priority of running an effective, fiscally responsible and trusted local government.

## **Attachments**

Attachment-1: 2020 City Council and Committee Meeting Attendance Record

Attachment-2: 2020 City Council and Committee Meeting Statistics

Attachment 3: 2020 City Council Remuneration

## **Departmental Approval**

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