

Information Report



Service Area	Corporate Services
Date	Friday, March 27, 2020
Subject	2019 City Council Attendance, Meeting Statistics and Remuneration Report
Report Number	CS-2020-27

Executive Summary

Purpose of Report

To advise on the attendance of members of City Council at meetings between January 1 and December 31, 2019 and to provide information regarding the number, type and length of these meetings. In addition, to provide information on the remuneration and reimbursements of expenses paid in 2019 to members of City Council and members of the public who served on local boards, as per [Section 284 of the Municipal Act, 2001](#).

Key Findings

This is an annual report advising of attendance at open and closed City Council, Committee of the Whole, Committee of Management of the Elliott and Chief Administrative Officer Recruitment, Selection and Performance Sub-committee meetings based on the approved minutes, as well as statistics relating to these meetings. In 2019, there was a total of 99 City Council and committee meetings held and a total of 230.75 hours spent in meetings. There was a significant increase in the number of Special City Council meetings held in 2019 compared to the previous year (31 in 2019 versus 11 in 2018). This is due, in part, to the fact that 2018 was a municipal election year resulting in two budget approval cycles being held in 2019. This report also examines the open meeting exceptions used by City Council to resolve into closed meetings under [Section 239 \(2\), \(3\) and \(3.1\) of the Municipal Act, 2001](#), with Section 239 (2)(b) regarding personal matters about identifiable individuals being the most common exception used.

In addition, 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

There are no financial implications resulting from this report.

Report

2019 Council Attendance and Meeting Statistics

The City Clerk's Office maintains a record of the attendance of members of City Council at City Council, Committee of the Whole, Committee of Management for the Elliott and the Chief Administrative Officer Recruitment, Selection and Performance Sub-committee meetings based on the approved minutes.

In addition to attendance, the number and length (in hours) of all open and closed meetings has been recorded for the following:

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

Effective 2019, the Committee of Management for the Elliott is now comprised of all members of City Council (previously this committee was made up of only five members of City Council). It should also be noted that the Chief Administrative Officer Recruitment, Selection and Performance Sub-committee is comprised of five members of City Council (the Mayor and four Committee of the Whole Service Area Chairs).

There was a substantial increase in the number of Special City Council meetings held in 2019 compared to the previous year (31 in 2019 versus 11 in 2018). This is due, in part, to the fact that 2018 was a municipal election year resulting in two budget approval cycles being held in 2019.

In addition to tracking the number and length of closed meetings outlined above, 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 have also been compiled and included as Attachment-2.

2019 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. 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 1.9% (all Ontario, all items from September to September) or the non-union municipal employee increase of 1.8%; 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](#), 2019 budget equates to \$4,875 per Councillor.

E. Local Boards:

Local board representatives provided 2019 remuneration information. In 2016, effective 2017 and beyond, City Council voted to remove honorariums payable to the Mayor or Councillors serving on boards.

Financial Implications

There are no financial implications resulting from this report.

Consultations

The following groups were consulted in preparation of this report: Mayor's Office, Human Resources, Grand River Conservation Authority, Guelph Police Services and Wellington-Dufferin-Guelph Public Health.

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: 2019 City Council Attendance Record and Meeting Statistics

Attachment-2: Open Meeting Exceptions Pursuant to Section 239 (2), (3) and (3.1) of the Municipal Act, 2001

Attachment-3: 2019 Statement of Remuneration and Expenses Paid to Members of City Council and Members of Local Boards and Other Bodies

Departmental Approval

Dylan McMahon, Manager, Legislative Services/Deputy City Clerk

Karen Newland, Manager, Finance – Client Services

Report Authors

Lindsay Cline, Council and Committee Coordinator

Ronald Maeresera, Senior Corporate Analyst, Finance – Client Services

This report was approved by:

Stephen O'Brien

General Manager, City Clerk's Office/City Clerk

Corporate Services

519-822-1260 extension 5644

stephen.obrien@guelph.ca

This report was recommended by:

Trevor Lee

Deputy Chief Administrative Officer

Corporate Services

519-822-1260 extension 2281

trevor.lee@guelph.ca

Attachment-1 to CS-2020-27

2019 City Council Attendance Record and Meeting Statistics

	Closed Council	Closed Special Council	Closed Committee of the Whole	Council	Special Council	Committee of the Whole	Committee of Management for Elliott
Number of meetings	14	11	7	21	31	11	4
Time spent in meetings (in hours)	12.75	9.75	6	57.5	76.5	44.75	1.25
Cam Guthrie	14	11	7	21	31	11	4
Phil Allt	13	8	6	19	23	9	3
Bob Bell	13	11	7	20	30	10	3
Christine Billings	14	11	7	21	30	11	4
Cathy Downer	14	11	7	21	30	11	4
Dan Gibson	12	6	6	17	24	9	1
Rodrigo Goller	13	9	7	19	28	11	2
James Gordon	14	11	7	20	31	11	4
June Hofland	12	11	7	19	29	11	4
Mark MacKinnon	13	10	7	21	30	11	1
Dominique O'Rourke	14	11	6	21	30	10	3
Leanne Caron Piper	12	10	5	18	29	9	1
Mike Salisbury	11	10	7	18	30	11	3

2019 Chief Administrative Officer Recruitment, Selection and Performance Sub-committee Attendance Record and Meeting Statistics

	Closed Chief Administrative Officer Recruitment, Selection and Performance Sub-committee	Chief Administrative Officer Recruitment, Selection and Performance Sub-committee
Number of meetings	5	8
Time spent in meetings (in hours)	20.5	1.75
Cam Guthrie	5	8
Phil Allt	1	4
Dan Gibson	4	6
June Hofland	5	8
Mark MacKinnon	5	8
Cathy Downer*	4	4

*Attended as the Vice-chair, Audit, in the absence of the Chair, Audit

Attachment-2 to CS-2020-27

Open Meeting Exceptions Pursuant to Section 239 (2), (3) and (3.1) of the Municipal Act, 2001

Municipal Act exception	Number of times used to resolve into closed meeting*
Security of city property [Section 239 (2)(a)]	1
Personal matters about identifiable individuals [Section 239 (2)(b)]	20
A proposed or pending acquisition or disposition of land [Section 239 (2)(c)]	11
Labour relations or employee negotiations [Section 239 (2)(d)]	11
Litigation or potential litigation [Section 239 (2)(e)]	5
Solicitor-client privilege [Section 239 (2)(f)]	12
Matters under other legislation [Section 239 (2)(g)]	0
Information supplied in confidence by the federal government, provincial government or Crown agency [Section 239 (2)(h)]	2
Trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence, which, if disclosed, could interfere with contractual or other negotiations [Section 239 (2)(i)]	2
Trade secret or scientific, technical, commercial or financial information belonging to the municipality which has monetary value [Section 239 (2)(j)]	0
Position, plan, procedure, criteria or instruction to be applied to negotiations carried out by the municipality [Section 239 (2)(k)]	1
Education or training [Section 239 (3.1)]	2

*More than one exception under the Municipal Act can be used to resolve into a closed meeting.

Attachment-3 to CS-2020-27

2019 Statement of Remuneration and Expenses Paid to Members of City Council and Members of Local Boards and Other Bodies

Year ending December 31, 2019

Table 1: Statement of Remuneration

Guelph City Council Member	Honorarium	Benefits	Cell and Data Expenses	Conference Expenses	Other Expenses	Total
Phil Allt	\$40,721	\$3,663	\$1,939	\$3,580	\$-	\$49,903
Bob Bell	\$40,721	\$3,663	\$1,304	\$-	\$-	\$45,688
Christine Billings	\$40,721	\$3,663	\$941	\$-	\$-	\$45,325
Cathy Downer (1)	\$40,721	\$3,663	\$665	\$2,951	\$4,271	\$52,271
Daniel Gibson	\$40,721	\$3,663	\$1,473	\$-	\$-	\$45,857
James Gordon	\$40,721	\$3,663	\$2,330	\$4,814	\$-	\$51,528
Rodrigo Goller	\$40,721	\$3,663	\$593	\$3,753	\$-	\$48,730
Cam Guthrie+ (2)	\$156,640	\$15,033	\$1,268	\$5,078	\$11,670	\$189,689
June Hofland	\$40,721	\$3,663	\$1,089	\$2,868	\$-	\$48,341
Mark MacKinnon	\$40,721	\$3,663	\$772	\$4,505	\$-	\$49,661
Dominique O'Rourke	\$40,721	\$3,663	\$414	\$6,404	\$-	\$51,202
Leanne Caron Piper	\$40,721	\$3,663	\$621	\$3,754	\$-	\$48,759
Mike Salisbury	\$40,721	\$3,663	\$1,490	\$1,767	\$-	\$47,641
Total	\$645,292	\$58,989	\$14,899	\$39,474	\$15,941	\$774,595

+ The Mayor's benefits include an annual car allowance of \$5,100 and the employer paid matching RRSP contribution. September 2019 Council approved more training funding to \$4,875 per Councillor.

Other Expenses

- (1) AMO (Association of Municipalities of Ontario) Board seat, Downer, Cathy \$4,271
- (2) LUMCO (Large Urban Mayor's Caucus of Ontario) seat, Guthrie, Cam \$11,670

Local Boards

No Councillors received any compensation for serving on any local board.

Table 2: Boards and Agencies

Grand River Conservation Authority	Honorarium	Mileage	Conference Expenses	Total
Bob Bell	\$-	\$255	\$-	\$255
Rodrigo Goller	\$-	\$275	\$-	\$275
Wellington-Dufferin-Guelph Public Health	Honorarium	Mileage	Per Diem, HST	Total
Christine Billings	\$-	\$-	\$-	\$-
June Hofland	\$-	\$-	\$-	\$-
Rodrigo Goller	\$-	\$-	\$-	\$-
Guelph Police Service	Honorarium	Conference Expenses	Total	
Christine Billings	\$-	\$-	\$-	
Robert Carter	\$4,559	\$2,391	\$6,951	
Roderick Curran	\$3,419	\$891	\$4,310	
Don Drone	\$6,079	\$6,207	\$12,286	
Cam Guthrie	\$-	\$-	\$-	
Judith Sorbara	\$1,266	\$-	\$1,266	
Committee of Adjustment	Honorarium	Mileage	Conference Expenses	Total
Katherine Ash	\$1,300	\$-	\$-	\$1,300
David Gundrum	\$850	\$-	\$-	\$850
Stephen Dykstra	\$1,105	\$-	\$-	\$1,105
Lise Anne Janis	\$1,020	\$-	\$-	\$1,020
David Kendrick	\$1,135	\$-	\$-	\$1,135
Karlie Meads	\$1,275	\$-	\$-	\$1,275
James Smith	\$1,275	\$-	\$-	\$1,275