

# Information Report

---



Service Area	Corporate Services
Date	Friday, March 25, 2022
Subject	<b>2021 City Council Attendance, Meeting Statistics and Remuneration Report</b>

---

## Executive Summary

### Purpose of Report

To report on the attendance of members of City Council at meetings between January 1 and December 31, 2021 and to provide statistics relating to those meetings. In addition, to provide information on the remuneration and reimbursements of expenses paid in 2021 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. There was a slight increase from 82 meetings in 2020 to 86 in 2021. The number of meetings is still less than the pre-pandemic 99 meetings held in 2019. In comparison to last year, there was an increase in total time spent in meetings with 207.75 hours in 2021 compared to 168.75 hours in 2020. There was also an increase to the number of delegates, which rose from 346 in 2020 to 371 in 2021.

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 meeting efficiency and effectiveness as part of the twice-per-term governance reviews.

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

### Financial Implications

None.

---

# Report

## 2021 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 (open and closed);
- Council Planning (open and closed);
- 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 (open and closed);
- Council workshops;
- Committee of the Whole (open and closed);
- Committee of Management for the Elliott (open and closed); and
- Chief Administrative Officer Recruitment, Selection and Performance Sub-committee (open and closed).

There was a slight increase in the total number of meetings held in 2021 at 86 compared to 82 in 2020. However, there were still fewer meetings than the most recent pre-pandemic data with 99 meetings held in 2019. Also to note, with this slight increase in total number of meetings, there was a 23% increase in total meeting time with 207.75 hours spent in meetings in 2021 compared to 168.75 hours spent in meetings in 2020.

Starting in 2020, the annual City Council attendance report included the number and length (in hours) of all open and closed meetings, and 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 hold meetings in closed session. Also tracked are the number of 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 were not included on the first issuance of the agenda.

This is the second year the City Clerk’s Office has expanded the scope of data that is collected related to meeting statistics. With continued years of data collection, the City Clerk’s Office will begin to develop statistical averages and draw comparisons from data year over year.

Table 1 below shows a high-level summary of the number of meetings and time spent in meetings in 2021. The 2021 City Council and committee meeting attendance record can be found in Attachment-1 and a more detailed summary of the 2021 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	11	25.5
Closed City Council	9	11.25
Council Planning	11	38.5
Closed Council Planning	3	1.5
Special City Council	13	25
Closed Special City Council	3	8.25
Council Workshops	5	12.5
Special Council Budget	3	18.5
Closed Special Council Budget	1	.25
Committee of the Whole	11	52
Closed Committee of the Whole	4	8.75
Committee of Management for the Elliott	5	1.75
Closed Committee of Management for the Elliot	1	.75
Chief Administrative Officer Recruitment, Selection and Performance Sub-committee	3	.25
Closed Chief Administrative Officer Recruitment, Selection and Performance Sub-committee	3	3
<b>Total</b>	<b>86</b>	<b>207.75</b>

## **2021 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. City Council Remuneration Advisory Committee:**

Inflationary compensation adjustments for the Mayor and members of City Council will be equal to the Consumer Price Index (all Ontario, all items from September to September) or the non-union municipal employee increase; whichever is lower effective January 1st of each year for the term of City Council. The 2021 compensation adjustment was that of the non-union municipal employee of 0% increase as this was lower than the 2021 Consumer Price Index at 0.58%.

### **C. Mayor Registered Retirement Savings Plan 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.

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

Local board representatives provided 2021 information. In 2016, effective 2017 and beyond, City 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: 2021 City Council and Committee Meeting Attendance Record

Attachment-2: 2021 City Council and Committee Meeting Statistics

Attachment-3: 2021 Council Remuneration

## **Departmental Approval**

Dylan McMahon, Manager, Legislative Services / Deputy City Clerk

## **Report Author**

Garrett Meades, Council and Committee Coordinator

Ron Maeresera, Senior Corporate Analyst

## **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](mailto: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](mailto:trevor.lee@guelph.ca)

## Attachment-1

**Table 1: 2021 City Council and Committee Attendance Record**

	Council	Closed Council	Committee of the Whole	Closed Committee of the Whole	Special City Council	Closed Special City Council	Council Planning	Closed Council Planning	Special Council Budget	Closed Special Council Budget	Council Workshop	Committee of Management for the Elliott	Closed Committee of Management for the Elliott	Total
Number of Meetings	11	9	11	4	13	3	11	3	3	1	5	5	1	80
Cam Guthrie	11	9	11	4	13	3	11	3	3	1	5	5	1	80
Phil Allt	11	9	11	3	12	2	11	3	3	1	5	5	1	77
Bob Bell	11	9	11	4	13	3	11	3	3	1	5	5	1	80
Christine Billings	11	9	11	4	13	3	11	3	3	1	5	5	1	80
Leanne Caron	11	9	11	3	11	2	11	2	3	1	5	3	1	73
Cathy Downer	11	9	11	4	13	3	11	2	3	1	5	5	1	79
Dan Gibson	10	8	10	3	13	3	9	2	3	1	5	4	0	71
Rodrigo Goller	11	9	11	4	13	3	10	3	3	1	5	5	1	79
James Gordon	11	9	11	4	13	3	11	3	3	1	5	5	1	80
June Hofland	9	7	11	4	12	2	10	2	2	1	5	5	1	71
Mark MacKinnon	11	9	11	4	13	3	11	3	3	1	5	5	1	80
Dominique O'Rourke	11	9	11	4	13	3	11	3	3	1	5	5	1	80
Mike Salisbury	11	8	11	4	12	3	11	3	3	1	5	5	1	78

**Table 2: 2021 Chief Administrative Officer Recruitment, Selection and Performance Sub-committee Attendance Record**

	<b>CAO Recruitment, Selection and Performance Sub-committee</b>	<b>Closed CAO Recruitment, Selection and Performance Sub-committee</b>	<b>Total</b>
Number of Meetings	3	3	<b>6</b>
Cam Guthrie	3	3	<b>6</b>
Phil Allt	3	3	<b>6</b>
Rodrigo Goller	3	3	<b>6</b>
Mark MacKinnon	3	3	<b>6</b>
Dominique O'Rourke	3	3	<b>6</b>

## Council Meeting Statistics Tracking Sheet

Year: 2021

Day	Month	Meeting Type	Closed Component	Reason for Closed	Closed end time	Meeting start time	Meeting end time	Meeting later than 11:00pm (Y/N)	Meeting later than 12:00am (Y/N)	Meetings longer than 3 hours (Y/N)	Total meeting length (hh:mm)	Closed meeting length (hh:mm)	# of 5 minute delegations	# of 10 minute delegations	# of repeat delegate from previous meeting (COW - Council)	# of items added to revised agenda	Notes
25	January	Committee of Management for the Elliot	Y	Personal matter about identifiable individuals	5:12 PM	4:32 PM	5:27 PM	N	N	N	0:55	0:40	0	0	0	0	
1	March	Committee of Management for the Elliot	N			1:30 PM	1:45 PM	N	N	N	0:15		0	0	0	0	
7	June	Committee of Management for the Elliot	N			1:42 PM	1:53 PM	N	N	N	0:11		0	0	0	0	
7	September	Committee of Management for the Elliot	N			12:30 PM	12:36 PM	N	N	N	0:06		0	0	0	0	
6	December	Committee of Management for the Elliot	N			1:00 PM	1:53 PM	N	N	N	0:53		0	0	0	0	
11	January	Committee of the Whole	N			2:01 PM	6:04 PM	N	N	Y	4:03		6	0	0	0	
1	February	Committee of the Whole	N			2:43 PM	3:28 PM	N	N	N	0:45		0	0	0	0	
1	March	Committee of the Whole	N			2:00 PM	8:47 PM	N	N	Y	6:47		15	0	0	0	
6	April	Committee of the Whole	Y	Solicitor-client privilege, Acquisition or disposition of land	2:07 PM	1:31 PM	5:26 PM	N	N	Y	3:55	0:36	8	0	0	0	
3	May	Committee of the Whole	N			2:01 PM	4:57 PM	N	N	N	2:56		1	0	0	0	
7	June	Committee of the Whole	Y	Solicitor-client privilege, Litigation or potential litigation	1:41 PM	1:08 PM	10:04 PM	N	N	Y	8:56	0:33	8	0	0	0	
5	July	Committee of the Whole	Y	Trade secret belonging to the municipality	1:30 PM	12:35 PM	9:57 PM	N	N	Y	9:22	0:55	13	0	0	2	
7	September	Committee of the Whole	Y	Security of the property, Personal matter about identifiable individuals, Solicitor-client privilege, Trade secret belonging to the municipality	7:37 PM	1:00 PM	7:39 PM	N	N	Y	6:39	6:37	2	0	0	0	
4	October	Committee of the Whole	N			2:00 PM	4:46 PM	N	N	N	2:46		2	0	0	0	
1	November	Committee of the Whole	N			2:00 PM	8:14 PM	N	N	Y	6:14		7	0	0	0	
6	December	Committee of the Whole	N			2:01 PM	10:20 PM	N	N	Y	8:19		22	0	0	0	
25	January	Council	Y	Personal matter about identifiable individuals, Litigation or potential litigation, Solicitor-client privilege, Acquisition or disposition of land	6:43 PM	5:31 PM	10:52 PM	N	N	Y	4:20	2:30	0	0	0	0	
22	February	Council	Y	Labour relations or employee negotiations	6:28 PM	5:00 PM	7:12 PM	N	N	N	1:47	1:58	1	0	0	0	
29	March	Council	N			6:30 PM	10:31 PM	N	N	Y	4:01		13	0	7	0	
26	April	Council	Y	Labour relations or employee negotiations, Litigation or potential litigation, Solicitor-client privilege	6:03 PM	5:32 PM	6:53 PM	N	N	N	1:21	0:31	0	0	0	0	
31	May	Council	N			6:32 PM	8:04 PM	N	N	N	1:32		4	0	0	0	
28	June	Council	Y	Labour relations or employee negotiations	6:01 PM	5:43 PM	9:48 PM	N	N	Y	4:05	0:18	10	0	2	0	
19	July	Council	Y	Solicitor-client privilege, Litigation or potential litigation	6:23 PM	6:00 PM	10:34 PM	N	N	Y	4:34	0:23	9	0	5	0	
27	September	Council	Y	Security of the property, Personal matter about identifiable individuals, Labour relations or employee negotiations	8:14 PM	5:03 PM	8:31 PM	N	N	Y	3:28	3:11	0	0	0	4	
25	October	Council	Y	Labour relations or employee negotiations	6:34 PM	6:01 PM	9:34 PM	N	N	Y	3:33	0:33	3	0	0	0	
22	November	Council	Y	Personal matter about identifiable individuals, Labour relations or employee negotiations, Litigation or potential litigation, Solicitor-client privilege	6:16 PM	5:04 PM	9:24 PM	N	N	Y	4:20	1:12	8	0	6	0	
20	December	Council	Y	Personal matter about identifiable individuals, Labour relations or employee negotiations	6:39 PM	6:01 PM	9:53 PM	N	N	Y	3:52	0:38	21	0	6	0	
25	January	Council Planning	N			6:49 PM	9:31 PM	N	N	N	2:42		4	6	0	0	
8	February	Council Planning	N			6:32 PM	11:11 PM	Y	N	Y	4:39		0	28	0	0	
8	March	Council Planning	N			6:00 PM	10:46 PM	N	N	Y	4:46		4	15	0	0	
12	April	Council Planning	N			6:30 PM	8:50 PM	N	N	N	2:20		12	0	0	0	
10	May	Council Planning	N			6:30 PM	11:59 PM	Y	N	Y	5:29		12	13	0	0	
14	June	Council Planning	Y	Acquisition or disposition of land	6:24 PM	6:00 PM	10:37 PM	N	N	Y	4:37	0:24	29	0	0	0	
12	July	Council Planning	Y	Acquisition or disposition of land	6:30 PM	6:00 PM	10:30 PM	N	N	Y	4:30	0:30	5	5	0	0	
13	September	Council Planning	Y	Labour relations or employee negotiations, Litigation or potential litigation	5:44 PM	5:00 PM	10:22 PM	N	N	Y	5:22	0:44	0	17	0	0	
12	October	Council Planning	N			6:32 PM	7:56 PM	N	N	N	1:24		0	0	0	0	
8	November	Council Planning	N			6:30 PM	9:02 PM	N	N	N	2:32		1	0	0	0	
13	December	Council Planning	N			6:30 PM	8:17 PM	N	N	N	1:47		2	1	0	0	
18	January	Council Workshop	N			6:00 PM	7:42 PM	N	N	N	1:42		0	0	0	0	
14	April	Council Workshop	N			6:00 PM	8:24 PM	N	N	N	2:24		0	0	0	0	
19	April	Council Workshop	N			6:00 PM	7:46 PM	N	N	N	1:46		0	0	0	0	
21	April	Council Workshop	N			6:02 PM	8:12 PM	N	N	N	2:10		0	0	0	0	
17	May	Council Workshop	N			6:00 PM	7:58 PM	N	N	N	1:58		0	0	0	0	
18	October	Council Workshop	N			6:00 PM	8:14 PM	N	N	N	2:14		0	0	0	0	
17	February	Special Council	N			6:00 PM	8:13 PM	N	N	N	2:13		9	0	0	0	
22	March	Special Council	N			2:00 PM	3:38 PM	N	N	N	1:38		5	0	0	0	
26	May	Special Council	N			6:02 PM	9:38 PM	N	N	Y	3:36		6	0	0	0	
21	June	Special Council	N			6:02 PM	10:04 PM	N	N	Y	4:02		9	0	0	0	
23	June	Special Council	N			6:01 PM	8:38 PM	N	N	N	2:37		0	0	0	0	
19	July	Special Council	Y	Personal matter about identifiable individuals, Labour relations or employee negotiations, Trade secret belonging to the municipality	4:26 PM	2:02 PM	5:03 PM	N	N	Y	3:01	2:24	0	0	0	0	
21	July	Special Council	Y	Acquisition or disposition of land, Solicitor-client privilege	8:58 PM	4:30 PM	9:26 PM	N	N	Y	4:56	4:28	3	0	0	0	
22	September	Special Council	N			6:00 PM	9:05 PM	N	N	Y	3:05		0	5	0	0	
30	September	Special Council	Y	Security of the property, Solicitor-client privilege	5:27 PM	4:00 PM	5:38 PM	N	N	N	1:38	1:27	0	0	0	0	



6	October	Special Council	N		4:00 PM	5:28 PM	N	N	N	1:28		1	0	0	0	
20	October	Special Council	N		6:02 PM	7:10 PM	N	N	N	1:08		0	1	0	0	
15	November	Special Council	N		6:10 PM	10:05 PM	N	N	Y	3:55		9	0	0	0	
16	November	Special Council Budget	N		9:01 AM	3:19 PM	N	N	Y	6:18		0	0	0	0	
18	November	Special Council Budget	N		6:00 PM	9:35 PM	N	N	Y	3:35		16	0	0	0	
2	December	Special Council Budget	Y	Labour relations or employee negotiations	1:47 PM	1:31 PM	10:24 PM	N	N	Y	8:53	0:16	0	0	0	0
8	November	CAO Recruitment, Selection and Performan	Y	Personal matter about identifiable individuals, Labour relations or employee negotiations	4:52 PM	3:37 PM	4:55 PM	N	N	N	1:18	1:15	0	0	0	0
22	November	CAO Recruitment, Selection and Performan	Y	Personal matter about identifiable individuals, Labour relations or employee negotiations	4:51 PM	3:31 PM	4:55 PM	N	N	N	1:24	1:20	0	0	0	0
13	December	CAO Recruitment, Selection and Performan	Y	Personal matter about identifiable individuals, Labour relations or employee negotiations	5:34 PM	5:01 PM	5:37 PM	N	N	N	0:36	0:33	0	0	0	0

## Attachment-3 2021 Council Remuneration

2021 Statement of Remuneration and Expenses Paid to Members of Council and Members of Local Boards and Other Bodies  
Pursuant to Section 284 of the Municipal Act, 2001

Year ending December 31, 2021

**Table 1: Statement of Remuneration**

Guelph City Council Member	Honorarium	Benefits	Cell and Data Expenses	Registration /Training Expenses	Other Expenses	Total
Allt, Phil	\$41,412	\$3,684	\$834	\$64	\$-	\$45,994
Bell, Bob	\$41,412	\$3,684	\$324	\$-	\$-	\$45,420
Billings, Christine	\$41,412	\$3,684	\$371	\$-	\$-	\$45,467
Caron, Leanne	\$41,412	\$3,684	\$377	\$79	\$-	\$45,552
Downer, Cathy	\$41,412	\$3,684	\$404	\$79	\$-	\$45,579
Gibson, Dan	\$41,412	\$3,684	\$997	\$15	\$-	\$46,108
Gordon, James	\$41,412	\$3,684	\$677	\$-	\$-	\$45,773
Goller, Rodrigo	\$41,412	\$3,684	\$373	\$79	\$-	\$45,548
Guthrie, Cam+	\$152,500	\$14,903	\$699	\$1029	\$-	\$169,131
Hofland, June	\$41,412	\$3,684	\$322	\$-	\$-	\$45,418
Mackinnon, Mark	\$41,412	\$3,684	\$161	\$79	\$-	\$45,336
O'Rourke, Dominique	\$41,412	\$3,684	\$273	\$931	\$-	\$46,300
Salisbury, Mike	\$41,412	\$3,684	\$318	\$-	\$-	\$45,414
<b>Total</b>	<b>\$649,444</b>	<b>\$59,111</b>	<b>\$6,130</b>	<b>\$2,355</b>	<b>\$-</b>	<b>\$717,040</b>

+ The Mayor's benefits include an annual car allowance of \$5,100 and the employer paid matching RRSP contribution.

## Local Boards

No Councillors received any compensation for serving on any board

**Table 2: Boards and Agencies**

<b>Grand River Conservation Authority</b>	<b>Honorarium</b>	<b>Mileage</b>	<b>Total</b>
Bell, Bob	\$-	\$-	\$-
Downer, Cathy	\$-	\$-	\$-

  

<b>Wellington-Dufferin-Guelph Public Health</b>	<b>Honorarium</b>	<b>Mileage</b>	<b>Total</b>
Billings, Christine	\$-	\$-	\$-
Hofland, June	\$-	\$-	\$-
Rodrigo Goller	\$-	\$-	\$-

  

<b>Guelph Police Service</b>	<b>Honorarium</b>	<b>Conference Expenses</b>	<b>Total</b>
Billings, Christine	\$-	\$-	\$-
Carter, Robert	\$6,042	\$1,925	\$7,967
Curran, Roderick	\$4,500	\$1,543	\$6,043
Drone, Don	\$2,000	\$269	\$2,269
Guthrie, Cam	\$-	\$-	\$-
Mcsherry, Peter	\$3,000	\$1,000	\$4,000

  

<b>Committee of Adjustment</b>	<b>Honorarium</b>
Kathy, Ash	\$1,200
Allison, Michelle	\$1,020
Dykstra, Stephen	\$850
Gundrum, David	\$680
Hamilton, Keith	\$85
Kendrick, David	\$1,035
Meads, Karlie	\$1,020
Smith, James	\$1,020