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Date November 12, 2025 **Report No.** 2025-386

To Chair and Members
Appointments Committee

From Joelle Daniels
Commissioner of Corporate Services and City Treasurer

1.0 Type of Report

Consent Item [X]
Item For Consideration []

2.0 Topic **2024-2025 Council Attendance Report, 2025-386**

3.0 Recommendation

THAT Report 2025-386, "2024-2025 Council and Committee Attendance Report", BE RECEIVED.

4.0 Executive Summary

Per Council Policy 003 – Annual Council/Committee Attendance Report for Members of Council, this report contains meeting attendance records for all members of Council from August 1, 2024, through to July 31, 2025.

Appendix 'A' includes attendance records for all meetings of City Council, Committees of the Whole, Standing Committees, Advisory Committees, Task Forces, and Municipal Boards on which a member of Council sits referred to as "meetings" throughout the report. Attendance records for meetings of subcommittees or sub-task forces, City-organized community events or ceremonies, and other events or functions not governed by Brantford City Council, are not presented in the report.

5.0 Purpose and Overview

The purpose of this report is to provide comprehensive attendance records for meetings where members of Council sit from August 1, 2024, through to July 31, 2025, and to be made publicly available.

6.0 Background

On November 24, 2020, City Council adopted the policy Council – 003 Annual Council/Committee Attendance Report for Members of Council. This policy provides for a formal attendance report, prepared annually that includes attendance records for all City Council members attending meetings. Attendance records are calculated through a review of approved meeting minutes for each body. At its meeting on April 30, 2024, Council adopted By-law 47-2024 which amended the policy to bring the report forward as part of the annual November Appointments Committee meeting.

7.0 Corporate Policy Context

This attendance report was produced in accordance with Policy Council-003 – Annual Council/Committee Attendance Report for Members of Council. The policy was created to formalize Council attendance records and to make these easily accessible to the members of the public. The policy is intended to increase transparency and provide both members of Council and the public, with a consolidated form of attendance data.

8.0 Input From Other Sources

Some local boards with City Council members appointed are administered by organizations other than the City of Brantford. For example, the Brant County Board of Health and the John Noble Home Committee of Management. The minutes of these bodies are provided to the City by these organizations or have been obtained from documents available publicly online and are included in Appendix 'A'.

9.0 Analysis

Staff collected and reviewed all meeting minutes to provide a consolidated overview of the attendance of members of Council at meetings from August 2024 to July 2025.

The Mayor is an ex-officio member of all Advisory Committees under Chapter 26 of the City of Brantford Municipal Code and all Task Forces. The Mayor's attendance at these meetings is recorded although not required, as the position of ex-officio does not have a negative impact on quorum. The meetings attended by the Mayor acting as an ex-officio member are noted with an asterisk (*) in the attached chart. The following committees were disbanded and have been removed from Appendix 'A': Municipal Tax Accommodation Task Force, Zoning By-law Task Force, Southwest Task Force, Vision Zero Road Safety Committee, Joint City-County Shared Services Committee, Property Standards, Control of Vicious Dogs and Trespass Committee. Newly created committees include Town and Gown Advisory Committee, Appeal Committee and Hospital Working Group.

10.0 Financial Implications

There are no financial implications associated with this report.

11.0 Climate and Environmental Implications

There are no climate or environmental implications associated with this report.

12.0 Conclusion

This report aims to increase transparency and accountability and make data publicly available without request. This report, as part of the Appointments Committee agenda package, is available on the City's website. Other formats are available upon request.



Joelle Daniels
Commissioner of Corporate Services and City Treasurer

Prepared By:
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Attachments (if applicable)
Appendix A – August 2024 through to July 2025

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required yes no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk yes no

Is the necessary by-law or agreement being sent concurrently to Council? yes no