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Date March 2, 2021 **Report No.** 2021-121

To Chair and Members
Committee of the Whole – Operations and Administration

From Tanya Daniels
City Clerk/Director of Clerk's Services

1.0 Type of Report

Consent Item	<input checked="" type="checkbox"/>
Item For Consideration	<input type="checkbox"/>

2.0 Topic 2020 Council and Committee Attendance Report [Financial Impact – None]

3.0 Recommendation

THAT Report 2021-121, "2020 Council and Committee Attendance Report", BE RECEIVED.

4.0 Executive Summary

As per Council Policy 003 – Annual Council/Committee Attendance Report for Members of Council, Appendix 'A' of this report contains meeting attendance records for all members of Council from January 1, 2020 through to December 31, 2020.

Appendix 'A' contains attendance records for all meetings of City Council, Committees of the Whole, Standing Committees, Advisory Committees, Municipal Boards on which a member of Council sits and Task Forces. Attendance records for in-person or virtual meetings of subcommittees or sub task forces, City-organized community events or ceremonies and other events

or functions that are not governed by Brantford City Council are not presented in the report.

It is important to note that in 2020, many bodies were not able to meet in accordance with pre approved meeting schedules or project deadlines due to the COVID-19 pandemic. This has been noted here to provide additional context for the data presented in Appendix 'A', should this report be used for historical research, or in comparison to attendance records from other calendar years.

5.0 Purpose and Overview

The purpose of this report is to provide a comprehensive record of meeting attendance for all members of Brantford City Council for the year 2020 that is available to members of the public and members of Council.

6.0 Background

Historically, the City of Brantford did not formally manage how Council attendance records were calculated, shared and received. Attendance records were calculated and provided upon receipt of a request from a Member of Council or member of the public. These requests varied from attendance of all members at all meetings to specific bodies or time periods. Distribution of the attendance records varied depending on the request from providing to members through email to inclusion of the record on the City Website.

On November 24, 2020, City Council adopted Council Policy-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 Council meetings, Committees of the Whole, Standing Committees, Advisory Committees, Task Forces and several Local Boards. Attendance records are calculated through review of meeting minutes for each body. As the report is presented as part of the Committee of the Whole – Operations and Administration agenda, and the report is available online for all members of the public.

7.0 Corporate Policy Context

This attendance report was produced in accordance with Council Policy 003 – Annual Council/Committee Attendance Report for Members of Council. This policy was created to formalize Council attendance records that are more easily accessible by the members of the public. The policy was created to increase

transparency and provide both members of Council and the public with a convenient format of attendance data.

8.0 Input From Other Sources

The administration of 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 have been provided to the City by these organizations or have been obtained from documents available publicly online and have been included in the report.

With data being provided by multiple sources with different record standards and methods of minute-taking, it is important to note that there is a marginal risk for error. While the Clerk's department takes care to ensure attendance included in minutes prepared by City Staff is accurate, it is difficult to guarantee the content in documents prepared by sources outside of the Corporation.

9.0 Analysis

Staff collected and reviewed all minutes to provide a comprehensive overview of the attendance of members of Council at meetings throughout 2020. Due to the COVID-19 pandemic, many aspects of the 2020 attendance statistics are unique. City Council met more frequently due to the initial restraints of holding virtual meetings at the beginning of the pandemic and the efficiencies of holding Council meetings without having first held Committee of the Whole or Standing Committee meetings. Many smaller bodies, such as advisory committees and task forces of Council, were not able to meet or met much less frequently due to the pandemic and constraints posed by meeting virtually. Only bodies that met in 2020 are included in the report.

Attendance is only tracked for Councillors appointed to bodies unless the body allows for the ward Councillors to act as an alternate at meetings where the appointed member is unable to attend. Where this has occurred, the attendance has been noted accordingly in Appendix 'A'. Non appointed members who have attended a meeting without full privileges due to the appointed member being present have not been included in the attendance record. The Mayor is an ex-officio for 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 impact quorum negatively.

It is also important to note that the attendance policy stipulates that this report will include and track regrets sent by Members of Council due to other Formal Municipal Business (such as municipal conferences, conflicting municipal meetings, etc.). However, as this policy was passed late in 2020, the majority of minutes from 2020 do not include this information. Going forward, this information will be included in the minutes of meetings (for bodies administered by the City of Brantford) and will be included in the 2021 attendance report. The onus remains on the individual to provide the reference to the regrets for this purpose.

10.0 Financial Implications

There are no financial implications associated with this report.

11.0 Conclusion

This report aims to increase transparency and make more data available to the public without request. This report, as part of the Committee of the Whole – Operations and Administration agenda package, is available on the City's website, and paper copies are available by request through the City Clerk's Department.



Tanya Daniels, City Clerk/ Director of Clerk's Services

Prepared By:

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Attachments: Appendix A – Council and Committee Attendance for Members of Council

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