

**Date:** 2021-03-03

**Subject:** 2020 Council / Committee Meeting Attendance Record

**Contact:** Peter Fay, City Clerk

**Report Number:** Legislative Services-2021-309

**Recommendations:**

1. That the report titled 2020 Council / Committee Meeting Attendance Record, to the Committee of Council meeting of March 31, 2021, re:, be received, and
2. That the Clerk's Office discontinue the practice of reporting annually to Council the Council / Committee Meeting Attendance.

**Overview:**

- Council has directed that staff report annually on the record of attendance of members of Council, for meetings of Council, Standing Committees and advisory committees.
- Attachments to this report provide detailed 2020 attendance records for Members of Council.
- The Clerk's Office posts a summary of Council attendance on the City's website and provides a detailed summary by email to Council quarterly.

**Background:**

In 2011, Council requested that staff report annually with the attendance record for the previous year, for each Member of Council, for Council/Standing Committees and member appointments to Committees and advisory committees.

**Current Situation:**

This report provides the 2020 attendance report for Council Members for Council and Committees supported by the City Clerk's Office. The Minutes for each Council and Standing Committee meeting show the names of Members who were present, absent, arrived late or departed early. This information has been summarized and attached to

the report as Appendix 1. Similar information for the City's other committees is attached as Appendix 2. All attendance information is sourced from meeting minutes prepared by the Clerk's Office.

The report attachments also indicate reasons for Member absences (Other Municipal Business, Illness, Vacation and Personal), as specified in section 2.14 of the Procedure By-law. If a Member does not provide the Clerk's Office with the reason for the absence, it is recorded as 'personal', the Members may also advise the Clerk of the general nature of the matter for recording in the meeting minutes.

In the interest of transparency and accountability, the Clerk's Office reports a quarterly summary of information on the City's website regarding Member attendance at City and its Standing Committees. The latest summary was posted to the website March 2, 2021, for meetings up to and including December 31, 2020. For this reason, the Clerk's Office believes the annual report to Council is no longer necessary.

### **Corporate Implications:**

#### Financial Implications:

nil

#### Other Implications:

nil

### **Term of Council Priorities:**

This report achieves the Term of Council Priorities of a Well-Run City by ensuring governance transparency and accountability mechanisms are in place in accordance with the *Municipal Act, 2001*.

### **Conclusion:**

This report provides 2020 Member attendance information for Council and Committee meetings, as directed by Council.

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**Attachments:**

Appendix 1 – Attendance Record 2020 – Council and Standing Committees

Appendix 2 – Attendance Record 2020 – Other Committees