



SUBJECT: **Annual Attendance Reporting For Members of Council**  
DEPARTMENT: Corporate Services  
EFFECTIVE: December 1, 2018 REVISED: January 18, 2021 (C-019-21)  
APPROVED BY: Township Council (Resolution Number C-392-18)

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### **1.0 Purpose**

1.1 The purpose of this policy is to establish clear guidelines and procedures with regards to the annual publishing and reporting of attendance for Members of Council at meetings.

### **2.0 Legislative Authority**

2.1 The *Municipal Act* provides the following authority to municipalities:

*“Role of Council*

*224 It is the role of council,*

*(d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council.”*

### **3.0 Definitions**

For the purposes of this Policy:

Meetings – means Committee of the Whole, Regular Council, Public Planning Meetings, Special Council Meetings, Council Meetings and Joint Council Meetings.

Member – means a current sitting Member of Council.

**4.0 Procedures**

**4.1 Procedures**

4.2.1 The Clerk shall note in the minutes for each meeting which Members are present and which Members are not.

4.2.2 At the end of each calendar year the Clerk shall compile a list of all meetings that occurred during the calendar year and indicate whether any Member was not in attendance. This shall be called the annual "Attendance Record." Members that were present for a portion of the meeting (arrived late and/or left early) will be logged in the Attendance Record as having been present.

4.2.3 The Clerk shall prepare the annual Attendance Record using the following format:

Regular Council, Committee of the Whole and Public Planning Meetings						
December (insert year) to November (insert year)						
Meeting Date	Meeting Type	Mayor	Councillor Ward One	Councillor Ward Two	Councillor Ward Three	Councillor Ward Four
(insert date)	Committee of the Whole					
(insert date)	Regular Council					
(insert date)	Public Planning					

Note: Mark in cell depicts the absence of the Member of Council.

4.2.4 The Clerk shall prepare and present a Report for the first meeting of Committee of the Whole in January annually that summarizes the attendance record for the previous year.

4.2.5 The Clerk shall post the Attendance Record to the designated section of the Township website.