

**Meeting Date:** January 17, 2022  
**Department:** Chief Administrative Officer  
**Report No.:** CAO-2022-16  
**Submitted by:** Fred Tranquilli, Chief Administrative Officer  
Rob Lilbourne, Director of Community Services  
**Approved by:** Fred Tranquilli, Chief Administrative Officer  
**SUBJECT:** **RFIRS Committee Composition**

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**RECOMMENDATION: THAT: Council clarify the composition of the Fundraising and Building Committee in order to avoid a quorum of Council being present for the Committee meetings by confirming that the Mayor and Deputy Mayor will be ex-officio, non-voting members of both Committees.**

**BACKGROUND:**

At its meeting of December 6, 2021 the Council adopted Terms of Reference for both the Building Committee and Fundraising Committee, which are tasked with moving forward plans for a multi-purpose recreational facility in Mount Brydges. The Mayor and Deputy Mayor are appointed to both committees in an ex-officio capacity.

**COMMENTS:**

The appointment of the Mayor and Deputy Mayor to both committees, along with the members of Council appointed, results in a majority of Council being represented on the Committee. The Council Procedure By-law deems a quorum to be constituted when a majority of members is present. The Terms of Reference and Procedure By-law do not define the term 'ex-officio'. For clarity, it is recommended that the appointment of the Mayor and Deputy Mayor be in a non-voting capacity to avoid a quorum.

Recommendations from both Committees will require ratification by the Council at which time the Mayor and Deputy Mayor will be able to cast their vote with respect to any Committee recommendations.

**CONSULTATION:**

- Mayor Vanderheyden
- Deputy Mayor Richards

**FINANCIAL IMPLICATIONS:**

None

**ATTACHMENTS:**

N/A