



# Memorandum

**Date:** January 4, 2020  
**To:** Members of the Board  
**From:** William (Bill) Bradica, Chief Administrative Officer  
**Subject:** **Establishment of Ad Hoc Governance and Procedural Review Committee**

At the October 15, 2020 Board Meeting, William Bradica, CAO provided a refresher presentation to the Board regarding Board Meeting Procedures. A discussion was held regarding clarifications, additions and changes that should be made to the Governance and Procedural By-law of The District of Thunder Bay Social Services Administration Board.

The following resolution will be presented for consideration at the January 14, 2021 Board Meeting.

THAT an Ad Hoc Governance and Procedural Review Committee of The District of Thunder Bay Social Services Administration Board be established with a mandate to review and recommend amendments to the Governance and Procedural By-law, with the assistance of the Board solicitor as required, for the Board's consideration;

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Governance and Procedural Review Committee for the term ending no later than December 31, 2021;

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Sincerely,

William (Bill) Bradica  
Chief Administrative Officer

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