



	REPORT No.: 2021-64
MEETING DATE: DECEMBER 16, 2021	DATE PREPARED: DECEMBER 3, 2021
SUBJECT: GOVERNANCE AND PROCEDURAL BY-LAW REVISIONS	

RECOMMENDATION

THAT with respect to Report No. 2021-64 (CAO Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve that By-law No. 01-2017 Governance and Procedural By-law as amended be repealed and replaced with By-law No. 03-2021 Governance and Procedural By-law, as presented in Report No. 2021-64;

AND THAT we, the Board, approve the revised Board Committees and Advisory Tables Policy;

AND THAT we, the Board, approve the revised Report Preparation and Submission Policy;

AND THAT the necessary By-law be presented to the Board, for consideration.

REPORT SUMMARY

To present the revised Governance & Procedural By-law, Board Committees and Table Policy and Report Preparation and Submission Policy, as recommended by the Governance and Procedural By-law Review Committee, for the Board's consideration.

BACKGROUND

At the October 15, 2020 Board meeting a discussion was held regarding amendments that should be made to the Governance and Procedural By-law. An Ad Hoc Governance and Procedural By-law Review Committee was established in January 2021 to review and amend the By-law and any supporting documents.

COMMENTS

Administration prepared a draft revised Governance and Procedural By-law, taking into consideration items raised by the Board at the October 15, 2020 Board meeting and updates and possible edits identified by CAO Office staff. Administration also made draft revisions the Board Committees Policy and Procedure and developed a draft Board Report Preparation Policy and Procedure.

At the May 2021 Committee meeting, revised draft documents were reviewed by the Committee and on consensus Administration was directed to obtain a legal review of those changes and for the solicitor regarding any further changes to be made to the By-law.

Following a thorough review by legal counsel, significant amendments were made to the By-law with the final draft of the By-law, revised policies and procedures being presented to the Committee at a meeting on November 30, 2021. On consensus the final drafts of these documents are to be presented to the Board for review and approval.

The Committee was advised that a Board Evaluation form would need to be prepared as directed in the By-law. On consensus of the Committee, Administration will prepare a brief Board Evaluation form and provide to the Board for consideration in January 2022.

FINANCIAL IMPLICATIONS



There are no financial implications relative to this Report.

CONCLUSION

It is concluded that the Governance and Procedural By-law has been review by the Committee and that the revisions identified by the Committee are recommended for approval by the Board.

REFERENCE MATERIALS ATTACHED

- Attachment #1 [By-law No. 03-2021 Governance and Procedural By-law](#)
- #2 [Board Committee Policy](#)
- #3 [Board Committee Procedure](#)
- #4 [Report Preparation and Submission Policy](#)
- #5 [Report Preparation and Submission Procedure](#)
- #6 [Board Report Template](#)

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