



Memorandum

Date: June 21, 2022
To: Members of the Board
From: Bill Bradica, Chief Administrative Officer
Subject: **Board Meeting Evaluation**

The Ad-hoc Governance and Procedural By-law Review Committee reviewed and amended the Governance and Procedural By-law along with various other documents related to the By-law. At the November 30, 2021 Committee Meeting, on consensus, the Committee Members directed Administration to provide the finalized documents to the Board at the December 2021 Board Meeting and to develop, from the Committee discussions, a brief monthly Board Evaluation form to be approved by the Board.

Administration has developed a brief Board Evaluation form to be completed by all Board Members following each Board Meeting to determine and improve the Board's effectiveness, culture, productivity and contribution to the Corporation.

At the December 16, 2021 Board Meeting Administration presented the Board with Report No. 2021-64 providing a revised Governance and Procedural By-law. The Board approved the new By-law with Resolution #21/92. Within the approved By-law 03-2021, the reference to the Board Evaluation was incorrectly noted as Annual, not the agreed upon monthly evaluation. Therefore, Administration recommends that the amended Governance and Procedural By-law #03-2021 be presented to the Board for approval at the September Board Meeting.

Administration will present the following resolution for consideration at the July 21, 2022 Board Meeting:

THAT with respect to the Memorandum from William (Bill) Bradica, Chief Administrative Officer, we, The District of Thunder Bay Social Services Administration Board (the Board), approve the Monthly Board Evaluation form as presented;



**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

AND THAT we direct Administration to provide the corrected Governance and Procedural By-law #03-2021 at the September Board Meeting for approval.

Sincerely,

William (Bill) Bradica
Chief Administrative Officer

WB/gf

Attachment #1 [Board Meeting Evaluation Form](#)



BOARD MEETING EVALUATION

Board Meeting Date:

According to By-law #03-2021 2.(2)(viii) every Member of the Board shall participate in a monthly Board evaluation process to determine and improve the Board's effectiveness, culture, productivity and contribution to the Corporation. To assist in the evaluation, please complete the questions below.

| | Yes | No | NA |
|--|-----|----|----|
| Did you feel adequately prepared for the meeting? | | | |
| The purpose of the meeting was clearly communicated in the agenda. | | | |
| The reports presented by Administration were relevant to the work of the Board. | | | |
| The Board Chair effectively moderated the meeting. | | | |
| Sufficient time was allocated to each agenda item. | | | |
| Board Members had an opportunity to participate. | | | |
| Information was sufficient to make informed decisions. | | | |
| Decisions involving ethical issues were made thoughtfully and responsibly. | | | |
| The responsibility to provide timely follow up from this meeting was clearly identified. | | | |
| The meeting was the appropriate length of time. | | | |
| The meeting met my expectations. | | | |

Comments: