

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: January 18, 2024

RE: **Correction to November 30, 2023, Special Board Meeting Minutes**

Administrative Recommendation:

THAT the corrected minutes of the November 30, 2023 Special Board Meeting be adopted.

Purpose:

To ensure accuracy of the minutes of the November 30, 2023 Special Board Meeting.

Analysis:

Administration has become aware that the minutes of the November 30, 2023, Special Board meeting as adopted by the Board of Directors on December 21, 2023, did not reflect that the Chair reported out in open meeting the resolution passed earlier in the meeting in closed session. The November 30, 2023, Special Board Meeting minutes have been corrected to reflect the resolution regarding the appointment of Jim Zaffino as Chief Administrative Officer. The corrected minutes are before the Board for adoption.

Communication Strategy:

After approval by the Board of Directors, Board meeting minutes are available on the RDOS website.

Respectfully submitted:

"Gillian Cramm"

G. Cramm, Deputy Corporate Officer

Endorsed by:

C. Malden, Corporate Officer