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## MEMORANDUM

**Subject:** Request from the Thorold BIA to Appoint a Nominee to Fill the Vacant At-Large Position

**To:** Thorold City Council

**From:** Justin Letourneau, Legislative & Municipal Elections Coordinator

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Under the Thorold Business Improvement Area (BIA) Operating Guidelines, City Council is responsible for the appointment of Directors to the Thorold BIA's Board of Management (the "Board"), whose composition shall include one at-large member. The City received a request from the Thorold BIA to appoint a nominee to fill the vacant at-large seat on the Board.

The Thorold BIA received one (1) application, which has been presented for Council's consideration as Confidential Appendix 1 to this memorandum (available in the closed session agenda).

Respectfully submitted and signed by

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Justin Letourneau  
Legislative & Municipal Elections Coordinator