



# Memorandum

**Date:** November 21, 2023  
**To:** Member of the Board  
**From:** William (Bill) Bradica, Chief Administrative Officer  
**Subject:** **Nomination and Election of 2024 Board Officers, Committee & Table Members**

In accordance with the Governance and Procedural By-law Section 3(1) and (2) and Policy No. BRD-01:62 Board Committees, appointment of the Chair, Vice Chair and appointments to Board Committees and Tables are to be made at the December Meeting and will become effective on January 2, 2024.

In order for all Board members to be considered for nomination, nominations will be called for at the December meeting.

William Bradica, Secretary, will call for nominations for the position of Chair of TBDSSAB for the term ending December 31, 2024 in accordance with O. Reg. 278/98 under the *District Social Services Administration Board Act*.

William Bradica, Secretary, will call for nominations for the position of Vice-Chair of TBDSSAB for the term ending on December 31, 2024 as per the TBDSSAB Governance & Procedural By-law.

William Bradica, Secretary, will call for nominations for the five (5) Audit Committee positions for the term ending on December 31, 2024 as per the TBDSSAB Governance & Procedural By-law.

William Bradica, Secretary, will call for nominations for the two (2) Child Care and Early Years Advisory Table Advisory Table positions.

William Bradica, Secretary, will call for nominations for the two (2) Community Homelessness Prevention Initiative Advisory Table positions.



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

If more than one Member is interested in an office or position, the Board will vote by secret ballot to select the nominee for the office.

The Following Resolution will be presented for the Board's consideration at the December 14, 2023 Board meeting:

THAT effective January 2, 2024 the position of Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2024, be filled by \_\_\_\_\_.

AND THAT effective January 2, 2024 the position of Vice-Chair of The District of Thunder Bay Social Services Administration Board, for the term ending December 31, 2024, be filled by \_\_\_\_\_.

AND THAT effective January 2, 2024 the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Audit Committee, for the term ending December 31, 2024:

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

AND THAT the Committee Chair be appointed at the first Committee meeting of the year.

AND THAT effective January 2, 2024 the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Child Care and Early Years Advisory Table, for the term ending December 31, 2024:

1. \_\_\_\_\_
2. \_\_\_\_\_



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

AND THAT effective January 2, 2024 the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Community Homelessness Prevention Initiative Advisory Table, for the term ending December 31, 2024:

1. \_\_\_\_\_
2. \_\_\_\_\_

Sincerely,

William (Bill) Bradica  
Chief Administrative Officer

WB/gf

- Attachment #1 [Board Committee & Advisory Table Policy](#)
- #2 [Terms of Reference – Audit Committee](#)
- #3 [Terms of Reference – HPP Advisory Table](#)
- #4 [Terms of Reference – CCEY Advisory Table](#)