



# Memorandum

**Date:** February 28, 2023  
**To:** Members of the Board  
**From:** Keri Greaves, CPA, CMA, Manager, Finance  
**Subject:** **Certificate of Incumbency**

As a result of the various revisions to the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*, and its regulations, the province and certain financial institutions require additional information for lending activities, including mortgage renewal.

This additional information includes a Certificate of Incumbency which certifies the names and signatures of TBDSSAB's duly elected or appointed officers and directors. The attached Certificate of Incumbency must be signed by each Board Member. The completed document will be provided to the Ministry of Municipal Affairs and Housing or financial institution as part of the mortgage renewal process, and any other lending activity as required.

Sincerely,

Keri Greaves, CPA, CMA  
Manager, Finance

Attachment #1 [Certificate of Incumbency](#)



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

**CERTIFICATE OF INCUMBENCY**

TO:

WE, KEN BOSHCOFF and WILLIAM BRADICA, the undersigned Board Chair and Chief Administrative Officer respectively, of The District of Thunder Bay Social Services Administration Board, (hereinafter referred to as the "Corporation", hereby certify the following to be duly elected or appointed officers and directors of the Corporation and the respective genuine signatures of each, as of the date hereof, opposite his/her name:

**DIRECTORS**

AIELLO, Albert	_____
BOSHCOFF, Ken	_____
BOURGEAULT, Anne-Marie	_____
CHOMUT, Meghan	_____
ETRENI, Kasey	_____
GLADUN, Nancy	_____
HAMILTON, Brian	_____
JOHNSEN, Greg	_____
LYNCH, Kathleen	_____
MANNISTO, Elaine	_____
MOFFAT, Jim	_____
PASQUALINO, Dominic	_____
THIBERT, Mark	_____
VEZINA, Jim	_____

**OFFICERS**

CHAIR  
BOSHCOFF, Ken \_\_\_\_\_

VICE-CHAIR  
CHOMUT, Meghan \_\_\_\_\_

CHIEF ADMINISTRATIVE OFFICER  
BRADICA, William (Bill) \_\_\_\_\_

DATED at Thunder Bay this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

THE DISTRICT OF THUNDER BAY SOCIAL  
SERVICED ADMINISTRATION BOARD

Per: \_\_\_\_\_  
Name: Ken Boshcoff  
Title: Chair

Per: \_\_\_\_\_  
Name: William Bradica  
Title: Chief Administrative Officer

We have the Authority to bind the Corporation