



Memorandum

Date: June 1, 2023
To: Members of the Board
From: William Bradica, Chief Administrative Officer
Subject: **Signing Authority for Summer Months**

As the Board of The District of Thunder Bay Social Services Administration Board (TBDSSAB) will not be meeting during July and August 2023, it is requested that interim arrangements be approved to ensure that the daily operation of TBDSSAB continue, and that any urgent items that arise during this time period are properly dealt with.

Administration recommends that the following resolution be presented to the Board for consideration:

“THAT with respect to the recommendation of Administration relative to any urgent items that require Board approval for the months of July, August and the beginning of September, we authorize the Chief Administrative Officer and the Chair, or Vice Chair in the absence of the Chair, to sign any required documents with respect to items included in the approved 2023 Budget that exceed \$450,000;

AND THAT we authorize the Board Chair and Vice-Chair to review and approve for signing, any items outside of the approved 2023 Budget that are time sensitive;

AND THAT a Report be presented to the Board at the September Board meeting outlining any such items for the Board’s information.”

Sincerely,

William (Bill) Bradica
Chief Administrative Officer

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