



City Manager's Department

Memorandum

TO:	Members of City Council	FILE:
FROM:	Krista Power, Director – Legislative Services & City Clerk	
DATE:	11/10/2025 (mm/dd/yyyy)	
SUBJECT:	Appointment of Acting City Clerks – Katie Piché and Crystal DePeuter	
MEETING & DATE:	City Council - 12/02/2025 (mm/dd/yyyy)	

In order to provide for the effective management of the Office of the City Clerk, and more particularly ensuring that the statutory responsibilities of the Clerk can be fulfilled during absences of the City Clerk and Deputy City Clerk, it is recommended that both Katie Piché and Crystal DePeuter be appointed as Acting City Clerks, effective December 2, 2025.

The *Municipal Act, 2001*, Section 228(4), provides authority the delegation of the duties of the City Clerk for the appointment of Acting City Clerks, as might be necessary.

Accordingly, the following motion is presented for City Council's consideration at its December 2, 2025 meeting, and if approved, By-law 89-2025 will be presented later in the evening.

WITH RESPECT to By-law 89-2025 being a By-law to Appoint two (2) Acting City Clerks, to be presented at the December 2, 2025 City Council meeting, we recommend that City Council pass a by-law to appoint two (2) Acting City Clerks for The Corporation of the City of Thunder Bay to support on-going office procedures, in the absences of the City Clerk and Deputy City Clerk;

AND THAT By-law 89-2025 to appoint Katie Piché and Crystal DePeuter as Acting City Clerks for The Corporation of the City of Thunder Bay be presented to City Council for ratification.