



Memorandum

Corporate By-law Number: 089-2025-City Manager's Office-Office of the City Clerk

TO: Office of the City Clerk **FILE:**

FROM: Jeff Walters, Deputy City Clerk
Office of the City Clerk, City Managers' Department

DATE PREPARED: November 10, 2025

SUBJECT: By-law 89-2025 – Appointment of Acting City Clerks

MEETING DATE: City Council – December 2, 2025

By-law Description: A by-law to appoint two (2) Acting City Clerks for The Corporation of the City of Thunder Bay

Authorization: Resolution – Committee of the Whole – December 2, 2025.

By-law Explanation: The purpose of this by-law is to appoint two (2) Acting City Clerks for The Corporation of the City of Thunder Bay

Schedules and Attachments:

Amended/Repealed By-law Number(s):



THE CORPORATION OF THE CITY OF THUNDER BAY
BY-LAW NUMBER 89-2025

A by-law to appoint Acting City Clerks for The
Corporation of the City of Thunder Bay

Recitals

1. Pursuant to Section 228(1) of the *Municipal Act, 2001* S.O. 2001, c.25, the Council may appoint an Acting City Clerk during the absence of the City Clerk and the Deputy City Clerk.

ACCORDINGLY, THE COUNCIL OF THE CORPORATION OF THE CITY OF THUNDER BAY ENACTS AS FOLLOWS:

1. THAT Katie Piché be and is hereby appointed as Acting City Clerk during the absence of the City Clerk and Deputy City Clerk, exercising the duties of the City Clerk at the direction of the City Clerk.

2. THAT Crystal DePeuter be and is hereby appointed as Acting City Clerk during the absence of the City Clerk and Deputy City Clerk, exercising the duties of the City Clerk at the direction of the City Clerk.

3. This By-law shall come into force and take effect on the date it is passed.

Enacted and passed this 2nd day of December, A.D. 2025 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Andrew Foulds
Speaker

Krista Power
City Clerk