



City Council Report

REPORT NUMBER 272-2025-City Manager's Office-Office of the City Clerk

DATE

PREPARED

August 12, 2025

FILE

MEETING DATE

September 2, 2025

SUBJECT

Appointment of Acting Mayors 2025-2026

RECOMMENDATION TO CITY COUNCIL

WITH RESPECT to Report 272-2025-City Manager's Office-Office of the City Clerk, and pursuant to Section 242 of the *Municipal Act, 2001*, we recommend that the following Members of Council be appointed Acting Mayor, in the Mayor's absence, for the month indicated opposite their name:

December 2025	Councillor Pasqualino
January 2026	Councillor Zussino
February 2026	Councillor Oliver
March 2026	Councillor Foulds
April 2026	Councillor Aiello
May 2026	Councillor Agarwal
June 2026	Councillor Etreni
July 2026	Councillor Ch'ng
August 2026	Councillor Johnsen
September 2026	Councillor Hamilton
October 2026	Councillor Bentz
November 2026	Councillor Giertuga

AND THAT By-law 271-2025 be presented to City Council for ratification on September 2, 2025.

AND THAT any necessary by-laws be presented to City Council for ratification.

EXECUTIVE SUMMARY

This report authorizes the appointment of Acting Mayors for the period December 2025 to November 14, 2026 and provides information relative to the process used in the assignments of Acting Mayors for ceremonial or compliance requirements on behalf of the Mayor, in the Mayor's absence.

DISCUSSION

The *Municipal Act, 2001* provides provisions under section 242 to allow municipalities the power to appoint, by by-law, a member of Council to act in the place of the Mayor, should the Mayor be absent or unavailable. Duties of the Acting Mayor would include, but not be limited to, presiding at City Council meetings, representing the City at community events, or to exercise the powers and perform the duties of Mayor under the *Emergency Civil Management and Protection Act* (EMCPA) and the City's Emergency Plan By-law, where the Mayor is absent or unable to act.

Any Strong Mayor powers and duties under Part VI.1 of the Municipal Act do not transfer to any Acting Mayor. Only individuals elected to the position of Mayor may exercise strong mayor powers and duties.

The procedure for selecting Acting Mayors was introduced in 2016 and has been used annually since. Members of Council are asked to indicate the preferred months they would like to be appointed as Acting Mayor. The schedule is then created by the Office of the City Clerk and presented to Council for approval and passing of the subsequent bylaw.

This process is particularly important in advance of a Municipal Election as it ensures there is no advantage provided to any member of council in advancing their campaign as per the *Municipal Elections Act* (MEA) and the Use of Corporate Resources: Municipal Election Corporate Policy 08-01-06. The 2026 Municipal Election takes place on October 26, 2026 and the last day of the term for the 2022-2026 City Council is November 14, 2026. The Acting Mayor By-law as outlined in this report will cease to be in effect on November 15, 2026 as City Council will welcome the 2026-2030 term of City Council and a new Acting Mayor By-law will be required for 2026-2027.

The City Clerk is the protocol officer for the City of Thunder Bay. Any concerns relating to the types of requests received for the Acting Mayor should be referred to the Clerk for direction. The Mayor's Office, in consultation as required with the Office of the City

Clerk, is responsible for managing the requests for the Mayor's participation in an event, and will adhere to the following process:

1. The request for the Mayor's attendance is received.
2. If the Mayor is unavailable, the Executive Assistant to the Mayor will review the Acting Mayor By-law to determine and request participation from the Acting Mayor associated with the month of the event.
3. If the Acting Mayor is available, the Executive Assistant will provide the necessary information and the Acting Mayor will attend the event.
4. If the Acting Mayor is not available, the Executive Assistant will move forward on a month-by-month basis until an Acting Mayor is determined to be available.
5. Should no Acting Mayor be available after all months are exhausted, the Executive Assistant will contact the event organizer and advise that no member of Council is available to attend. Should a member of Council not be available and only in urgent situations, the highest-ranking City Official will be called upon to complete the ceremonial duties on behalf of the Mayor.
6. It has become practice that should the Mayor or Acting Mayor be unavailable immediately prior to an event, every attempt will be made to find another Member who can attend.
7. The Executive Assistant will use discretion when confirming a replacement or cancelling the attendance of a City representative.

FINANCIAL IMPLICATION

There are no direct costs associated with the Acting Mayor. An annual budget of \$5,000 has been in place since 2021 for any costs associated with Acting Mayor related duties such as travel. Any expenses incurred by a Councillor in their Acting Mayor capacity is reported in the annual Council remuneration report.

CONCLUSION

It is concluded that Acting Mayors should be appointed for each month of the calendar year through to November 2026 as outlined in this report.

BACKGROUND

Pursuant to the *Municipal Act, 2001*, an annual schedule for Acting Mayors is determined by Council and enacted by by-law.

Pursuant to the *Municipal Elections Act*, the Municipal Election for 2026 will take place on October 26, 2026 and the term of the 2026-2030 City Council will begin on November 15, 2026.

REPORT PREPARED BY

Jeff Walters, Deputy City Clerk

REPORT SIGNED AND VERIFIED BY

John Collin, City Manager

08/27/2025 (MM/DD/YEAR)