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**REPORT NUMBER** 202-2022-City Manager's Office-Office of the City Clerk

**DATE**

**PREPARED**

November 3, 2022

**FILE**

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**MEETING DATE**

November 28, 2022

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**SUBJECT**

Appointment of Acting Mayors 2022-2023

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## **RECOMMENDATION**

WITH RESPECT to Report R 202-2022 (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	2022	Councillor Kristen Oliver
January	2023	Councillor Trevor Giertuga
February	2023	Councillor Michael Zussino
March	2023	Councillor Mark Bentz
April	2023	Councillor Brian Hamilton
May	2023	Councillor Andrew Foulds
June	2023	Councillor Kasey Etreni
July	2023	Councillor Greg Johnsen
August	2023	Councillor Rajni Agarwal
September	2023	Councillor Shelby Ch'ng
October	2023	Councillor Albert Aiello
November	2023	Councillor Dominic Pasqualino

AND THAT the necessary by-law be presented to City Council for ratification.

## **EXECUTIVE SUMMARY**

This report authorizes the appointment of Acting Mayors for the period December 2022 to November 2023 and provides information relative to the process used in the

assignments of Acting Mayors for ceremonial or compliance requirements 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. This is to ensure that the statutory duties of the Mayor are fulfilled at all times. This would include, but not be limited to, presiding at City Council meetings, representing the City at community events, or 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.

In 2016, a procedure for choosing the Acting Mayor was established, and it is still in place today. Members of Council are asked to indicate the preferred months they would like to be appointed as Acting Mayor. The schedule is then be created by the Office of the City Clerk and presented to Council for approval and passing of the subsequent by-law.

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 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. In 2021, Council approved a \$5,000 budget for 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 2023 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.

### ***REFERENCE MATERIAL ATTACHED:***

None.

### ***PREPARED BY:***

Dana Earle, Deputy City Clerk

### ***REPORT SIGNED AND VERIFIED BY:***

Norm Gale, City Manager

Date: 11/18/2022