



**City Council Meeting
Additional Information**

**Tuesday, October 21, 2025, 6:30 p.m.
S.H. Blake Memorial Auditorium**

	Pages
4. Consent Agenda and Consent Agenda Resolution	
4.4 Finance & Administration Standing Committee Minutes	
*4.4.1 Finance & Administration Standing Committee Minutes	3 - 9
The Minutes of the Finance & Administration Standing Committee held on Tuesday, October 14, 2025, for information. Distributed separately on Friday, October 17, 2025.	
4.5 Quality of Life Standing Committee Meeting Minutes	
*4.5.1 Quality of Life Standing Committee Minutes	10 - 12
The Minutes of the Quality of Life Standing Committee held on Tuesday, October 14, 2025, for information. Distributed separately on Friday, October 17, 2025.	
7. Reports of Administration	
7.2 Terms of Reference - Inter-Governmental Affairs Committee 2025	
*7.2.1 Terms of Reference - Inter-Governmental Affairs Committee 2025	13 - 30
Report 331-2025-City Manager's Office-Office of the City Clerk providing a recommendation that the Terms of Reference for the Inter-Governmental Affairs Committee, as appended to the report as Attachment A, be approved, for Council's consideration were distributed separately on Monday, October 20, 2025. WITH RESPECT to Report (331-2025-City Manager's Office-Office of the City Clerk), we recommend that the Terms of	

Reference for the Inter-Governmental Affairs Committee, as appended to this report as Attachment A, be approved;

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

9. New Business

***9.1 Establishment of Committee of the Whole - Closed Session - Tuesday, November 4, 2025**

The following resolution is presented to establish a Committee of the Whole - Closed Session Meeting on Tuesday, November 4, 2025:

THAT a Committee of the Whole – Closed Session meeting be scheduled for Tuesday, November 4, 2025 at 5:00 p.m. in order to receive information pursuant to the Municipal Act (Section 239 (2)) relative to:

(i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

10. Notice of Motion

10.1 Notice of Motion - Amend - A Human Rights-Based Community Action Plan for Thunder Bay

***10.1.1 Notice of Motion - Amend - A Human Rights-Based Community Action Plan for Thunder Bay**

Confidential Memorandum from Brendan Hardick Solicitor II dated October 15, 2025 providing additional information to the Memorandum from Kerri Marshall, Commission - Growth dated October 15, 2025. **Distributed separately to Members of City Council, City Manager, City Solicitor, Commissioner - Growth and Director - Strategy & Engagement only.**



Finance & Administration Standing Committee Meeting Minutes

Tuesday, October 14, 2025, 4:31 p.m.

S.H. Blake Memorial Auditorium

Present: Mayor Ken Boshcoff
Councillor Albert Aiello
Councillor Mark Bentz
Councillor Brian Hamilton
Councillor Michael Zussino

Officials: Jeff Walters, Manager- Legislative Services & Deputy City Clerk
John Collin, City Manager
Patty Robinet, City Solicitor
Keri Greaves, Commissioner - Corporate Services & City Treasurer
Matthew Miedema, Acting Commissioner - Infrastructure & Operations
Krista Power, Director - Legislative Services & City Clerk
Dana Earle, Director - Customer Service
Andrea Morrison, Director - Finance
Katie Piché, Council & Committee Clerk

1. Finance and Administration Standing Committee in the S.H. Blake Memorial Auditorium (Council Chambers)

Chair: Councillor Mark Bentz

2. Land Acknowledgement

Councillor Albert Aiello provided a land acknowledgement.

3. Disclosures of Interest

4. Confirmation of Agenda

MOVED BY: Councillor Michael Zussino

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to the October 14, 2025 Finance and Administration Standing Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

5. Deputations

5.1 Request for Exemption - Animal Keeping By-law

Correspondence received from Lisa Parent, dated September 15, 2025 requesting to provide a deputation relative to requesting an exemption to the Animal Keeping By-law.

Additional material, including letters of support received from deputant Lisa Parent relative to the Request for Exemption - Animal Keeping By-law was distributed separately on Friday, October 10, 2025.

Memorandum from Commissioner-Corporate Services Keri Greaves, dated October 3, 2025, relative to the request for exemption to the Animal Keeping By-law.

Dane Parent, Lyana Parent and Bobbie-Sue Caratti appeared before Committee, provided a deputation and responded to questions.

Referral - Request for Exemption - Animal Keeping By-law

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Michael Zussino

WITH RESPECT to the deputation from Dane Parent and Bobbie-Sue Caratti requesting an exemption to the animal keeping By-law 120-1983, we recommend that Administration report back to City Council relative to the exemption of ball pythons;

AND THAT Administration report back on or before Q2 2026.

CARRIED

6. Minutes of Previous Meetings

Minutes of Finance and Administration Standing Committee, held on September 9, 2025, for information.

7. Reports of Administration

7.1 Art Gallery Additional Contribution

At the August 25, 2025 Committee of the Whole meeting, a resolution was passed referring the Art Gallery's request for additional funding back to Administration, and recommending that Administration report back by the end of October 2025 with information on timelines, financial impacts, recommended funding sources, and how the funds could be released if approved.

Report 295-2025-Corporate Services requesting endorsement of the Standing Committee relative to the new Thunder Bay Art Gallery facility and the capital costs associated with construction.

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to Report 295-2025-Corporate Services, we request endorsement of the Standing Committee to forward the following recommendations to City Council:

WE RECOMMEND THAT an additional \$2.5 million be allocated to the Thunder Bay Art Gallery for the capital costs associated with construction of the new Art Gallery facility;

AND THAT the sources of financing for this additional contribution be as follows:

Municipal Accommodation Tax Reserve Fund \$0.75 million

Municipal Accommodation Tax Reserve Fund \$0.50 million (2026 Budget)

Renew Thunder Bay Reserve Fund \$1.25 million;

AND THAT the release of any additional municipal funding be conditional upon confirmation of all other funding sources required to achieve partial opening;

AND THAT the Mayor and City Clerk be authorized to sign the funding agreement and any subsequent agreements or amendments between The Corporation of the City of Thunder Bay and Thunder Bay Art Gallery relative to this project;

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

LOST

A revote was requested.

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to Report 295-2025-Corporate Services, we request endorsement of the Standing Committee to forward the following recommendations to City Council:

WE RECOMMEND THAT an additional \$2.5 million be allocated to the Thunder Bay Art Gallery for the capital costs associated with construction of the new Art Gallery facility;

AND THAT the sources of financing for this additional contribution be as follows:

Municipal Accommodation Tax Reserve Fund\$0.75 million

Municipal Accommodation Tax Reserve Fund\$0.50 million (2026 Budget)

Renew Thunder Bay Reserve Fund \$1.25 million;

AND THAT the release of any additional municipal funding be conditional upon confirmation of all other funding sources required to achieve partial opening;

AND THAT the Mayor and City Clerk be authorized to sign the funding agreement and any subsequent agreements or amendments between The Corporation of the City of Thunder Bay and Thunder Bay Art Gallery relative to this project;

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

At the request of the Chair, Councillor Albert Aiello assumed the chair.

Amendment - Art Gallery Additional Contribution

MOVED BY: Councillor Mark Bentz

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to Report 295-2025-Corporate Services, we recommend that the \$1.25 million contribution from Renew Thunder Bay Reserve Fund be removed.

LOST

Councillor Mark Bentz resumed the Chair.

Original Resolution - Art Gallery Additional Contribution

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to Report 295-2025-Corporate Services, we request endorsement of the Standing Committee to forward the following recommendations to City Council:

WE RECOMMEND THAT an additional \$2.5 million be allocated to the Thunder Bay Art Gallery for the capital costs associated with construction of the new Art Gallery facility;

AND THAT the sources of financing for this additional contribution be as follows:

Municipal Accommodation Tax Reserve Fund \$0.75 million

Municipal Accommodation Tax Reserve Fund \$0.50 million (2026 Budget)

Renew Thunder Bay Reserve Fund \$1.25 million;

AND THAT the release of any additional municipal funding be conditional upon confirmation of all other funding sources required to achieve partial opening;

AND THAT the Mayor and City Clerk be authorized to sign the funding agreement and any subsequent agreements or amendments between The Corporation of the City of Thunder Bay and Thunder Bay Art Gallery relative to this project;

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

LOST

7.2 Request from Thunder Bay Community Auditorium Reserve Fund

Report 321-2025-Corporate Services-Finance requesting endorsement of the Standing Committee relative to the Thunder Bay Community Auditorium Capital Reserve Fund.

MOVED BY: Councillor Albert Aiello

SECONDED BY: Councillor Brian Hamilton

WITH RESPECT to Report 321-2025-Corporate Services-Finance, we request endorsement of the Standing Committee to forward the following recommendations to City Council:

WE RECOMMEND THAT \$119,627 be reimbursed to the Thunder Bay Community Auditorium Inc. for eligible capital repair costs, to be funded from the Thunder Bay Community Auditorium Capital Reserve Fund;

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

CARRIED

7.3 Terms of Reference - Inter-Governmental Affairs Committee

Report 300-2025-City Manager's Office-Office of the City Clerk requesting endorsement of the Standing Committee relative to the terms of reference for the Inter-Governmental Affairs Committee.

MOVED BY: Mayor Ken Boshcoff

SECONDED BY: Councillor Michael Zussino

WITH RESPECT to Report 300-2025-City Manager's Office-Office of the City Clerk, we request endorsement of the Standing Committee to forward the following recommendation to City Council:

WE RECOMMEND THAT the Terms of Reference for the Inter-Governmental Affairs Committee, as appended to this report as Attachment A, be approved;

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

CARRIED

8. Petitions and Communications

8.1 Project Initiation - Centralized Customer Service

Memorandum from Director-Customer Service Dana Earle dated September 12, 2025 relative to the project initiation of the City of Thunder Bay's Centralized Customer Service.

Director-Customer Service Dana Earle provided a PowerPoint presentation relative to the project initiation of the City of Thunder Bay's Centralized Customer Service and responded to questions.

9. Adjournment

The meeting adjourned at 6:31 p.m.



Quality of Life Standing Committee Meeting Minutes

Tuesday, October 14, 2025, 7:02 p.m.

S.H. Blake Memorial Auditorium

Present: Mayor Ken Boshcoff
Councillor Shelby Ch'ng
Councillor Andrew Foulds
Councillor Greg Johnsen
Councillor Kristen Oliver

Officials: Jeff Walters, Manager – Legislative Services & Deputy City Clerk
John Collin, City Manager
Michael Grimaldi, Solicitor
Keri Greaves, Commissioner - Corporate Services & City Treasurer
Kelly Robertson, Commissioner-Community Services
Mathew Miedema, Acting Commissioner – Infrastructure & Operations
Dave Paxton, Chief of Fire
Dave Tarini, Deputy Chief of Fire
Jack Avella, Director - Corporate Information Technology
Shawna Fowlds, GIS & Data Coordinator
Katie Piché, Council & Committee Clerk

1. Quality of Life Standing Committee in the S.H. Blake Memorial Auditorium (Council Chambers)

Chair: Councillor Kristen Oliver

2. Land Acknowledgement

Councillor Greg Johnsen provided a land acknowledgement.

3. Disclosures of Interest

4. Confirmation of Agenda

MOVED BY: Councillor Andrew Foulds

SECONDED BY: Councillor Greg Johnsen

WITH RESPECT to the October 14, 2025 Quality of Life Standing Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

5. Presentations

5.1 City Neighbourhood Services - Interactive Map Launch

Director-Corporate Information Technology Jack Avella to provide a presentation relative to the City Neighbourhood Services Interactive Map Launch.

Director-Corporate Information Technology Jack Avella and GIS & Data Coordinator Shawna Fowlds appeared before Committee, provided a PowerPoint presentation and responded to questions.

6. Deputations

6.1 Fire Smart Plan

Correspondence from Laird Van Damme, dated September 5, 2025 requesting to provide a deputation relative to developing a Fire Smart Plan.

Laird Van Damme appeared before Committee, provided a PowerPoint presentation and responded to questions.

Referral - Fire Smart Plan

MOVED BY: Councillor Andrew Foulds

SECONDED BY: Councillor Shelby Ch'ng

WITH RESPECT to the deputation from Laird Van Damme relative to the City of Thunder Bay implementing a Fire Smart Plan, we recommend that Administration report back to the Quality of Life Standing Committee for consideration of the development and refinement of a Fire Smart Plan.

CARRIED

7. Minutes of Previous Meetings

Minutes of Quality of Life Standing Committee, held on September 23, 2025, for information.

8. Reports of Administration

8.1 Operating Model Indoor Turf Facility

Report 313-2025-Community Services seeking feedback from the Standing Committee on the proposed operating model for the facility and providing information on the use of a third party operator or the City of Thunder Bay taking on the operation of the facility, for information.

Confidential Memorandum from Commissioner-Community Services Kelly Robertson dated October 8, 2025 relative to Report 313-2025-Operating Model Indoor Turf Facility, for information was distributed separately to Members of Council, City Manager, City Solicitor, Commissioner-Community Services and Director-Human Resources on Friday, October 10, 2025.

Commissioner-Community Services Kelly Robertson provided a PowerPoint presentation and responded to questions.

9. Adjournment

The meeting adjourned at 8:33 p.m.

City Council Report

REPORT NUMBER 331-2025-City Manager's Office-Office of the City Clerk

DATE

PREPARED

October 3, 2025

FILE

**CITY COUNCIL
MEETING DATE**

October 21, 2025

SUBJECT

Terms of Reference – Inter-Governmental Affairs Committee 2025

RECOMMENDATION TO CITY COUCIL

WITH RESPECT to Report (331-2025-City Manager's Office-Office of the City Clerk), we recommend that the Terms of Reference for the Inter-Governmental Affairs Committee, as appended to this report as Attachment A, be approved;

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

EXECUTIVE SUMMARY

The Inter-Governmental Affairs Committee (IGAC) is composed of five members of City Council and acts as the primary vehicle for advocacy on municipal concerns and relationship building with the Provincial and Federal governments, Indigenous political bodies and other groups.

The committee's Terms of Reference (TOR) are reviewed annually.

With this report, IGAC is seeking feedback and approval of City Council for a recommended a shift in the composition of IGAC to reflect changes in the new Procedural By-law, By-law 217-2025 which took effect on September 1, 2025. The committee recommends that composition include a representative of each Standing Committee (Chair, Vice Chair or designate), the Mayor and a fifth member of City Council selected by their peers. Other recommended updates to the Terms of Reference include the addition of a section relative to communication, as well as a few minor updates in the TOR language to better reflect ongoing clarity and transparency.

DISCUSSION

Procedural By-law 217-2025 was approved by City Council on July 15, 2025, and has been in effect since September 1, 2025. The new by-law included a change in Thunder Bay's

governance structure with the introduction of three Standing Committees: Finance & Administration, Growth, and Quality of Life.

The Inter-Governmental Affairs Committee had previously discussed this change in governance and the possibility of shifting the composition of IGAC to ensure efficiency, alignment with City Council priorities, and communication with Standing Committees.

At their meeting on September 10, 2025, IGAC discussed potential changes to the committee's Terms of Reference. In addition to some minor changes, the following changes to the TOR were approved by the committee:

- Addition of a section relative to clarifying communication protocols, including committee transparency, information sharing, attendance at conferences/delegations, and participation by non-voting members of Council or Administration
- Change in committee composition so that the five members would include:
 - The Chair, Vice Chair or designate of each Standing Committee (Quality of Life, Growth and Finance & Administration) (3)
 - The Mayor (Head of Council) (1)
 - A Member of Council selected by their peers to represent City Council on IGAC (1)

CONSULTATION (INCLUDING STANDING COMMITTEES AND/OR PUBLIC ENGAGEMENT)

The Terms of Reference were presented to the Finance & Administration Standing Committee on October 14, 2025. At Standing Committee, there was discussion as to how the fifth member of IGAC would be selected, being a member of Council selected by their peers. It was also shared that it is considered best practice to have five members for a committee for quorum and ease of voting, eliminating the possibility of tie votes.

Standing Committee was informed that having a separate IGAC was a best practice in municipalities, allowing the group to debate and discuss matters of municipal significance impacted by other levels of government.

Standing Committee did endorse the Terms of Reference as presented.

The appended Terms of Reference are now presented to City Council for approval.

FINANCIAL IMPLICATION

There are no financial implications associated with this report.

BACKGROUND

The Inter-Governmental Affairs Committee was established by resolution in Committee of the Whole on November 8, 2004. The committee was established for the purpose of facilitating ongoing liaison with local Members of the Provincial and Federal parliaments; and to develop a strategy for liaison.

Since its inception, the role of the committee has evolved, as reflected in periodic updates to its Terms of Reference, to become the main forum for municipal advocacy and relationship building with Provincial and Federal governments, Indigenous political bodies, government agencies, and private sector stakeholders.

REFERENCE MATERIAL ATTACHED

Attachment A – Proposed IGAC Terms of Reference
Attachment B – Current IGAC Terms of Reference

REPORT PREPARED BY

Krista Power, Director of Legislative Services & City Clerk, and Leanne Lavoie, Executive Administrator – City Manager's Office

REPORT SIGNED AND VERIFIED BY

John Collin, City Manager

Date (10/20/2025)

INTER-GOVERNMENTAL AFFAIRS COMMITTEE

TERMS OF REFERENCE

1. Name of Committee

The Committee shall be named the “Inter-Governmental Affairs Committee”.

2. Background, Assumptions and Objectives*Background:*

By resolution in Committee of the Whole on November 8, 2004, the Committee was established for the purpose of facilitating ongoing liaison with local Members of the Provincial and Federal parliaments; and to develop a strategy for liaison.

Since its establishment the role of the Committee has evolved, as reflected in periodic updates to its terms of reference, to where it acts as the primary vehicle for advocacy on municipal concerns and relationship building with the Provincial and Federal governments, Indigenous political bodies and a variety of government agencies and private interests.

Assumptions:

It is assumed that:

- It is in the best interest of City Council to have a strategy to identify opportunities that will further enhance Thunder Bay and meet the strategic initiatives.
- Projects and initiatives will be reported to City Council through Committee minutes and various other reports as required.
- Standing Committees as established on Growth, Quality of Life and Finance & Administration will provide input into priority setting for City Council as a whole and provide information on matters that may require advocacy to other levels of government.

Objectives:

TERMS OF REFERENCE

APPROVED BY INTER-GOVERNMENTAL AFFAIRS COMMITTEE – SEPTEMBER 10, 2025

Through consultation with members of Administration, the Committee will:

- Develop, establish and initiate the implementation of a process for ongoing communication of and about issues of municipal concerns.
- Respond as needed on issues of municipal concern through lobbying efforts at the Provincial and Federal orders of government.
- Align advocacy initiatives with City Council's strategic priorities and address community needs.
- Advocate for community issues through, but not limited to the Thunder Bay District Municipal League, Northwestern Ontario Municipal Association (NOMA), Ontario Good Roads Association (OGRA), Association of Municipalities of Ontario (AMO), Ontario Chamber of Commerce (OCC), and Canadian Chamber of Commerce (CCC).
- Organize dialogues with other orders of government, the Indigenous community and its representative organizations and other community stakeholders.
- Provide strategies and responses on issues referred to the Committee by City Council and Administration.
- Serve as the forum through which issues involving relationships with other governments and agencies can be addressed and strategies and actions recommended to City Council.
- Receive deputations from stakeholders, organizations, groups and individuals where City Council may not have jurisdiction but may seek to advocate to another level of government on a matter affecting the city or the region.

3. Resources and Finances

Travel expenses authorized by the Committee will be financed from the budget for Inter-Governmental activities, recorded in the minutes and approved by resolution of the Committee.

All costs borne by Committee members will be duly reported in the annual Remuneration Report as required by the *Municipal Act*.

Additional funding requests from time to time as necessary and appropriate are to be presented to City Council for consideration.

4. Communication

Committee Transparency

All meetings of Advisory and Special Committees of Council will be open to the public, including agendas and meeting materials. Meetings may only be closed when the information received by the committee meets one of the exceptions listed in the *Municipal Act* (Section 239 (2)). A closed session meeting will be conducted in accordance with the procedures established by Director of Legislative Services & City Clerk.

The Committee will ensure transparency and accountability in developing and approving advocacy materials and ensuring that all advocacy efforts align with strategic priorities of City Council.

Information Sharing

Prior to attendance at planned conferences or scheduled delegation meetings with other orders of government, policy briefs will be shared with all members of City Council. Members of Council seeking to provide input on policy briefs are invited to share communicate their views to the Chair or in their absence the Vice Chair of the Committee.

The Office of the City Clerk and/or the Executive Administration to the City Manager will be the conduit for sharing of information with City Council and ensure that appropriate release of information follows the city's Communications Policy (i.e. spokesperson for Committee, media opportunities and release of public information). Where information is made available by other local boards or agencies in advance of lobbying efforts, it will be shared with all members of City Council as well (i.e. Board of Health, Thunder Bay District Social Services Administration Board).

Attendance at Conferences/Delegations

Members of Council outside of appointed members to the Intergovernmental Affairs Committee may attend conferences they deem beneficial to their roles as elected officials. Costs for attendance and travel shall be borne by the member's budget.

Members of Council attending conferences where delegations are taking place are open to attending delegation meetings with Ministerial representatives as spectators and providing feedback to members of committee via the Chair in advance or following the delegation.

Non-Voting Council/Administration

All other members of City Council or Administration, may participate in discussions and debate on matters before the Committee, and provide information, advice and assistance to the Committee as they are able.

5. Deliverables

1. Undertake ongoing liaison, through direct meetings with elected representatives and government officials of the Provincial and Federal parliaments, and representatives of the Indigenous Aboriginal community and area First Nations.
2. The Committee will receive reports on initiatives within the purview of other committees or being undertaken at the staff level which involve other governments or agencies. The Committee may provide advice on inter-governmental communication strategies or devise strategies for the Council's consideration which bring together a number of individual initiatives into broader strategies.
3. Key aspects of the programs under the Inter-Governmental Affairs Committee's purview include but are not limited to the following:
 - Inter-governmental relations and policies, and the process of relating to other governments and other agencies.
 - Miscellaneous but strategic issues which arise as the result of initiatives of other governments or agencies which are not the purview of specific function committees.
 - Legislative changes related to overall governance of the city.
4. Minutes of meetings of the Committee shall be recorded by the Executive Administrator to the City Manager and be forwarded by the City Clerk to a City Council meeting as information and, where resolutions passed are included in the minutes, for presentation and consideration by City Council.

6. Membership and Responsibility

Committee Composition:

The Committee shall be comprised of five (5) Members of Council,

- The Chair, Vice Chair or designate of each Standing Committee (Quality of Life, Growth and Finance & Administration) (3) Members of Council
- The Mayor (Head of Council) (1)
- A member of Council selected by their peers to represent Council on IGAC (1)

The Chair shall be selected by the Committee. The City Manager, Director of Legislative Services & City Clerk and the Policy Assistant to the Mayor shall act as administrative resources to the Committee.

The City Manager shall appoint such other members of Administration to assist the Committee as required.

Representatives of the Provincial and Federal parliaments may be invited to attend meetings of the Committee for the purposes of consultation.

All members of City Council are welcome to attend meetings of the Committee. They may participate in the meetings of the Committee, speaking to or asking questions, with the permission of the Chair. This shall not include voting on matters.

The Executive Administrator to the City Manager, or their designate, will act as Clerk to the Committee, and will provide administrative support including co-ordinating the distribution of agendas and minutes, correspondence to and on behalf of members, and booking of meeting rooms, etc.

Term of Appointment for the Committee is to align with the Term of Office.

Chair/Vice Chair

The Committee members will, from amongst themselves, annually select and appoint a Chair and a Vice Chair for the Committee whose role it will be to preside over the meetings of the Committee and generally provide leadership to the Committee in its activities, as well as approve all agenda items and provide them and related materials to the administrative resource. In addition, the Committee members will select and appoint a Vice Chair to act on behalf of the Chair in his/her absence.

Attendance

Members are expected to attend all regularly scheduled meetings of the committee as is reasonably possible, advising the Chair in advance of any absence. All meetings are available in a hybrid format if necessary. Members may participate in a meeting in person or via virtual participation. Should a member fail to attend three consecutive meetings their appointment to the committee will be subject to review as per City Council's vacancy policy.

Term of the Committee

The term of the Inter-Governmental Affairs Committee will conclude with the term of Council and be open to the potential renewal.

7. Governance

Procedural By-law

All Advisory and Special Committees of Council are governed by Procedural By-law 217/2025 on all matters contained within.

Election of Chair and Vice Chair

The Committee Chair and Vice Chair will be elected annually from within the voting Committee members.

Reporting Relationships

The Committee will report to the City Council through regular presentation of its minutes.

The Committee will present reports and information it deems appropriate to the appropriate Standing Committee and/or City Council meetings.

Quorum

Quorum at a meeting shall be a simple majority (50% + 1) of filled voting member positions.

The Members of Council shall be voting members of the Inter-Governmental Affairs Committee, with each of the five (5) appointed members of the Inter-Governmental Affairs Committee entitled to one (1) vote at Committee meetings. Only those participating at a meeting are entitled to vote on matters before the committee.

Specific recommendations to City Council will be voted on as a motion by the Committee members.

Voting Rights

All appointed members of the Committee have one vote each; a majority vote when quorum is present is required for an item to be considered. In the event of a tie vote, the item is defeated. Only those participating at a meeting are entitled to vote on matters before the committee.

Non-voting members of Council or Administration may participate in discussions on matters before the Committee, and provide information, advice and assistance to the Committee.

Terms of Reference

The Committee Terms of Reference are reviewed and approved on an annual basis. If fundamental changes are made, Terms of Reference are returned to City Council for approval. The Office of the City Clerk retains the ability to make housekeeping and administrative changes to the Terms of Reference as required.

8. Meeting Schedule

The Committee will set a calendar of meeting dates for each year and shall otherwise meet at the call of the Chair. Additional meetings may be authorized by the Chair at the request of any member of the Committee, or at the request of Administration. All meetings of the Inter-Governmental Affairs Committee will be open to the public except to deal with matters that are deemed to fall within the conditions of a closed meeting as defined in Sect. 239 of the *Municipal Act*, 2001; whereby the Committee will, by motion, establish a 'Closed Session' as per the *Municipal Act*.

Prior to meetings there will be a formal call for agenda items with the agenda and the meeting materials circulated in advance.

9. Contact

The Administrative Contact for the Inter-Governmental Affairs Committee is the Executive Administrator to the City Manager.

The Office of the City Clerk is reached by:

Telephone: 807-625-2230

Facsimile: 807-623-5468

The Executive Administrator to the City Manager is reached by:

Telephone: 807-625-2224

INTER-GOVERNMENTAL AFFAIRS COMMITTEE

TERMS OF REFERENCE

1. Name of Committee

The Committee shall be named the “Inter-Governmental Affairs Committee”.

2. Background, Assumptions and Objectives*Background:*

By resolution in Committee of the Whole on November 8, 2004, the Committee was established for the purpose of facilitating ongoing liaison with local Members of the Provincial and Federal parliaments; and to develop a strategy for liaison.

Since its establishment the role of the Committee has evolved, as reflected in periodic updates to its terms of reference, to where it acts as the primary vehicle for advocacy on municipal concerns and relationship building with the Provincial and Federal governments, Aboriginal political bodies and a variety of government agencies and private interests.

Assumptions:

It is assumed that:

- It is in the best interest of City Council to have a strategy to identify opportunities that will further enhance Thunder Bay and meet the strategic initiatives.
- Projects and initiatives will be reported to City Council through Committee minutes and various other reports as required.

Objectives:

Through consultation with members of Administration, the Committee will:

- Develop, establish and initiate the implementation of a process for ongoing communication of and about issues of municipal concerns.

TERMS OF REFERENCE

APPROVED BY INTER-GOVERNMENTAL AFFAIRS COMMITTEE – APRIL 12, 2023

- Respond as needed on issues of municipal concern through lobbying efforts at the Provincial and Federal orders.
- Advocate community issues through, but not limited to the Thunder Bay District Municipal League, Northwestern Ontario Municipal Association (NOMA), Ontario Good Roads Association (OGRA), Association of Municipalities of Ontario (AMO), Northwestern Ontario Associated Chambers of Commerce (NOACC), Ontario Chamber of Commerce (OCC), Canadian Chamber of Commerce (CCC) and Northwestern Ontario Development Network (NODN).
- Organize dialogues with other orders of government, the Aboriginal community and its representative organizations and other community stakeholders.
- Provide strategies and responses on issues referred to the Committee by Council and Administration.
- Serve as the forum through which issues involving relationships with other governments and agencies can be addressed and strategies and actions recommended to City Council.

3. Resources and Finances

The Committee's meeting activities for room bookings and where necessary refreshments will be financed from the budget and allocated to the Office of the City Clerk for City Council - Committee Expenses.

Travel expenses authorized by the Committee will be financed from the administrative budget for Inter-Governmental activities.

Additional funding requests from time to time are to be presented to Committee of the Whole for consideration.

4. Deliverables

1. Undertake ongoing liaison, through direct meetings with elected representatives and government officials of the Provincial and Federal parliaments, and representatives of the Aboriginal community and area First Nations.

2. The Committee will receive reports on initiatives within the purview of other committees or being undertaken at the staff level which involve other governments or agencies. The Committee may provide advice on inter-governmental communication strategies or devise strategies for the Council's consideration which bring together a number of individual initiatives into broader strategies.
3. Key aspects of the programs under the Inter-Governmental Affairs Committee's purview include but are not limited to the following:
 - Inter-governmental relations and policies, and the process of relating to other governments and other agencies.
 - Miscellaneous but strategic issues which arise as the result of initiatives of other governments or agencies which are not the purview of specific function committees.
 - Legislative changes related to overall governance of the city.
4. Minutes of meetings of the Committee shall be recorded by the Executive Administrator to the City Manager and be forwarded by the City Clerk to a Committee of the Whole meeting as information and, where recommendations are included in the minutes, for approval by City Council.

5. Membership and Responsibility

Committee Composition:

The Committee shall be comprised of five (5) Members of Council, one of which will be the Mayor. The Chair shall be selected by the Committee. The City Manager, City Clerk and the Policy Assistant to the Mayor shall act as administrative resources to the Committee.

The City Manager shall appoint such other members of Administration to assist the Committee as required.

Representatives of the Provincial and Federal parliaments may be invited to attend meetings of the Committee for the purposes of consultation.

All members of City Council are welcome to attend meetings of the Committee. They may participate in the meetings of the Committee, speaking to or asking questions, only with the permission of the Chair. This shall not include voting on matters.

The Executive Administrator to the City Manager, or their designate, will act as Clerk to the Committee, and will provide administrative support including co-ordinating the distribution of agendas and minutes, correspondence to and on behalf of members, and booking of meeting rooms, etc.

Term of Office

Mayor Appointee (1):

- Current Term of Council

Council Appointees (4):

- Current Term of Council

Chair/Vice Chair

The Committee members will, from amongst themselves, annually select and appoint a Chair and a Vice Chair for the Committee whose role it will be to preside over the meetings of the Committee and generally provide leadership to the Committee in its activities, as well as approve all agenda items and provide them and related materials to the administrative resource. In addition, the Committee members will select and appoint a Vice Chair to act on behalf of the Chair in his/her absence.

Attendance

Members are expected to attend all regularly scheduled meetings of the committee as is reasonably possible, advising the Chair in advance of any absence. All meetings are available in a hybrid format if necessary. Members may participate in a meeting in person or via virtual participation. Should a member fail to attend three consecutive meetings their appointment to the committee will be subject to review as per City Council's vacancy policy.

Term of the Committee

The term of the Inter-Governmental Affairs Committee will conclude with the term of Council and be subject to renewal.

6. Governance

Reporting Relationship to Council/Administration

In addition the Inter-Governmental Affairs Committee will present such reports and/or information it deems appropriate to Committee of the Whole, so as to inform City Council and the community at large of the actions, activities and programs of the Inter-Governmental Affairs Committee.

Voting Rights

The Members of Council shall be voting members of the Inter-Governmental Affairs Committee, with each of the five (5) appointed members of the Inter-Governmental Affairs Committee entitled to one (1) vote at Committee meetings. Only those participating at a meeting are entitled to vote on matters before the committee. Specific recommendations to City Council will be voted on as a motion by the Committee members.

Quorum

Quorum for meetings will require at least three voting members to be present.

The Inter-Governmental Affairs Committee will strive to reach decisions by consensus: if consensus cannot be attained, voting on motions and questions before the Committee shall be in accordance with the procedural rules for City Council and its Committees.

Terms of Reference

The Committee's Terms of Reference will be reviewed annually and, if changes are made, returned to Committee of the Whole for approval.

Non-Voting Council/Administration

All other members of Council or Administration, subject to the limitations already set out, may participate in discussions and debate on matters before the Committee, and provide information, advice and assistance to the Committee as they are able.

7. Meeting Schedule

The Committee will set a calendar of meeting dates for each year and shall otherwise meet at the call of the Chair. Additional meetings may be authorized by the Chair at the request of any member of the Committee, or at the request of Administration. All meetings of the Inter-Governmental Affairs Committee will be open to the public except to deal with matters that are deemed to fall within the

conditions of a closed meeting as defined in Sect. 239 of the *Municipal Act*, 2001; whereby the Committee will, by motion, establish a 'Closed Session' as per the Municipal Act.

Prior to meetings there will be a formal call for agenda items with the agenda and the meeting materials circulated in advance.

8. Contact

The Administrative Contact for the Inter-Governmental Affairs Committee is the Executive Administrator to the City Manager.

The Office of the City Clerk is reached by:

Telephone: 807-625-2230
Facsimile: 807-623-5468

The Executive Administrator to the City Manager is reached by:

Telephone: 807-625-2224

ADDENDUM NO. 1
(REVISED APRIL 12, 2023)

COMMITTEE MEMBERS

MEMBERS OF COUNCIL (5): TERM EXPIRY

Mayor Ken Boshcoff	Current Term of Council	November 30, 2026
Councillor Dominic Pasqualino	Current Term of Council	November 30, 2026
Councillor Kasey Etreni	Current Term of Council	November 30, 2026
Councillor Kristen Oliver	Current Term of Council	November 30, 2026
Councillor Shelby Ch'ng	Current Term of Council	November 30, 2026

RESOURCE/ADMINISTRATION:

City Manager Norm Gale
City Clerk Krista Power
Policy Assistant to the Mayor Larry Joy

ADMINISTRATIVE RESOURCE:

Executive Administrator to the City Manager Erin Nadon
Supervisor Corporate Communication & Community Engagement Stacey Levanen