

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 or Vice Chair 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