

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.
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- 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