

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

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REPORT SIGNED AND VERIFIED BY

John Collin, City Manager

Date (10/20/2025)