



## INTERGOVERNMENTAL RELATIONS SUB-COMMITTEE

### TERMS OF REFERENCE

#### **Mandate**

To advance Council-approved priorities with other government levels and stakeholders, guided by three strategic intergovernmental relations actions: identify, advocate and collaborate.

#### **Objectives**

- To identify and inform opportunities to advocate on City priorities, including:
  - Meetings with appropriate government officials
  - Round table discussions with local MPPs and MPs
- To provide new opportunities to advance City priorities:
  - Written submissions on legislation
  - Delegations to standing committees
  - Grant funding and other revenue stream opportunities
  - Communications support
- To receive regular updates and briefings on emerging issues and advocacy effort progress, including briefings from other organizations and levels of government

#### **Membership**

Members shall include Members of Council, as follows:

- a) Regional Councillor Ferri (Chair)
- b) Regional Councillor Racco (Vice-Chair)
- c) Ward 3 Councillor Rosanna DeFrancesca (Member)
- d) Mayor Steven Del Duca (Ex-officio)

#### **Meeting Procedures**

The sub-committee's proceedings are to be governed by the City's Procedure By-law 7-2011, as amended.

#### **Agendas and Reporting**

Agendas of meetings shall be filed and maintained in the Office of the City Clerk. Agendas shall be posted on the City's website one week prior to the scheduled date of the meeting.

Following the conclusion of the mandate of the sub-committee, a report of recommendations will be brought to Council for further discussion.

## **Meetings**

Meeting dates will be determined at the first meeting of the sub-committee. The sub-committee may meet on the schedule determined or at the call of the Chair.

All meetings are to be open to the public in accordance with the Municipal Act, 2001.

Staff recommend this sub-committee meet up to once a quarter, with meeting dates selected to align with critical government relations milestones, including, but not limited to, federal and provincial budget statements and the annual Association of Municipalities of Ontario (AMO) and Federation of Canadian Municipalities (FCM) conferences.

## **Notice of Meetings**

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

## **Quorum**

A majority of the members, including the Chair, shall constitute quorum.

## **Staff Resources**

The role of staff is to act as a resource to the sub-committee, but not to be members of the sub-committee, or to deliberate or draft the findings of the sub-committee.

Lead staff from the Office of Communications and Economic Development will provide advisory and technical support specific to the mandate and objectives of the sub-committee.

The Office of the City Clerk will be responsible for agenda production and distribution, the giving of procedural advice, and the recording of the proceedings of the committee.

The sub-committee will be provided with additional administrative and technical support at the discretion of the appropriate Senior Leadership Team – Executive portfolio(s).

## **Authority**

The sub-committee may not exercise decision-making powers or commit expenditures save for those specifically delegated by Council. The sub-committee may not direct staff to undertake activities without authority from Council.

## **Amendment/Expansion of Terms of Reference**

Only Council can initiate any amendment and/or expansion of the Terms of Reference.