



Provincial and Territorial Ministers Responsible for Local Government

Collaboration Agreement

July 2019



**Rochelle Squires**  
Chair 2019–2020  
Manitoba

**Selina Robinson**  
British Columbia

**Kaycee Madu**  
Alberta

**Lori Carr**  
Saskatchewan

**Steve Clark**  
Ontario

**Andrée Laforest**  
Québec

**Jeff Carr**  
New Brunswick

**Chuck Porter**  
Nova Scotia

**Jamie Fox**  
Prince Edward Island

**Derrick Bragg**  
Newfoundland and  
Labrador

**John Streicker**  
Yukon

**Caroline Cochrane**  
Northwest Territories

**Lorne Kusugak**  
Nunavut

## **1. Preamble**

This Collaboration Agreement is intended to enable and guide the Table of Ministers Responsible for Local Government to continue to promote effective local government through the collective research, analysis, planning, development and sharing of information related to municipal issues of mutual interest and importance.

This Collaboration Agreement replaces and builds upon all previous agreements that established, formalized or otherwise dealt with the Intergovernmental Committee on Urban and Regional Research (ICURR) including the foundational Memorandum of Agreement made in March, 1977. It is also recognized that members that were not signatory to the 1977 Agreement, including Nunavut, are now an important voice at the Table of Ministers responsible for local government. In addition, the original agreement pre-dates Yukon's 2003 name change.

Local governments in Canada deliver a broad spectrum of services including economic development, land-use planning, recreation, water and waste management, tourism, protective services and more. As such, they play an important role in every province and territory. There is a need to continue intergovernmental collaboration by promoting a constructive dialogue between provincial and territorial governments, and with relevant partners and organizations as well with the federal government, to increase effective oversight and provide support to local government sustainability.

The Table of Ministers Responsible for Local Government is a strategic organization that will be flexible and representative of all thirteen provincial and territorial ministers; will be able to identify emerging trends and where appropriate and consistent with individual jurisdictions' determination, and will act collaboratively as a common forum for the success of local governments. The Table recognizes the principle of consensus based decision-making where the goal is that members ultimately come to a general agreement regarding the outcome.

The Table of Ministers Responsible for Local Government is supported primarily by The Provincial and Territorial Officials Committee (PTOC) on Local Government which is the result of the merger of two organizations in 2011: The ICURR, created in 1967, and the Caucus of Senior Policy Officials (C-SPO).

## **2. Table of Ministers Responsible for Local Government**

2.1 The Ministers of the provinces and territories hereby confirm the Table of Ministers Responsible for Local Government, whose common objectives, principles, mandate, operations and organization are described in this Agreement.



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2.2 The governments of the ten provinces and of the three territories of Canada, as represented by their ministers responsible for local government, are members of this table.

### **3. Principles**

3.1 This organization (encompassing the Tables of Ministers and Deputy Ministers, the Committee and the Secretariat) functions under the direction of ministers from each province and territory.

3.2 Issues of common interest that are Canada-wide and of significant interest to members will form the priorities for this organization.

3.3 This organization employs consensus decision-making across all tables.

3.4 Each minister remains responsible to act and to be held accountable within his or her own jurisdiction.

3.5 This organization will endeavor to follow a collaborative approach among jurisdictions, while recognizing their individual competence and diverse experience, to maximize efficiency and effectiveness.

3.6 Decision making and priorities will take into account economic, environmental and social considerations, as well as jurisdictions' unique means, priorities and circumstances.

3.7 This organization will regularly review the results and effectiveness of its work to ensure that it continues to meet members' needs and priorities.

### **4. Objectives**

4.1 The Table of Ministers Responsible for Local Government exists to consider present and future challenges and opportunities facing local governments in order to develop common approaches and promote best practices to better meet the needs of local governments locally, regionally and nationally. This will be achieved by:

- Strengthening interprovincial-territorial cooperation through collaboration and discussion of issues related to the effectiveness of local government.
- Demonstrating collective leadership on pan-Canadian issues of interest related to local government.
- Facilitating open dialogue in federal-provincial-territorial relations.



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- Promoting relationships between provincial-territorial governments and related partners based on mutual respect and areas of shared interest that benefit all Canadians.

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## **5. Mandate**

In pursuit of these objectives, this organization will:

- 5.1 Serve as the forum where members can share and exchange viewpoints, information, knowledge and experiences.
- 5.2 Provide an integrated and coordinated approach and vision to provincial and territorial relations through the development of shared common analysis and positions, where possible and appropriate.
- 5.3 Maintain an open dialogue with the federal government in areas of mutual interest related to local government.
- 5.4 Address issues of mutual interest or priority which, in the opinion of the members, could benefit from the pooling of expertise, a greater dialogue between members and/or related partners and approved coordination of action.

## **6. Representation**

- 6.1 The members shall be represented at the Table by their minister responsible for Local Government. Should the situation arise, a minister may designate an alternate as a substitute representative for a meeting of the Table.
- 6.2 Notwithstanding the foregoing or prior agreement, no meeting of the table can take place if the majority of the members are not represented by their respective minister or someone designated by the minister to attend on their behalf.

## **7. Chair**

- 7.1 Provincial and territorial ministers shall take turns chairing this table according to the rotation established for the Annual Meeting of Ministers Responsible for Local Government.
- 7.2 The term of the Chair is one year, starting at the closing of the annual meeting and continuing until the closing of the following annual meeting he or she is



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Nunavut

chairing. The Chair shall act on behalf of this table according to the mandate received by the Table.

## **8. Deputy Chair**

8.1 The Deputy Chair shall be the minister who will chair this table the following year.

## **9. Meetings**

9.1 There will be an annual meeting in the province or territory of the chair. In addition, there may be teleconference meetings as required.

9.2 The Table may decide to invite the Federal Government or other related partners to attend a part of the Annual Meeting of Ministers responsible for Local Government.

9.3 The decisions of this Table aim to be reached by consensus, in accordance with the established practice of the Annual Meeting.

9.4 This Table may decide from time to time to hold special meetings as required.

## **10. Table of Deputy Ministers Responsible for Local Government**

10.1 The Table of Deputy Ministers is composed of Deputy Ministers responsible for Local Government of all provinces and territories.

10.2 The Table of Deputy Ministers approves strategic plans, annual priorities and provides directions on their implementation. Deputy Ministers will also approve of the agenda of ministers' meetings.

10.3 This Table of Deputy Ministers provides direction to the Provincial-Territorial Officials Committee and approves the funding formula of the Secretariat.

10.4 The Table of Deputy Ministers is chaired by the Deputy Minister of the jurisdiction hosting the Annual Meeting.

10.5 Deputy Ministers will meet three times per year or as required.



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## **11. Provincial Territorial Officials Committee (PTOC) on Local Government**

11.1 The Table of Deputy Ministers is supported by the Provincial Territorial Officials Committee (the Committee).

**Selina Robinson**  
British Columbia

11.2 Deputy Ministers of each province and territory will designate officials to participate in the Committee.

**Kaycee Madu**  
Alberta

11.3 This Committee will be chaired by an official of the jurisdiction chairing the Table of Ministers responsible for Local Government.

**Lori Carr**  
Saskatchewan

11.4 This Committee will meet quarterly or as required to work on actions determined by the Table of Deputy Ministers.

**Steve Clark**  
Ontario

11.5 This Committee shall prepare the meetings of the tables of deputy ministers and ministers, including the agenda and carry out the study, research and analysis of the priorities determined by the Table of Deputy Ministers Table.

**Andrée Laforest**  
Québec

11.6 This Committee will set its own terms of reference and prepare and provide a strategic plan to support its objectives and ultimately those of the Tables of Ministers and Deputy Ministers.

**Jeff Carr**  
New Brunswick

11.7 The Committee will approve the budget, audited financial statements and the annual report of the Secretariat.

**Chuck Porter**  
Nova Scotia

## **12. Secretariat**

**Jamie Fox**  
Prince Edward Island

12.1 The Secretariat replaces the Intergovernmental Committee on Urban and Regional Research (ICURR) and retains its assets.

**Derrick Bragg**  
Newfoundland and  
Labrador

12.2 The head of the Secretariat is hired by the Committee and reports to the Committee which is also the Secretariat's Board of Directors.

**John Streicker**  
Yukon

12.3 The mandate of the Secretariat is:

**Caroline Cochrane**  
Northwest Territories

- To provide support and coordination for the Annual Meeting of Ministers responsible for Local Government and to lead collective Provincial-Territorial actions through the Table of Deputy Ministers, the Committee and working groups;
- To provide research support for the development of legislation, policy and programs in provinces and territories and the business thereof by undertaking custom and collective research on all spheres of interest to provincial and territorial ministers responsible for Local Government;

**Lorne Kusugak**  
Nunavut



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**John Streicker**  
Yukon

**Caroline Cochrane**  
Northwest Territories

**Lorne Kusugak**  
Nunavut

- To support the collaborative discussion of the Tables of Ministers and Deputy Ministers as well as the Committee;
- To operate a library and information service with the most comprehensive municipal affairs collection in Canada for utilization by all members;
- To perform any task that the Committee assigns it and conduct the facilitation, research, analysis and carry out recommendations of the Committee; and
- To implement the objectives set forth in its strategic plan approved by the Committee.

### **13. Funding**

13.1 The costs of hosting the Annual Meeting of Ministers Responsible for Local Government Meeting are paid by the host jurisdiction.

13.2 The Secretariat shall be funded by the members on a pro rata basis formula revised every five (5) years.

### **14. Final Provisions**

14.1 The mandate of the Table of Ministers Responsible for Local Government is expected to evolve, as required, to ensure its maximum effectiveness on local government issues.

14.2 This agreement may be amended from time to time with the approval of all parties to this agreement.

14.3 This Agreement shall be reviewed every five (5) years following the year after this Agreement comes into effect.

14.4 This Organization must ensure the performance of its mandate in French and English at all times.

14.5 Nothing in this Agreement alters the legislative authority of the provincial or territorial legislatures or of the provincial or territorial governments or the rights of any of them with respect to the exercise of their legislative or other authorities under the Constitution of Canada.

14.6 Any member may withdraw from this Agreement by giving one year's notice in writing to the member who is the current Chair after having honoured all financial obligations for the current year and outstanding obligations from



previous years, before the 31<sup>st</sup> of March in any year, the notice will take effect on the 31<sup>st</sup> March in the following year.

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## Appendix 1: Definitions

**Rochelle Squires**  
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Manitoba

*Organization:* refers in the context of this agreement to all of the following tables together: the Table of Ministers, the Table of Deputy Ministers, the Provincial Territorial Officials Committee (PTOC) on Local Government and the Secretariat.

**Selina Robinson**  
British Columbia

*Consensus Decision-making:* Implies that all participants may or may not agree with each specific aspect of the matter, consensus is reached if all participants are willing to come to a general agreement.

**Kaycee Madu**  
Alberta

**Lori Carr**  
Saskatchewan

*Deputy Ministers:* refers to the deputy ministers responsible for Local Government of the ten Canadian provinces and three territories.

**Steve Clark**  
Ontario

*Ministers:* means the ministers responsible for Local Government of the ten Canadian provinces and three territories.

**Andrée Laforest**  
Québec

*Provincial Territorial Officials Committee (PTOC) on Local Government (Committee):* refers to the committee of senior officials tasked to support the tables of ministers and deputy ministers. The Committee also acts as the Board of administrators of the Secretariat.

**Jeff Carr**  
New Brunswick

**Chuck Porter**  
Nova Scotia

**Jamie Fox**  
Prince Edward Island

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## **Collaboration Agreement for the Provincial and Territorial Ministers Responsible for Local Government**

Signed by:

Manitoba	Rochelle Squires, Minister, Municipal Relations
British Columbia	Selina Robinson, Minister, Municipal Affairs and Housing
Alberta	Kaycee Madu, Minister, Municipal Affairs Colleen Volk, Deputy Minister, Intergovernmental Relations
Saskatchewan	Lori Carr, Minister, Government Relations
Ontario	Steve Clark, Minister, Municipal Affairs and Housing
Québec	Andrée Laforest, Minister, Municipal Affairs and Housing Sonia LeBel, Minister responsible for Canadian Relations and the Canadian Francophonie
New Brunswick	Jeff Carr, Minister, Environment and Local Government
Nova Scotia	Chuck Porter, Minister, Municipal Affairs and Housing
Prince Edward Island	Jamie Fox, Minister, Fisheries and Communities
Newfoundland and Labrador	Derrick Bragg, Minister, Municipal Affairs and Environment Dwight Ball, Premier
Yukon	John Streicker, Minister, Community Services
Northwest Territories	Caroline Cochrane, Premier and Minister, Municipal and Community Affairs
Nunavut	Lorne Kusugak, Minister, Community and Government Services