

Intermunicipal Committee with Lethbridge County

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Intermunicipal Committee with Lethbridge County
2	PURPOSE	<p>The establishment of the Intermunicipal Committee is intended to facilitate continued cooperation and, wherever possible, the resolution of potential conflict through a consensus-based decision making process. The Intermunicipal Committee shall review the policies of the Intermunicipal Development Plan (IDP) annually and discuss land use planning matters, issues and concerns on an ongoing basis. The Committee may make recommendations to be considered by the respective councils for amendment to the Intermunicipal Development Plan to ensure the policies remain current and relevant and continue to meet the needs of both municipalities. The Committee will comply with the requirements of the MGA and Committee Bylaw. The Committee shall be an advisory body and may make comments or recommendations to the County and Town. In its advisory capacity, the Committee does not have decision making authority or powers with respect to planning matters in the County or Town.</p> <p>The County and Town agree that the purpose of the Committee is to:</p> <ol style="list-style-type: none"> a. provide a forum for discussion of land use matters within the Plan area; b. provide recommendation(s) for proposed amendments to the Plan; c. discuss and address issues regarding Plan implementation; d. review and provide comment on referrals under Section 2.3 and any other matters referred to the Committee; e. provide recommendation(s) regarding intermunicipal issues in an effort to avoid a dispute; f. provide a forum for discussion of any other matter of joint interest identified by either municipality. <p>If a matter has been referred to the Committee for review and comment as part of a special “called” meeting, the notice and supporting documentation shall be sent to Committee members prior to the meeting as outlined in policy 2.2.8 of the IDP. Where a matter involving the two municipalities cannot be resolved to the satisfaction of the Committee, the Committee shall provide a report summarizing their discussions to each respective council. At the discretion of either council, the dispute resolution process outlined in the IDP may be initiated. Any changes to the Plan require an amendment to the Plan</p>

		and adoption in accordance with policy 2.1.2 of Plan Validity and Amendment. Refer to the IDP for additional reference.
3	COMPOSITION	The Committee shall be comprised of four elected officials, two from the County and two from the Town. Each municipality must also appoint an alternate member.
4	MEETING SCHEDULE	Meetings of the Committee shall be held at least twice annually or more frequently as required to address items in Part 3. At least five days' notice shall be provided for the scheduling of Committee meetings and shall include an agenda package and background information, unless otherwise agreed to by both municipalities. The Committee may meet on request (a "called" meeting) by either municipality to review and comment on major development or plan proposals.
5	MEETING PROCEDURES	All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA and Code of Conduct Bylaw.
6	LEADERSHIP AND GOVERNANCE	Quorum of the Committee requires that each municipality is represented by a minimum of two of its committee members or a committee member and an alternate member. Changes to the Committee format, composition, roles, responsibilities or any aspect of its existence or operation may be requested by either municipality. Council may refer any proposed changes to the Committee for recommendation. The Committee shall appoint a member as chair at the beginning of each meeting and the position of chair shall alternate between the two municipalities. The Committee shall determine by consensus when and where the meetings will be held.
7	REPORTING	The Committee is advisory in nature, making recommendations to Council, Committee of the Whole or administration. Minutes of the Committee shall be recorded and adopted as required by the MGA and recommendations will be added to formal meeting agendas as required.
8	RESOURCES - FINANCIAL	Committee members shall receive remuneration based on existing policy for attendance.

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9	RESOURCES - HUMAN/OTHER	The Committee may, at its discretion, also include whatever number of resource personnel deemed appropriate in a non-decision making capacity. Resource personnel may serve as secretary to the Committee and are responsible for recording the minutes of all Committee meetings and preparing the recommendations of the Committee.
10	COMMUNICATION	Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website as required by legislation.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.