

City Council Community Design Committee
TERMS OF REFERENCE

1. Name and Type of Committee

- a) Community Design Committee
- b) Standing Committee of City Council

2. Statement of Purpose

To provide leadership in the advancement of the well-designed community goals identified in Section 6.4 of the Integrated Community Sustainability Plan / Municipal Development Plan (ICSP/MDP) and the efficient use of land and community development requirements outlined in the South Saskatchewan Regional Plan (SSRP).

3. Composition

The Committee shall be comprised of:

a) Voting Members

- Three (3) City Council Members
- One (1) Citizen at Large
- One (1) representative of Alberta Professional Planners Institute
- One (1) representative of Alberta Association of Architects
- One (1) representative of Alberta Professional Engineers and Geoscientists Association/Association of Science and Engineering Technology Professionals of Alberta
- Two (2) representatives of Building Industry and Land Development Lethbridge
- One (1) representative of Lethbridge Construction Association

b) Non-Voting Members

- Director of Planning and Development
- Director of Infrastructure Services, or their designate
- Senior Development Officer, as required
- Community Planning Manager, as required

c) Chair and Vice-Chair

- The Chair and Vice-Chair are to be elected annually from amongst the voting membership at the first meeting following the organizational meeting of City Council

4. Term of Appointment

- To be appointed by City Council for up to three (3) year term with options for re-appointment to a maximum term limit of six (6) years.
- Members appointed to represent their organization will be ratified by City Council and

their term will be at the discretion of the group.

5. Duties and Responsibilities

- a) Investigate best practices in land use planning, urban design and standards for consideration in community development
- b) Examine sustainable development standards for possible consideration by City Council
- c) Pursue efficient use of land and resources through comprehensive planning, participation in the SSRP Compliance initiative, and updating the Municipal Development Plan
- d) Review the process for the creation and adoption of Area Structure Plans, Area Redevelopment Plans and Outline Plans from a community design perspective and provide input to Planning and Development Services, Community Services and Infrastructure Services
- e) Recognize the importance of coordination between the actors in the land development process including developer, builder, and regulator, through the Statutory planning, Outline Planning, Land Use re-zoning, Subdivision, Servicing and approvals process
- f) Recognize the importance of meeting market objectives while ensuring appropriate neighbourhood design
- g) Guide the Implementation of changes to the City of Lethbridge Land Use Bylaw
- h) Ensure proposed changes to standards, plans or bylaws are brought forward to City Council expeditiously
- i) Pursue community design engagement strategies with Associations and Educational Institutions
- j) Provide monthly progress reports of the Committee to the Civic Works Standing Policy Committee and recommend appropriate actions and initiatives
- k) Respond to referrals from City Council
- l) Develop advocacy strategies for City Council regarding building, design and development issues
- m) In the event that the Committee is required to report to City Council, the Committee will report to the Civic Works Standing Policy Committee.

6. Sub-Committees

- a) The Committee may establish sub-committees to examine, consider, report, and take action, which is consistent with the sub-committee terms of reference
- b) The Chair of any such sub-committee shall be a committee member
- c) Members from the community at large may be appointed to sub-committees
- d) Sub-Committee meetings may be called at the request of the Chair of the Committee

7. Meetings

- a) To be held monthly or as deemed necessary by the Chair
- b) A quorum of the Committee is a majority of the voting members
- c) All decisions of the Committee shall be by a simple majority of members present
- d) All meetings will be conducted in public in accordance with the guidelines of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*

8. Committee Support

- a) Administrative support for meetings will be provided by the Office of the City Clerk
- b) Other Administrative staff requested by the Committee

9. Review

- a) Terms of Reference to be reviewed in November