

**CITY OF LETHBRIDGE & LETHBRIDGE COUNTY
INTERMUNICIPAL COMMITTEE
TERMS OF REFERENCE (2022)**

1. Name

Intermunicipal Committee

2. Statement of Purpose

The role of the Intermunicipal Committee is to provide a consistent approach for intermunicipal, and eventually regional, discussions by facilitating ongoing communication and collaboration between the City of Lethbridge and Lethbridge County.

3. Duties and Responsibilities

- a. To monitor the ongoing implementation and effectiveness of the Intermunicipal Development Plan (IDP);
- b. To review and comment on applications to amend the IDP and refer recommendations to the respective municipalities;
- c. To participate in the dispute resolution process as identified in the IDP;
- d. When requested, to review referrals respecting applications for subdivision and development, statutory plans, and planning bylaws;
- e. To undertake such other matters as they relate to the IDP, when necessary and as agreed upon;
- f. To act as a forum for topics of mutual interest to the City and County to be raised and discussed; and,
- g. To review their mandate annually with any amendments being agreed upon by the Committee and adopted by their respective Councils.

4. Composition of the Committee

The Committee shall be comprised of representatives according to the following:

- a. three (3) City Council representatives;
- b. three (3) County Council representatives;
- c. City Manager or designate (non-voting);
- d. County Manager or designate (non-voting)

Attendance of other municipal staff shall be dependent upon the items on the agenda.

5. Term of Appointment

- a. The members of the Committee shall be appointed by their respective councils annually.

6. Co-Chairs

- a. The Chair shall be shared between a member of City Council and a member of County Council, with the Chair to alternate for each meeting.

7. Quorum

- a. A quorum of the Committee is a majority of the voting members

8. Agendas

- a. Proposed agenda to be approved by the Committee at the prior meeting
- b. Any additional agenda items to be approved by the Co-Chairs and circulated one month prior to the scheduled meeting in order to adequately prepare
- c. Agenda with accompanying materials to be sent out to Committee members one week prior to the meeting
- d. The Chair may allow “information only” items to be added as late items to the agenda.
- e. If there are no agenda items, the meeting will be cancelled

9. Meeting Frequency and Location

- a. The Committee shall be scheduled on a quarterly basis.
- b. Additional meetings may be called upon agreement by the Co-Chairs.
- c. Meetings shall alternate between City and County Meeting Facilities.

10. Recommendations

- a. The Committee members may make recommendations to be considered by their respective Councils for any business outlined under Duties and Responsibilities.

11. Support Services

- a. The City and the County shall provide the Committee with administrative and clerical support.
- b. Minutes and agendas of the Open Sessions of the meetings will be posted on the City and the County websites.