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Summer Villages Administration Office

#2 Erickson Drive
Sylvan Lake, AB T4S 1P5
Ph: 887-2822

October 12, 2021

Lacombe County
40403 Range Road 274 RR3
Lacombe, AB T4L 2N3
Attention: Tim Timmons
County Manger

Dear Tim:

Re: Intermunicipal Development Plan Committee

Last year we completed a large undertaking with the successful adoption of our Intermunicipal Development Plan (IDP). The collaborative work each municipality put into the Intermunicipal Development Plan is something that we will continue to accomplish moving forward, working together proactively to enhance and improve the area around Sylvan Lake for the benefit of all parties involved.

Section 10.2.5 – 10.2.9 of the IDP speaks to the necessity of forming an Intermunicipal Development Plan Committee (IDPC):

- 10.2.5 An intermunicipal Development Plan Committee (IDPC) shall be established between the Partner Municipalities.
- 10.2.6 The Intermunicipal Development Plan Committee shall be comprised of one elected official and one non-voting Administrative staff member from each of the Partner Municipalities. The Intermunicipal Development Plan Committee shall also include a Technical Advisory Committee comprised of administrative staff members from each of the Partner Municipalities.
- 10.2.7 The Intermunicipal Development Plan Committee shall meet annually or on an as needed basis to monitor, review, discuss, and / or resolve any issues of mutual interest, or as opportunities arise.
- 10.2.8 The mandate of the Intermunicipal Development Plan Committee shall include the following:
- Oversight for the implementation of the Sylvan Lake Intermunicipal Development Plan's policies and required follow-up studies/plan/initiatives;
 - Monitoring the Sylvan Lake Intermunicipal Development Plan's progress;
 - Reviewing any proposed amendments to the Sylvan Lake Intermunicipal Development Plan;
 - Reviewing any proposed annexations;



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- e. Discussing any other joint Sylvan Lake Intermunicipal Development Plan opportunities or issues that may arise;
 - f. Assisting with the resolution of disputes in accordance with policies 10.2.32 10.2.34.

10.2.9 Municipal staff members are encouraged to informally discuss intermunicipal matters and consult with each other on an as-needed basis regardless of the committee agenda or schedule.

The Summer Village of Birchcliff has passed a motion to establish the Intermunicipal Development Plan Committee, and appointed an elected official and one non-voting administrative staff member to the committee. We kindly request that your council consider making a similar motion and appointment so that the IDPC can be established and the work can begin on the terms of reference for this committee. The first Intermunicipal Development Plan Committee meeting will take place on December 3rd, between 1:30 p.m. and 3:30 p.m. at the Summer Villages Office located at #2 Erickson Drive, Sylvan Lake Alberta, T4S 1P5.
Thank you,

SUMMER VILLAGE OF BIRCHCLIFF

Roger Dufresne
Mayor
Chair – Sylvan Lake Management Committee