



RM of Meadow Lake #588  
Development Committee  
Terms of Reference

Development Committee – Terms of Reference – 02

GG-003-02

Dated – March 16, 2020

1. Purpose
  - a. This Committee is to review all the discretionary applications under the Planning and Development Act, Building Bylaw, Official Community Plan (OCP) and Zoning Bylaw for the RM of Meadow Lake #588.
2. Key Duties and Responsibilities
  - a. Committee shall meet and review all discretionary building permits and discretionary subdivision applications
  - b. A decision shall be made by this Committee on all discretionary applications.
  - c. Be the representatives of the Council in making decisions under the Bylaws related.
  - d. Make recommendations to the Council on how the inspection fees be set
  - e. Assist the CAO in drawing up the contracts for the building officials
  - f. To complete the evaluation of all Building Officials on a yearly basis
  - g. Procurement Process – Building Officials
    - i. To assist in the process of setting up the Request for Bid
    - ii. Being the Procurement evaluation committee
3. Level of Authority
  - a. The OCP, Zoning Bylaw and Building Bylaw for the RM of Meadow Lake, gives authorization for the Committee to approve discretionary applications;
  - b. To bring to the Council as a whole and make a recommendation for the appointment of the Building Official
4. Reporting
  - a. Any decisions made at the Development Committee level shall be given as a report for information to the Council by way of minutes of the meeting.
  - b. Any applications received that require an amendment to the OCP or Zoning Bylaw shall be brought forward to the Council as a whole for recommendation to amend the Bylaws.
5. Composition and Appointments
  - a. Development Committee shall consist of a minimum of 3 members of the RM of Meadow Lake Council.
    - i. One member of Council shall be appointed as the Chairperson at the first meeting each year;
    - ii. Only members of Council shall have voting rights
  - b. The Secretary shall be appointed by the CAO
6. Meetings
  - a. Development Committee shall meet as needed.
  - b. Meetings may be called by the Chair of the Committee in accordance with the Council Procedures Bylaw
  - c. The Council Procedures Bylaw shall constitute the Rules of Order for these meetings.

TERMS OF REFERENCE – DEVELOPMENT COMMITTEE

GG-003 TOR DC

Policy Title: Terms of Reference – Development Committee

Date Issued: March 16, 2020

Replaces: February 10/20

Signature:

  
Reeve