

RM of Meadow Lake #588
Development Committee - 02
Terms of Reference

Development Committee – Terms of Reference

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

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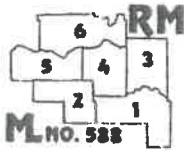
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- c. The Council Procedures Bylaw shall constitute the Rules of Order for these meetings.

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