



## PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE

### PURPOSE

The Planning and Economic Development Committee will advise the Council of the RM of McKillop, No. 220 on matters related to operations, services, bylaws, policies, and the management of the RM of McKillop No. 220. The Planning and Economic Development Committee will also aid Council in meeting its responsibility to provide services to the rate payers of the RM of McKillop No. 220.

### DEFINITIONS

- a) **Council** - the Council of the Rural Municipality of McKillop No. 220
- b) **RM** - the Rural Municipality of McKillop No. 220

### LEGISLATIVE AUTHORITY

*The Municipalities Act*

#### **Council committees and bodies**

81 A council may establish council committees and other bodies and define their functions.

#### **General duties of mayor or reeve**

93(2) The mayor or reeve is a member of all council committees and all bodies established by council pursuant to this Act unless the council provides otherwise.

#### **Meetings to be public, exceptions**

120(2) Councils and council committees may close all or part of their meetings to the public if the matter to be discussed:  
(b) concerns long-range or strategic planning.

### SCOPE

1. The Planning and Economic Development Committee shall advise and make recommendations to Council regarding:
  - a) Subdivision application policies.
  - b) Subdivision servicing agreements.
  - c) Lot development policies.
  - d) Municipal Reserve and Environmental Reserve management policies.

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Terms of Reference: **Planning and Economic Development Committee**

Date Approved: July 14, 2020 Resolution No. 2020/0353

Date Revised: May 10, 2022 Res No.: 2022/0255

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- e) Planning and development bylaws.
  - f) Building bylaws.
  - g) How to build, retain and improve our economy;
  - h) Collaboration with economic development and tourism organizations;
  - i) Creation on plans for viable economic development.
2. No member of the Planning and Economic Development Committee or advisor to the committee shall provide approval to any individual, group or board to carry out an activity or operation by the Committee for recommendation to Council until such time as Council provides formal authorization.
3. Members shall follow RM policies and procedures and comply with applicable legislation.

### **Committee Members and Appointments**

4. The Planning and Economic Development Committee shall be comprised of five (5) members:
- a) Two (2) shall be members of the public.
  - b) Three (3) shall be members of Council
    - i. One (1) Councillor shall be appointed committee chair.
  - a) The Reeve is an ex-officio member of the Committee.
5. The RM Chief Administrative Office, the Public Works Manager and community members shall be contributor(s) to the Planning and Economic Development Committee.
6. Appointments to the Planning and Economic Development Committee shall be made at the regular Council meeting held in January when committee appointments are required.
7. Appointments of public members to the Planning and Economic Development Committee shall be made for a two (2) year term, at the regular Council meeting held in January when Committee appointments are required.
8. Appointments of public members are to be chosen by Council as a whole through consensus from submitted "Expression of Interest" see Form "A". "Expressions of Interest" must be submitted no later than December 1<sup>st</sup> of the previous year to be considered at the regular Council meeting held in January when Committee appointments are required. Eligibility criteria for a public member candidate includes but is not limited to:
- a) Must be a resident and/or ratepayer of the RM of McKillop;



- b) Must possess relevant professional qualifications; or
  - c) Can demonstrate expertise related to land use planning and development practices.
9. In the event Council can not reach a consensus when choosing public members of the committee, Council may choose candidates at random by drawing name(s) from a hat or container.

#### **Committee Meetings and Procedures**

- 10. The Planning and Economic Development Committee shall meet every two months on the last Wednesday.
- 11. All Planning and Economic Development Committee meetings must be held in a public venue with all procedures relating to the meetings being in accordance with the requirements of the Council Procedures Bylaw. Exceptions apply to public members of the committee, public members cannot move for a closed session.
- 12. The Planning and Economic Development Committee must present their advice or recommendations in a written report to the RM Council at a regular meeting.
- 13. The Chair of the Committee shall be responsible to call any additional Committee meetings.



**FORM A – EXPRESSION OF INTEREST  
PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE**

(Please Print)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_

Telephone: Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Contact Info:  
\_\_\_\_\_

Reason for Interest:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand and agree to the following:

1. Terms for members of the public on the Planning and Economic Development Committee are two (2) years.
2. To best represent the interest of the public.
3. Attending meetings is a requirement.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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APPROVED

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