

Approved by Council: September 25, 2017

**MUNICIPAL DEVELOPMENT PLAN (MDP) STEERING COMMITTEE
TERMS OF REFERENCE POLICY**

BACKGROUND

An MDP provides direction for the future growth and development in the Town of Redcliff. It is best planning practice to reach out to all stakeholders who may be affected by the MDP and give them a chance to voice their opinion regarding its content. The MDP steering committee role is to:

- Assist in fostering appropriate stakeholder and public outreach,
- ensure stakeholder and public input is considered, and
- strengthen the relationship between the Town and the public.

In order to encourage public participation and ensure Redcliff's redrafted Municipal Development Plan reflects the community's interest, it is best practice to establish an ad-hoc steering committee.

POLICY

PURPOSE

The purpose of the committee is to provide non-binding input to Administration for consideration by Town Council regarding the scope, vision, goals, and policy of the MDP.

COMPOSITION OF THE STEERING COMMITTEE

Committee members ideally share a passion for the Redcliff community and are willing to work with others to create a common vision and plan for the future development of the Town.

The steering committee will consist of 7- 9 members appointed by Council as follows:

- One member of Council,
- One member of the Municipal Planning Commission who is not a member of Council,
- One member of Administration,
- One member of Prairie Rose School Division No. 8 School Board,

- Two to three members of the general public with a focus of members representing the following groups:
 - Seniors,
 - Youth,
 - Home owners,
 - Renters.
- One to two members of special interest and advocate groups, such as, but not limited to:
 - Developers,
 - Environment,
 - Economy,
 - Universal Accessibility,
 - Affordable Housing,
 - Heritage Preservation.
 - Business Owners.

DUTIES AND RESPONSIBILITIES

- To assist with stakeholder and public outreach,
- To act as an advocate for the public interest in the redrafting of the Municipal Development Plan;
- To advise Administration on matters of community concern that may be addressed in the MDP;
- To provide input on possible development and community solutions and strategies that may be included in the MDP; and
- To provide creative ideas and suggestions regarding the general content; and organization of the MDP.

TERMS OF OFFICE

Members are asked to commit to a 1 year term, from the date of the first regular meeting.

MEETINGS

The Committee shall meet once per month, or as needed. Date, time, and location of monthly meetings are organized on an annual schedule agreed to by the committee members.

CHAIRPERSON APPOINTMENT

At its first regular meeting, the Committee shall elect, by a majority vote of the members present, one member for the office of Chairperson and one member for the office of Vice-Chairperson. The Chairman cannot be a member of Town Administration.

The Vice-Chairperson shall preside over any business before the Committee in the event of the absence or inability of the Chairperson to act.

QUORUM

A majority of Committee members at any meeting of the Committee shall constitute a quorum. A majority vote determines the decision.

TERMINATION OF APPOINTMENT

Council may by resolution terminate the appointment of any member if:

- The member is absent from 2 consecutive meetings;
- The member uses information gained through appointment to a pecuniary benefit in respect of any matter in which they have a pecuniary interest; or
- The member conducts themselves in a manner Council deems inappropriate.

REMUNERATION

Members of the Municipal Development Plan Committee shall hold office without remuneration.

DURATION OF POLICY

This policy automatically expires upon the adoption of Redcliff's updated Municipal Development Plan.