

## **Protocol for UBC Development Permit Board Meetings**

This document supplements the Terms of Reference establishing the UBC Development Permit Board authorized by the UBC Board of Governors on July 18, 2002 and as amended in final form by the Development Permit Board in October 2002.

The following guidelines provide further clarification of the operation and procedures agreed to by the Development Permit Board.

1. Clause 6 of the DP Board TOR specifies that the Board shall meet on a monthly basis subject to adjustments of the schedule as determined by the Chair. In the interests of maintaining timely processing of applications to meet an eight-week processing target from receipt of a complete application and submission of a report to a DP Board meeting, as well as providing the wider community with a transparent process, the monthly meetings will be held on a regular schedule, allowing for as much predictability as practical. The DP Board meetings will be held on the second Wednesday<sup>1</sup> of each month at 5 p.m.
2. Clause 7 of the DP Board ToR requires the preparation of an agenda package for DP Board meetings stipulating a deadline for receipt of materials from applicants for the Wednesday preceding the DP Board meeting. In addition to the receipt deadline, the DP Board further directs that the materials submitted to Campus and Community Planning by the Wednesday deadline shall be distributed to the members of the DP Board by courier on the Friday before the week of the meeting. Furthermore, the items included in the DP Board Agenda will provide the opportunity to review business arising from the minutes as well as a new heading captioned "Update on Applications with 'prior to' Conditions".
3. Clause 8 of the DP Board ToR outlines procedures and rules of order for the conduct of meetings. Subsection 2 of Clause 8 provides the applicant with an opportunity to clarify any aspects of the proposal. The DP Board further stipulates that the applicant, or an agent of the applicant, shall be permitted 15 minutes to make a presentation showing the proposal on a standardized set of drawings, and that staff shall communicate this requirement to presenters prior to a DP Board meeting. Furthermore, after a presentation by the project proponent, the DP Board shall call a ten-minute recess for deliberations in a closed session to determine significant issues for public discussion. Once the DP Board reconvenes, the Chair will report back to the open meeting with a brief summary of what was discussed.
4. Subsection 5 of Clause 8 of the DP Board ToR provides the Board with a requirement to "approve", or "approve with conditions" an application unless it is concluded that further information is required to be presented, in which case the Board is required to vote for "deferral". As a practical matter, the DP Board agrees that in approving an application for a permit "with conditions" the Board shall enumerate specific requirements to be met 'prior to' issuance of a Development Permit, which is formally authorized by the Director of Planning. If the applicant subsequently satisfies the Director of Planning that the 'prior to' conditions have been met, the Director of Planning may issue the Development Permit.

The Development Permit Board approved this protocol in open session at the meeting held July 2, 2003. The meeting schedule is set by the DP Board on an annual basis.

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