

UBC DEVELOPMENT REVIEW COMMITTEE
Terms of Reference
(March 30, 2004)

General:

1. The purpose of this Committee is to provide a coordinated review of internally generated projects and externally proposed developments, building additions and modifications, and infrastructure and utility works on the Point Grey Campus and other University lands. The Committee provides a technical review, drawing upon the areas of expertise of the members, and also reviews proposals in the context of the norms, standards, guidelines, policies and plans of the University. The Committee provides advice and recommendations to the Director of Planning.

2. The Committee shall consist of the following members or their designates:

Director of Campus & Community Planning (Chair)
Associate Director, Engineering Services
Director, Facilities Planning
Superintendent, Architectural Trades
Manager, Development Services
Director of Parking & Access Control Services
University Architect & Landscape Architect
Chief Building Official
Director, Sustainability Office
Managing Director, Building Operations
Director, Transportation Planning (Trek)
Associate Director, Infrastructure and Services Planning
Manager, Health, Safety & Environment
Manager, Fire Protection Services (Vancouver Fire and Rescue Services)
Director of Planning & Design, UBCPT

Additional staff expertise may be called upon to attend specific meetings, depending on the content of the agenda.

In the event that a member is unable to attend, a designate should attend on his or her behalf. The designate in attendance will be expected to make comments, input, recommendations and decisions on behalf of that directorship or member.

In the event that no representative can attend, written comments can be sent to the Manager, Development Services to be brought forward for discussion by the Committee.

The Director of Planning may, at any time, make changes to the Committee structure.

3. Applicants should attend to make presentations to the Committee on their proposals, and to answer questions put to them by Committee members.

Duties:

The Committee will:

4. Review, comment on and recommend changes to development proposals as required by the UBC Development & Building Regulations, UBC Technical Guidelines and by UBC plans and policies as approved by the Board of Governors and other applicable regulations. The review will take place before issuance of a Development Permit.
5. Refer matters to a subcommittee of the Development Review Committee, such as the Landscape and Infrastructure Committee, for detailed review of specific matters, and report back to the Development Review Committee.
6. Make recommendations to the Director of Planning concerning:
 - a. Matters referred to the Committee by proponents of a development; and
 - b. Matters brought forward by members of the Committee, subject to the approval of the Chair.

Procedures and Rules of Order:

7. The Chair, or in the Chair's absence the Vice Chair, will preside at all meetings.
8. In the absence of both the Chair and the Vice Chair, the voting members present shall elect one of the members present to chair the meeting.
9. Quorum shall consist of 50% of the membership plus one member. However, the Chair should ensure each directorship is represented in order to ensure a balanced and considered evaluation of proposals.
10. The Committee will meet twice monthly, at dates published by the Campus and Community Planning office in January of each year. Dates may be changed by resolution of the Committee.
11. If, in the opinion of the Chair on advice of the Manager, Development Services, insufficient business has accumulated to warrant holding a regularly scheduled meeting, or if no quorum can be expected, the meeting will be cancelled. If the meeting is cancelled for want of a quorum, the Committee will meet at the next regularly scheduled meeting, or at a meeting called sooner by the Chair for a date when a quorum can be expected.
12. All resolutions and advice from the committee will be communicated to the proponent by the Director of Planning, in writing or by issuance of the Committee notes.
13. Campus & Community Planning will circulate development permit applications to Committee members upon receipt of the application, either electronically, or in hard copy at the request of a Committee member. Committee members will have the opportunity to review the details of applications and make initial comments to Campus & Community Planning staff prior to the placing of an item on a Committee meeting.
14. Meeting agendas will be prepared by Campus & Community Planning, and will be forwarded to all members one week in advance of the meeting. Notes of the meetings will be taken by the Division Secretary who will record the recommendations and resolutions of the Committee. Meeting notes will be sent to all committee members along with the agenda for the next meeting. The Director of Planning or the Director's designate will forward the pertinent sections of meeting notes to development proponents.