

UBC Development Permit Board

Terms of Reference

1. Overview (Authority and Jurisdiction)

In 2002, the UBC Board of Governors established a process for implementing the development review policies for the UBC Land Use Plan. The process included the appointment of a Development Permit Board to review development proposals for development sites where neighbourhood plans have been approved by the Board of Governors.

Appointments to the Board are recommended by the Vice President, External Relations and are approved by the UBC Board of Governors.

2. Purpose of the Board

- (a) The primary duty and function of the Board is to consider Development Permit applications within neighbourhoods for consistency with neighbourhood plan policies, the development handbook and other governance requirements and such other applications as the Board of Governors shall refer to the Board, and to approve, approve subject to conditions, or defer such Development Permit applications to allow for adjustments to the proposal, and to provide its determination to the Director of Planning, who is responsible for issuing the Development Permit.
- (b) As part of the evaluation of the applications, the Board shall consider representations of the applicant, staff and a representative of the Advisory Urban Design Panel.

3. Composition of the Board

The Board is composed of the following members:

1. One past-member of the UBC Board of Governors, to provide a university perspective
2. One member of the UBC Administration, to provide an engineering perspective
3. One member of the General UBC academic community, to provide real estate expertise
4. One UBC Resident, to provide a residential perspective
5. One UBC Vancouver Student, to provide professional experience for a student studying planning, urban design, architecture or landscape architecture.

The Associate Vice President, Campus and Community Planning is an ex-officio, non-voting member.

4. Selection of the Chair

The Chair shall be by appointment by the Board of Governors for a 3-year period to ensure continuity. The members shall elect from amongst themselves one member to serve as Vice Chair. The Vice Chair shall serve in the event that the Chair is absent.

5. Quorum

A quorum is three (3) members, one of whom must be the Chair or the Vice Chair. The ex-officio non-voting member is not counted as a member for the purposes of establishing quorum. If a quorum is not present within thirty (30) minutes after the time fixed for a meeting, the Chair shall record the names of the members present and the Board shall stand adjourned until the next

regular meeting. The Chair, or in the Chair's absence, the Vice Chair, will be empowered to cast an additional vote in the event of a tie.

6. Board Schedule and Meeting Times

The Board will normally meet on a monthly basis. The time, date and place of meetings should be at the same time, day of month and same location for all meetings where this is reasonably possible. This information will be made available to the public by advertisement in the posting of notices, the Campus and Community Planning Department web page, and the University Neighbourhood Association web page. In the absence of pending Development Permit applications or other business, the Chair may choose to not hold a meeting and, in those instances, will inform the members appropriately. The Chair may also call additional meetings if circumstances warrant.

Campus and Community Planning will inform permit applicants when their Development Permit application will be considered and the time and location where they should appear before the Board to address the application and respond to questions from the Board.

7. Agenda

Prior to each regular meeting, Campus and Community Planning will prepare an agenda of all business and a report on each Development Permit application to be brought before the Board. All documents and reports intended to be submitted to the Board must be provided to Campus Planning no later than five working days preceding the day of the meeting of the Board.

8. Meeting Procedure and Rules of Order

Subject to the following points, the Board shall determine its own procedure.

All meetings shall be held in public unless the Chair directs certain deliberations to take place in a closed session.

Final Board decisions will be distributed publicly. The Board shall keep written minutes of all business transacted at the meetings. Draft minutes shall be distributed publicly once available. The Board shall approve the minutes along with the Agenda at the start of each meeting.

Board meetings will be conducted in the following manner:

1. Planning Department staff will introduce the project to the Board and provide a report giving a brief overview of the proposal, referring to its plans, location, context, background, scope and response to statutes, established policies, principles, neighbourhood plans and design guidelines.
2. The applicant will be given the opportunity to clarify any aspect of the Development Permit application to the Board.
3. The Board members will review the project material and provide comments on the issues to be addressed.
4. The Chair will facilitate a discussion between the members that will address the relevant issues of the application prior to decisions being rendered. At the discretion of the Chair, this discussion may include presentations by members of the public.
5. The Board shall approve, approve with conditions, or defer the approval for further consideration.
6. Members of the Board will not respond to any representations from the applicant or members of the public after conclusion of the public meeting.

The Chair will serve as the sole spokesperson for the Development Permit Board. All points of procedure during the progress of a meeting of the Development Permit Board shall be governed by these terms of Reference, and a sense of fair play as determined by the Chair.

9. Special Meetings

A special meeting of the Development Permit Board may be called by the Director of Planning, the Chair or by three (3) members. Meeting day and place of the special meeting shall be set and public notice given at least twenty-four (24) hours before the time of the meeting.

10. Conflicts of Interest

Board members shall make known any personal involvement they may have in a Development Permit application being reviewed by the Board, or any other close relationship that might be deemed or appear to constitute a conflict of interest. Once a member recognizes a conflict of interest, that member will not participate further in the application. No member shall have a conflict by reason only of employment by the university or a subsidiary of the university or residence.

Members of the Board will represent the interests of the University as a whole, and not any particular constituency. Should the Chair claim that a Board member is not acting in accordance with this, the Chair may rule the member out of order.

Members of the Board will be guided by their respective professional codes of conduct.

Any members of the Board contacted by applicants will refer them to the Chair or to the recording secretary.

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