

UBC Board of Governors Land Use Committee

Terms of Reference

1. Overview (Authority and Jurisdiction)

Policy 92 establishes the Land Use Committee as a subcommittee of the Board, reporting to the Board normally through the Property and Planning Committee.

Land Use Rules may include rules respecting the management, government and control of real property, buildings and structures owned, leased or otherwise held by the University. Land Use Rules may include rules respecting development, construction, security, use, occupancy, density, landscaping, noise, nuisance, business control, signage, way-finding, road functions and standards, fees, charges and other matters.

2. Purpose of the Committee

(a) The primary duty and function of the Committee is to:

- Recommend to the Board of Governors – through the Property and Planning Committee - the adoption, amendment or repeal of land use rules;
- Ensure that there has been an appropriate public consultation process in the development, amendment or repeal of rules for non-institutional parts of the campus;
- Manage compliance with the land use rules and governance requirements;
- Create processes for the issuance of permits and the discharge of the role of Authority Having Jurisdiction under the British Columbia Building Code;
- Delegate administrative and decision-making authority regarding compliance and permit issuance processes to Campus and Community Planning; and
- Report to the Board of Governors annually on the Committee's activities.

(b) As part of the development, amendment or repeal of rules affecting non-institutional lands, the Committee may hear representations of the campus community at a public meeting.

3. Composition of the Committee

The Committee comprises:

- Two members of the UBC Board of Governors, selected by the Chair of the Board of Governors, one of whom will serve as the Committee Chair and the other as Committee Vice Chair to serve in the event that the Chair is absent.
- The Responsible Executive under Policy 92.
- The Associate Vice President, Campus and Community Planning.
- Two external members appointed by the Board of Governors.

Individuals who are a student, employee, member of the Board of Governors, Council of Senates, Okanagan Senate or Vancouver Senate may not serve as an external member of the Land Use Committee.

4. Quorum

A quorum shall be four (4) members, one of whom shall be the Chair or the Vice Chair. 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 Committee 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.

5. Committee Schedule and Meeting Times

The Committee shall meet as required. The time, date and place of meetings will be made available to the public by the posting of notices on the Campus and Community Planning Department web page.

6. Agenda

Prior to each meeting, Campus and Community Planning shall prepare an agenda of all business and a report on each item to be brought before the Committee.

7. Meeting Procedures

Subject to the following points, the Committee 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.

The Committee shall keep written minutes of all business transacted at the meetings. Draft minutes shall be posted on the Campus and Community Planning web page once available. The Committee shall approve the minutes along with the Agenda at the start of each meeting.

Members of the Committee will not respond to any representations from an affected party or members of the public after conclusion of a public meeting on any proposal to develop, amend or repeal a land use rule.

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

8. Special Meetings

A special meeting of the Committee may be called by 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.

9. Conflicts of Interest

Committee members shall make known any personal involvement they may have in a land use rule being reviewed by the Committee, 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 discussion.

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

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