

UBC DEVELOPMENT REVIEW COMMITTEE

Terms of Reference

(Revised November 15, 2022)

General:

1. The purpose of this Committee is to provide a coordinated review of new building projects and developments, building additions and modifications, and large scale infrastructure projects on the UBC Point Grey Campus. The Committee provides a technical review, drawing upon the areas of expertise of the members, and reviews proposals in the context of the guidelines, policies, plans and regulations of the University. The Committee provides advice and recommendations to the Director of Planning, Campus and Community Planning.
2. The Committee shall consist of the following members or their designates:

Director of Campus & Community Planning (Chair)
Associate Director, Planning and Design
Director, Facilities Planning
Facilities, Architectural Manager, Infrastructure Development
Manager, Development Services
Director of Parking & Access Services
Landscape Architect, Planning and Design, Campus and Community Planning
Municipal Landscape Architect, Building Operations
Chief Building Official
Director, Sustainability and Engineering
Manager, Transportation Engineering
Municipal Engineer, Municipal Services
Senior Manager, Mechanical Utilities, Energy and Water Services
Green Infrastructure Engineer
Manager, Green Buildings
Community Energy Manager
Director, Environmental Protection
Manager, Fire Protection Services (Vancouver Fire and Rescue Services)
Director, Planning and Design, UBCPT
Director, Occupational & Research Health and Safety
Assistant Director, Campus Security
CAO, University Neighbourhoods Association (for campus neighbourhood projects only)

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 their behalf. The designate in attendance will be expected to provide comments, input and recommendations 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 are expected to 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, regulations, 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, 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 staff as part of the Development Permit process; 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 Chair's designate, will preside at all meetings.
8. In the absence of both the Chair and the Chair's designate, the voting members present shall elect one of the members present to chair the meeting.
9. 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.
10. 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.
11. All resolutions and advice from the committee will be communicated to the proponent by the Director of Planning or designate, in writing or by issuance of the Committee notes.
12. Campus & Community Planning will circulate development permit applications electronically to Committee members upon receipt of the application. Committee members will have the opportunity to review the details of applications and make comments to Campus & Community Planning in writing prior to the meeting.
13. 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 Committee 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.