
**UEL ADVISORY DESIGN PANEL
INAUGURAL MEETING: MARCH 7, 2008
Meeting Notes**

MEMBERS PRESENT

Architect Members:

Bruce Carscadden
Nancy Stern

Landscape Architect Members:

Ron Myers
Jonathan Losee

Engineer Members:

Randall Kovacs
David Grigg

Resident Panelists

Dave Forsyth (Area A)
Marren Mair (Area B)
Nora Stevenson (Area C)
Ben Seghers (Area D)

UEL STAFF PRESENT

Greg Yeomans
Steve Butt
John Dobbs

GUESTS

John O'Donnell (Vice President, Community Advisory Council)

MEMBERS ABSENT

Shelley Craig (Architect)
David Tobias (Interim appointee for Area A)
Rob Strother (Area B)
Chris White (Area C)

1. Welcome and Introductions

Introductions were made by those present. UEL Bylaws were distributed along with an agenda package.

2. Adoption of Agenda

The agenda was reviewed by Greg Yeomans and confirmed.

3. Background and Context for ADP

Greg Yeomans reviewed the history of the UEL, its governance structure, the UEL Act, and the development and demographic characteristics of the community. A member

expressed interest in obtaining a copy of the Act, which is available on the BC Government web site.

In reference to circulated handouts, Greg Yeomans described the role and mandate of the ADP, and the issues that will be addressed by the Panel under the provisions of the UEL Land Use, Building and Community Administration Bylaw (primarily developments which have received objections, conditional uses, and variances). The Panel will also be given the opportunity to provide input to the review of the Bylaw, which is expected to be initiated in 2008. The Community Advisory Council Bylaws were briefly reviewed.

John O'Donnell described the history of the Community Advisory Council (CAC) and some of the issues the Council has addressed in its first year, such as the Musqueam Agreement. John summarized the CAC and ADP neighbourhood panellist election process, described the four neighbourhoods of the UEL, and noted that the ADP's role is advisory to the UEL Manager. He noted that most of the issues that the Panel will address will be in the single-family areas, and that the establishment of the Panel should assist in objectively resolving disputes that may arise.

UEL Development Regulatory Framework

Steve Butt provided an overview of the UEL Land Use, Building and Community Administration Bylaw and the development permit process. The process for objections and appeal to the Minister were also described, noting that these processes are unique to the UEL. The ADP is not involved in appeals to the Minister.

Steve Butt noted that a process to substantially update and revise the Bylaw will be initiated in 2008 in order to bring it into consistency with the OCP and current legislation, reduce redundancy and ambiguity, and reflect best practice. The ADP can play an important role in providing input to this process.

In response to a question, UEL staff clarified that the ADP will receive and comment on development proposals referred to it for specific purposes defined within the Bylaw (objections, variances, and conditional uses). The Panel may choose to provide comments beyond the scope of these purposes (eg. on design issues not related to the variance in question), but the Bylaw does not require such comments to be considered by the UEL in issuing the development permit.

ADP Administration Matters

Meeting Structure

Greg Yeomans described past practice in conducting meetings of the Advisory Planning Committee, and suggested that ADP meetings could follow the same format, at least initially. Nora Stevenson provided additional details on how the APC managed its agendas. In summary, meetings began with an introduction by UEL staff on why the issue was brought to the committee, the proponent would summarize the project, objectors would describe their concerns, the proponent would respond, questions may

be asked by committee members, then the guests would be excused while the committee considered the matter and came to a recommendation.

Meeting Schedule

Greg Yeomans noted that APC meetings were generally on-call (ie. no fixed dates), which generated some difficulty in finding dates when enough members would be present. He suggested it would be preferable to set fixed meeting dates and times on a monthly basis. If there were no matters to be considered by the Panel on any given month, the meeting could be cancelled. It was generally agreed to proceed with fixed meeting dates. After considerable discussion, it was agreed to start with holding meetings on the 1st Tuesday of each month at 4:00 pm. in the UEL meeting room. If this time or day proves to not work, the schedule could be revisited. It is possible that extraordinary meetings may be necessary from time to time.

Meeting Materials

Hard copies of agenda material will be delivered to Panel members approximately one week in advance of meetings. Electronic reminders or notices of meeting cancellations will be sent. Members will be able to review plans associated with agenda items at the UEL administration office.

Meeting Notes

The Panel's focus is on coming to a recommendation to the Manager on development issues brought forward for its consideration. These recommendations must be agreed to at the meeting so a timely decision by the UEL can be made, and so the developer can have clear direction. As such, detailed meeting minutes are not needed. Therefore, UEL staff will take basic meeting notes for the record, and the final text of Panel resolutions will be electronically circulated to Panel members after review and confirmation by the Chair.

Chair and Vice-Chair

Greg Yeomans noted that the CAC Bylaws require the Panel to have a Chair, Vice-Chair and Secretary. The Secretary position may not be necessary, but a Chair and Vice-Chair need to be confirmed from amongst the Engineer, Architect and Landscape Architect members. It was initially suggested that an election could be run at the first business meeting of the Committee. Some members preferred that selection of a Chair and Vice-Chair should be done prior to that meeting. The UEL will consider conducting a simple election process electronically. Several members suggested that the Chair position be rotated on an annual basis, or have a "term-limit." This will be discussed at an upcoming meeting of the Panel.

Quorum

Quorum for Panel meetings is five members, two of whom must be designated Architect members.

Insurance

Greg Yeomans noted that Panel members are eligible for indemnity under the Government Agencies, Boards and Commissions Appointee Indemnity program. Details will be provided at next meeting.

Next meeting

It was agreed that the first business meeting of the ADP would be held on Tuesday, May 6th at 4:00 in the UEL meeting room. If a need to advance that date was discovered, Panel members would be contacted. The agenda will include one variance application, an Institutional District development permit application, and potentially one or more objections to single family dwelling applications.

Meeting Adjourned