



## **University Endowment Lands Public Meeting Procedures**

The University Endowment Lands (UEL) Administration handles all Official Community Plan (OCP) amendments and rezoning applications within its jurisdiction, and the Minister of Community, Sport and Cultural Development has the sole responsibility for deciding the results of the application. To assist in the decision-making process, the Minister may choose to have a public meeting conducted to allow residents to present views on the application being considered.

This document sets out procedures for such a public meeting.

### **Roles**

#### *Minister, Community, Sport and Cultural Development*

It is the Minister's sole responsibility to make the decision regarding the application. Consideration is given to the application, recommendations from the UEL Administration, comments from the UEL's advisory bodies, and comments made by the public.

#### *UEL Administration*

It is the responsibility of the UEL Administration (or any other delegate) to manage the OCP/rezoning process, including the public meeting, on behalf of the Minister. The Minister may delegate authority to hold and moderate the meeting to any person. All materials and records of the meeting will be available to the Minister to inform the decision-making process.

#### *Convenor*

It is the convenor's responsibility to chair the meeting, maintain order, and return the meeting to order whenever necessary.

#### *Members of the Public*

Members of the public may present views and provide input only on the application being considered. Comments made by speakers at the meeting as well as written comments will be available to the Minister for consideration before making a decision.

## Public Notification

Specific written notification of the public meeting will be provided to all residents and businesses adjacent to, or immediately across the street from, the property that is the subject of the application, and any other property that the UEL Manager considers may be affected by the proposed amendment.

General notification will be made in local publications, as well as being posted on the UEL Administration website and at its office.

## Speaking

A public meeting is an opportunity for members of the public (referred to here as “speakers”) to present their comments or questions regarding the application being considered. There will be no debating of any point during the public meeting.

In order to speak, speakers must place their name on a speakers’ registration list, and will speak in the order in which they were registered. Speakers register to speak by phoning, visiting, or emailing the UEL Administration office at:

604-660-1808  
5495 Chancellor Boulevard, Vancouver, BC V6T 1E2  
uel@gov.bc.ca

They may also add their name to the registration list located at the entrance to the public meeting. Speakers may speak on their own behalf or on behalf of an organization. All speakers are limited to three minutes and may only speak once.

## Written Comments

Written comments may be submitted regarding the application being considered. In order to be included in the materials for the Minister’s consideration, written comments must:

- identify the author by name.
- be received by the UEL Administration no later than two (2) weeks after the public meeting (check with the UEL Administration for dates for specific applications). Late or anonymous comments will not be considered.

Send public comments to the Minister of Community, Sport and Cultural Development, c/o UEL Administration:

- by email to uel@gov.bc.ca
- by mail or in person drop off to 5495 Chancellor Boulevard, Vancouver, BC, V6T 1E2

### Format

The format of public meetings will be as follows:

1. Convenor reads the agenda item and summary of application.
2. UEL Administration staff briefly explains the application and the review that has been undertaken.
3. The applicant then has the option to add any further explanation, if necessary.
4. The convenor calls on the people who have registered to speak to the agenda item.
5. When the last speaker from the public has been heard, the applicant and/or the UEL Administration may make brief summary comments. The UEL Administration will also summarize next steps in the process.

### Next steps

Following the public meeting, applications are referred to the UEL's advisory groups (the Community Advisory Council and Advisory Design Panel) for their comments. These comments, along with comments made at the public meeting and written comments received, will be made available to the Minister to inform the eventual decision on the application.