

# LATE DISTRIBUTION FOR COUNCIL - JULY 19, 2005



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

# A21

Report Date: July 13, 2005  
Author: L. B. Beasley  
Phone No.: 604.873.7698  
RTS No.: 05407  
CC File No.: 3104  
Meeting Date: July 19, 2005

**TO:** Vancouver City Council

**FROM:** Co-Director of Planning (Director of Current Planning) in consultation with the Chair, Development Permit Board

**SUBJECT:** Development Permit Board Alternate for Co-Director of Planning

## RECOMMENDATION

- A. THAT Council amend Section 8(c) of the Development Permit Board and Advisory Panel By-law No. 5869, to create a second alternate (other than a Co-Director of Planning) to the Co-Director of Planning who is the regular Board member, that alternate being an Assistant Director of Planning;

FURTHER THAT the Director of Legal Services be instructed to prepare the amending by-law for enactment.

- B. THAT Trish French, Assistant Director of Planning, be appointed an alternate to Larry Beasley, the Co-Director of Planning who is the regular Board member, acknowledging that Ann McAfee, the other Co-Director of Planning, is already an alternate, this appointment to take effect upon amendment of the Development Permit Board and Advisory Panel By-law No. 5869, which enables this appointment.

## CITY MANAGER'S COMMENTS

The City Manager recommends approval of the foregoing, noting the importance of ensuring the Development Permit Board has the benefit of full membership in rare circumstances when both an appointed member and their alternate member is unavailable. Provisions as soon as possible are necessary as there may be a coverage problem in the summer recess period, before the next meeting of Council in September.

## COUNCIL POLICY

Council Policy is reflected in By-law No. 5869, attached as Appendix A, which is the current Development Permit Board and Advisory Panel By-law.

## PURPOSE

The purpose of this report is to recommend an amendment to the Development Permit Board membership to create and then to appoint a second alternate to the Co-Director of Planning in the event that that regular member of the Board and his alternate, the other Co-Director of Planning, are both unavailable to attend a Board meeting.

## DISCUSSION

The Co-Director of Planning (Larry Beasley) is one of three voting members of the Development Permit Board and has one alternate, the other Co-Director of Planning (Ann McAfee) to take his place if he is unable to attend a meeting. These appointments are enabled by By-law No. 5869.

A review of schedules over the next several months indicates that there may be several Development Permit Board meetings where both Co-Directors of Planning, the regular member and his alternate member of the Board, are unable to attend because of commitments elsewhere. It is essential that the Board be able to meet whenever necessary, preferably with a full complement of members, so a second alternate is necessary.

It is logical that an Assistant Director of Planning be an alternate to the Co-Director of Planning because that official has similar management and professional qualifications and expertise as the regular member. While there are three Assistant Directors of Planning, one of them has the closest association with and knowledge of applications dealt with by the Board, that being Trish French, the Assistant Director of Planning for the Central Area. It is also a good training opportunity for her potentially taking on such responsibilities in the future. Therefore, it is recommended that she be appointed as the Co-Director of Planning's second alternate.

This situation is the same as already prevails whereby there are two alternates for the General Manager of Engineering Services, either the Deputy City Engineer or an Assistant City Engineer.

To achieve this coverage, Section 8 (c) of the Development Permit Board and Advisory Panel By-law must be amended as follows (amendments noted in *bold italics* below):

“8 (c) *either* a Co-Director of Planning *or an Assistant Director of Planning* as alternate to the Co-Director of Planning who is the regular Board member.”

## FINANCIAL IMPLICATIONS

There are no financial implications.

## CONCLUSION

The potential coverage issue over the next several months is a very unique anomaly. Council can be assured that both Co-Directors of Planning take their responsibilities on the Board very seriously, doing their utmost to coordinate their schedules to attend every meeting. Very rarely has the regular Co-Director of Planning member missed a meeting and, to date, the alternate has always been available to attend. Nonetheless, it is advisable to provide slightly more flexibility for these officials, parallel to that already in place for another Board member.

Since a coverage problem could happen before Council meets again in September, it is important that the amendment to the by-law be completed immediately.

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**CITY OF VANCOUVER  
BRITISH COLUMBIA**



**DEVELOPMENT PERMIT BOARD  
and ADVISORY PANEL  
BY-LAW NO. 5869**

**This By-law is printed under and  
by authority of the Council of  
the City of Vancouver**

**(Consolidated for convenience only  
to June 27, 2002)**

**BY-LAW NO. 5869**

**A By-law to repeal By-law No. 4876  
and to substitute in its place a  
new by-law respecting the Development  
Permit Board and its Advisory Panel**

**(Consolidated for convenience only,  
to include By-law No. 8508,  
effective June 27, 2002)**

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THE COUNCIL OF THE CITY OF VANCOUVER, in open meeting assembled, enacts as follows:

1. This by-law may be cited as the "Development Permit Board and Advisory Panel By-law".
2.
  - (a) A Board to be known as the "Development Permit Board" (hereinafter referred to as the "Board") is hereby established and appointed.
  - (b) A Panel to be known as the "Development Permit Board Advisory Panel" (hereinafter referred to as the "Advisory Panel") is hereby established.
3. It is hereby declared that this by-law is passed with the intention that each section shall be independent of the other so that, should any section be declared invalid, then such section shall be severable.
4. The Board shall consist of the Director of Development Services, who shall be a non-voting member except as Section 11 otherwise provides, and the Deputy City Manager, the General Manager of Engineering Services, and a Co-Director of Planning all of whom shall be voting members.
5.
  - (a) The duty and function of the Board is to receive and approve, approve subject to conditions, or refuse such development permit applications as may by by-law be prescribed to be brought before the Board.
  - (b) In the consideration of all applications brought before it, the Board shall hear any representations of the applicant as well as any other person interested in the application, and before rendering its decision shall consult with and receive any submissions of the Advisory Panel.

- (c) The Chair of the Board, who shall have responsibility to ensure the inclusive, comprehensive, orderly and timely process of conducting the business of the Board, shall be the Director of Development Services.
6. The Advisory Panel shall consist of eight members to be appointed by the City Council. Of the eight members, two shall be representatives of the development industry, two shall be representatives of the design professions, and four shall be representatives of the general public. The memberships of all appointees shall terminate on the expiration of their appointed terms, or at the time their successors are appointed, whichever is later, and all appointees shall be eligible for reappointment. No person who is a member of the City Council or an employee of the City shall be appointed to the Advisory Panel.
  7. The function of the Advisory Panel is to act in an advisory capacity to the Board with respect to development permit applications which are brought before the board, and all members of the Panel shall be entitled to attend and participate in all meetings of the Board.
  8. Each Board member, except for the Director of Development Services, shall have the following alternate who may act on behalf, and in place, of that member at any Board meeting:
    - (a) the General Manager of Community Services as alternate to the Deputy City Manager;
    - (b) either the Deputy City Engineer or an Assistant City Engineer as alternate to the General Manager of Engineering Services; and
    - (c) a Co-Director of Planning as alternate to the Co-Director of Planning who is the regular Board member.
  9. If the Director of Development Services is unable to attend a Board meeting, he or she may appoint a Board member or any alternate of any Board member to act as Chair at that meeting on behalf, and in place, of the Director of Development Services.
  10. A Board member or alternate who acts as Chair at a meeting may not vote, except as Section 11 otherwise provides, at that meeting.
  11. If:
    - (a) a Board member:
      - (i) is unable to attend a Board meeting,
      - (ii) leaves a Board meeting, or

- (iii) does not attend an adjourned Board meeting, because of illness or by consent of the Chair, and that Board member's alternate does not attend such meeting; or
- (b) the Director of Development Services, under Section 9, appoints a Board member to act as Chair at a meeting, and that Board member's alternate does not attend such meeting;

and if the votes of the Board members present at such meeting are equal for and against a question, the Chair shall have the right to exercise the casting vote.

- 12. The Board shall determine its own procedure, provided that all decisions of the Board shall be rendered in public unless the Board for good and sufficient cause otherwise directs, and the Board shall give reasons for its decisions. The Board may set the time, date and place of its meetings, provided that the Chair shall be at liberty to call a meeting whenever he deems it necessary.
- 13. The Board shall keep written minutes of all business transacted at the meetings.
- 14. By-law No. 4876 is repealed.
- 15. This By-law comes into force and takes effect on the date of its passing.

DONE AND PASSED in open Council this 5th day of February, 1985.

(signed) "Michael Harcourt"  
Mayor

(signed) "R. Henry"  
City Clerk

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