



CITY OF VANCOUVER  
ADMINISTRATIVE REPORT

A9

Report Date: May 2, 2006  
Author: Kira Gerwing/  
F.A. (Rick) Scobie  
Phone No.: 604.873.7716  
RTS No.: 05804  
VanRIMS No.: 08-3000-11  
Meeting Date: May 16, 2006

TO: Vancouver City Council

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

SUBJECT: Development Permit Board Member and Alternate Amendments

**RECOMMENDATION**

- A. THAT Robert Jenkins, Assistant Director of Planning, be appointed, effective July 1, 2006, as an alternate to Larry Beasley, the Co-Director of Planning who is the regular Board member, acknowledging that Trish French, another Assistant Director of Planning, is already an alternate as is Ann McAfee, Co-Director of Planning, who will be retiring June 30, 2006.
- B. THAT Council amend Section 4 of the Development Permit Board and Advisory Panel By-law No. 5869 to remove the Co-Director of Planning from the list of voting members and replace this with the Director of Planning, who is the regular Board member, and correspondingly amend Section 8(c) to replace the Co-Director of Planning with the Director of Planning, who is the regular Board member;

FURTHER THAT Council amend Sections 4, 5(c), 8, 9 and 11(b) of the By-law to substitute the Co-Director of Development Services - Policy & Regulations in lieu of the Director of Development Services;

AND FURTHER THAT the Director of Legal Services be instructed to prepare the amending by-law for enactment, with an effective date of July 1, 2006.

**GENERAL MANAGER'S COMMENTS**

The General Manager of Community Services recommends approval of A and B.

## 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. Appointment of members is enabled by the By-law.

## PURPOSE

The purpose of this report is to recommend that Council appoint another alternate to the Co-Director of Planning in the event that this regular Board member is unavailable to attend a Board meeting. It also initiates amendments to the Development Permit Board and Advisory Panel By-law to update the title of "Co-Director of Planning" to become "Director of Planning" as a regular Board member and likewise update the title of the "Director of Development Services" to become "Director of Development Services - Policy & Regulations".

## DISCUSSION

In March, 2006, the Co-Directors of Planning announced their retirements. Dr. Ann McAfee is retiring effective June 30. Mr. Larry Beasley's retirement is scheduled to take place on September 1, or whenever thereafter a new Director of Planning assumes responsibilities.

To ensure full coverage of Board meetings under all circumstances, it is customary to have up to two alternate Board members for a voting Board member. Dr. McAfee and Ms. Trish French (an Assistant Director of Planning) are currently alternate Board members to Mr. Beasley. With Dr. McAfee's forthcoming retirement it is recommended that Robert Jenkins (another Assistant Director of Planning) be appointed an alternate Board member upon Dr. McAfee's retirement, i.e. as of July 1, 2006.

With Dr. McAfee's retirement it is logical that both alternate Board members to Mr. Beasley be Assistant Directors of Planning because these officials have similar management and professional qualifications and expertise as the Director of Planning. Rob Jenkins, by virtue of his position as an Assistant Director of Planning in the Current Planning Division, has close association with and knowledge of development management and is well suited to be an alternate Board member. It is also a good training opportunity for him potentially taking on more such responsibilities in the future.

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.

Upon retirement of his colleague, Dr. McAfee, on June 30, 2006, Mr. Beasley's title will become Director of Planning for the duration of his appointment. Accordingly, By-law No. 5869 needs amendment to reflect this change, effective July 1, 2006.

In addition, the By-law currently references the Chair of the Development Permit Board as the Director of Development Services. With recent organizational changes, the Chair is now the Co-Director of Development Services - Policy & Regulations and this should be reflected in the By-law.

Specifically, the Development Permit Board and Advisory Panel By-law should be amended as follows (amendments noted in *bold italics* below):

- "4. The Board shall consist of the *Co-Director of Development Services - Policy & Regulations*, 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 *the Director of Planning* all of whom shall be voting members"
  - "5.(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 *Co-Director of Development Services - Policy & Regulations.*"
  - "8. Each Board member, except for the *Co-Director of Development Services - Policy & Regulations*, shall have the following alternate who may act on behalf, and in place, of that member at any Board meeting:"
  - "8.(c) either *of two Assistant Directors of Planning* as *alternates* to the *Director of Planning* who is the regular Board member."
  - "9. If the *Co-Director of Development Services - Policy & Regulations* is unable to attend a Board meeting, he or she may appoint a Board member of any alternate of any Board member to act as Chair at that meeting on behalf, and in place, of the *Co-Director of Development Services - Policy & Regulations.*"
- and,
- "11.(b) the *Co-Director of Development Services Policy & Regulations*, 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;"

## FINANCIAL IMPLICATIONS

There are no financial implications.

## CONCLUSION

All members of the Development Permit Board take their Board responsibilities very seriously and manage their schedules as best as possible in order to attend Board meetings. However, this is not always possible and the continued provision of more than one alternate for the Planning Department Board member will maintain current flexibility.

The amendments recommended to the By-law will update references to Board members and the alternate members to the Planning Department Board member.

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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 September 20, 2005)

**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. 9114,  
effective September 20, 2005)**

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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 nine members to be appointed by the City Council. Of the nine members, two shall be representatives of the development industry, one shall be the Chair of the Urban Design Panel, one shall be a representative of the design profession, one shall be the Chair of the Vancouver Heritage Commission, 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.
- 7A. Each of the following Advisory Panel members shall have the following alternate who may act on behalf, and in place, of that member at any Advisory Panel meeting:
- (a) a member of the Vancouver Heritage Commission, selected from time to time by the Chair of the Vancouver Heritage Commission, as alternate to the Chair of the Vancouver Heritage Commission; and
  - (b) a member of the Urban Design Panel, selected from time to time by the Chair of the Urban Design Panel, as alternate to the Chair of the Urban Design Panel;

but no other member of the Advisory Panel may select an alternate to act on behalf, and in place, of that member at any Advisory Panel meeting.

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) 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.

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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