

## Group Agreement - PLAN540A UTown @ UBC

- **Project Goal:**
  - To complete a case study of the Land Use Plan update/amendment process currently under way at UBC.
- **Deliverables:**
  - A website containing less than 7500 words of text (max 1000 words per person for individual sections);  
With in-text citations APA style (name, date)
  - A 30-45 minute verbal presentation.
- **Approaches:**
  - In researching for, and writing the report we will use the conceptual framework of SCARP's mission statement - "Sustainability through the democratisation of planning." We intend to measure the degree to which UBC's Land Use Plan update/amendment process matches this statement;
  - We will each take on one or several sub-components of the project according to our individual areas of interest, with the understanding that some members might have to help others depending on the complexity of each sub-component;
  - The sub-components are as follows:
    1. Land use planning, zoning and policy (specifically understanding the proposed Land Use Plan as an applied sustainability planning tool), and housing – **Ryan**
    2. Social planning and approaches to consultation – **Juliet**
    3. Governance framework, specifically looking at:
      - How and why UBC is transitioning from an Official Community Plan to a Land Use Plan (including the key differences between the two);
      - The implications of this transition on: the regulatory body (Campus and Community Planning), decision making processes at UBC, governance at UBC, accountability, the future of UBC as a whole, the future of UBC as part of a greater region, and Musqueam traditional territory; and
      - The official definition, jurisdiction and mandate of "Utown" – **Yazmin**
    4. Sustainability, specifically looking at:
      - What is the definition of sustainability according to the Utown

- program and how and how well it is being applied;
- How does this definition measure up to other theories of sustainability; and
- Where does it sit on a scale of strong-weak sustainability - **Daniel**

#### 5. Transportation and infrastructure (roads, water, sewer, parks) – **Jason**

- Within each sub-component above we will each try to touch on broad sustainability principles, the sustainability approaches used, governance, and the planning methods used. We will be careful how in depth we go, however, given that there are members already assigned specifically to sustainability (**Daniel**) participatory planning methods (**Juliet**) and governance (**Yazmin**). We will communicate amongst ourselves to prevent any redundancies and overlap in our sections;
- We will structure our website as follows:
  1. Introduction /home page
    - 1.1. Analytical framework
    - 1.2. Methods (secondary sources)
  2. Analysis
    - *Governance Framework*
    - *Sustainability*
    - *Land Use Planning*
    - *Social Planning and consultations*
    - *Transportation and Infrastructure*
  3. Conclusions
    - 3.1. Recommendations
  4. References
- We will collectively write sections 1, and 3-4 of the report (see above), while section 2 will be a compilation of our individual sub-components.

#### ● **Timelines:**

- We commit, both individually and as a group, to adhering to the following schedule of due dates:
  - Group Agreement due: **Oct 13**
  - Initial Draft due: **Oct 22**
    - Each group member will have an outline of their component prepared before our group meeting on Oct 22nd
  - Presentation due: **Nov 19 or 26**
  - Final report due: **Dec 6**
- Further group meetings will be scheduled at our meeting on Oct 22nd

- **Information Sharing:**

- We will share information amongst the group as follows:
  - Digitally - via e-mail and the Google Site and Google Docs we created for this project; and
  - In person - at our group meetings and during time allotted by Tony during the Omnibus class.

- **Resources:**

- Our primary resource for information is the Campus and Community Planning website: <http://www.planning.ubc.ca>  
We will also use the Utown website within the above site for information specifically to the Utown program: [http://www.planning.ubc.ca/vancouver\\_home/utown\\_ubc.php](http://www.planning.ubc.ca/vancouver_home/utown_ubc.php)
- Other resources will be added and shared with the group as more research is done.

- **Roles:**

- Roles already fulfilled:
  - Juliet - start-up of website
  - Daniel - first draft of group agreement; Juliet - second draft; Yazmin – third draft, Jason – fourth draft; Ryan – formatting and completion.
- Future Roles:
  - We will alternate facilitators, note takers and time keepers for our group meetings
  - Website Layout and visuals – Juliet
  - Editor (Flow & Narrative) - Yazmin
  - Editor (Grammar and Formatting) - Daniel and Jason
  - Editor (Introduction and Conclusions) - Ryan
  - Other leadership roles within the group – TBD on an as needed basis

- **Expectations:**

- Each group member is expected to:
  - (1) Attend all group meetings, or at a very minimum stay in communication;
  - (2) Produce their individual section by the agreed upon date;
  - (3) Assist in compiling the collaborative sections of the website
  - (4) Assist in producing the finished product, including taking on layout, leadership and/or editor roles as needed.

- **Ethics:**

- We will undertake our research in an ethical manner according to the UBC Research Ethics Board. We will not plagiarize material. We will treat each group member with respect at all times.

- **Confidentiality:**
  - No personal information or confidential documents will be shared without prior official consent of the individuals or authors.

## **Operating Procedures**

- **Communication:**
  - We will communicate in person, through email, and also through our Google Site.
- **Scheduling meeting times and places:**
  - Scheduled meetings will take place Wednesday mornings at 11AM (for longer meetings) or Wednesday afternoons at 1:30 pm (for shorter meetings) or at other times as agreed upon
- **Agenda Setting:**
  - Agendas will be discussed and set through e-mail or through our Google Site, before the next meeting takes place.
- **Note Taking:**
  - A group member will volunteer to take notes at the beginning of each meeting. Every member must take notes at least once during the semester.
- **Facilitation:**
  - A group member will volunteer to facilitate at the beginning of each meeting. Every member must facilitate at least once during the semester.
- **Process for Resolving Disagreement:**
  - Disagreement amongst the group – we will address the specific area of disagreement as a group and come to a consensus. In some cases compromise may be necessary by some members of the group;
  - Personal disagreements between individual members – the individual members at disagreement with one another are expected to resolve the problem between them. If an agreement cannot be reached, the group will intervene and a group discussion will be held.
  - One member not fulfilling his/her obligations– we will hold a meeting to discuss, with the member, his/her problem areas and ways in which he/she could better benefit the group. If the problem persists then the group will convene to come up with an alternative strategy.
- **Decision Making Process**
  - Decisions will ideally be reached through a consensus;

- If consensus is not reached within our timeline, then decision will be made by “majority rules”; and
- If a group member is unable to attend and to give his/her input ahead of time, the rest of the group can form consensus without the group member.

**Signed:**

Ryan Beaudry (9 Oct 2010),

Juliet Van Vliet (9 oct 2010)

Daniel Martin (Oct 11, 2010)

Jason Lee (Oct 12, 2010)

Yazmin Hernandez (Oct. 13, 2010)