



# VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



December 18, 2019

## BOARD OF VARIANCE MEMBER VOLUNTEER WANTED

The Village of Belcarra currently has one vacancy on its three-member Board of Variance.

The Board of Variance is a Statutory Committee that has the power to grant minor variances in situations where compliance with the Zoning Bylaw respecting the siting, dimension or size of a building or structure would cause a person undue hardship.

Board members are volunteers appointed by the Village of Belcarra Council for a three-year term. An officer or employee of the Village of Belcarra is not eligible to be appointed to the Board of Variance

The Board operates independently from Council and is regulated by bylaws, the *Community Charter* and the *Local Government Act*.

The Board meets according to the schedule approved by the Board of Variance at its first meeting in each calendar year. Meetings are held during business hours at the Village Hall.

If you are a Village of Belcarra resident and would like to volunteer to serve on the Board of Variance, application forms and detailed information are available at the Municipal Office or online at <https://belcarra.ca/>. Please call 604-937-4100 for more information.

Applicants are requested to mail, deliver, fax 604-939-5034, or email a completed application with a brief resume to:

Lorna Dysart  
Chief Administrative Officer  
[ldysart@belcarra.ca](mailto:ldysart@belcarra.ca)  
4084 Bedwell Bay Road  
Belcarra, BC V3H 4P8

Applications must be received no later than 4:00 pm January 7, 2020.



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## TERMS OF REFERENCE

The Board of Variance is a Statutory Committee that has the power to grant minor variances in situations where compliance with the Zoning Bylaw respecting the siting, dimension or size of a building or structure would cause a person undue hardship. A variance may not vary the density or use of land, and if granted, will expire two years from the date of approval.

In addition, the Board may grant minor variances to the prohibition of a structural alteration or addition under Section 542 of the *Local Government Act*.

### BOARD MEMBERS

3 representatives appointed by Council

1. Pursuant to the provisions of the *Local Government Act* a Board of Variance for the Village of Belcarra consists of three (3) persons appointed by Council.
2. An appointment under Section 1 is for a term of:
  - a) Three (3) years, or
  - b) If no successor has been appointed at the end of the three (3) year period, until the time that a successor is appointed.
3. A person not eligible to be appointed to the Board of Variance:
  - a) a member of the Council, or
  - b) an officer or employee of the Village of Belcarra
4. The Council may rescind an appointment to the Board of Variance at any time.
5. Board of Variance members serve on the Board without remuneration.
6. The Board meets according to the schedule approved by the Board of Variance at its first meeting in each calendar year. Meetings are held during the business day.
7. The members of the Board of Variance shall elect one of their number as Chair and the Chair may appoint a member of the Board of Variance as Acting Chair to preside in his or her absence.
8. The Board of Variance Hearing procedures are established by bylaw.



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## Board of Variance Member Volunteer APPLICATION FORM

Please print or type **legibly**

<b>Name:</b>			
<b>Address:</b>			
<b>Phone:</b> home	cell:	work:	fax:
<b>E-mail:</b>			

**Reasons for seeking appointment to Board of Variance:**

**History of community involvement:**

**Special background, expertise, or professional association membership (if desired, please attach resume):**

\* Continued on next page. If space is insufficient, please attach a separate sheet.

Village of Belcarra – Board of Variance Member Volunteer  
APPLICATION FORM

**Additional information as desired by applicant:**

Resume attached:

YES

NO

**THIS SECTION MUST BE SIGNED BY THE APPLICANT:**

I, \_\_\_\_\_ hereby confirm that I am willing to accept an appointment to the Board of Variance and recognize the time commitment required, should I be appointed.

Date: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

If you are not appointed, please indicate your desired option below:

Contact me for consideration if another vacancy occurs within the remainder of the calendar year:

YES

NO

The person named as applicant must sign the form to confirm that they would be willing to accept an appointment if selected. *Freedom of Information and Protection Act Notice:* information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter and the Freedom of Information and Protection of Privacy Act*, is protected in accordance with the Act, and will be used for the purposes of appointment members to the Village of Belcarra's Board of Variance.