

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
**CLOSED CORPORATE REPORT**



**DATE:** March 13, 2023  
**TO:** Mayor and Council  
**FROM:** Tracey Arthur, Director, Corporate Administration  
**SUBJECT:** 2023 Committee Appointments – Board of Variance

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**RECOMMENDATIONS**

THAT Council:

1. Receive for information the March 13, 2023, closed corporate report from the Director of Corporate Administration, titled “2023 Committee Appointments – Board of Variance”;
  2. Appoint three (3) community members to the Board of Variance, with a term expiring December 31, 2025; and
  3. Authorize the release of the “2023 Committee Appointments – Board of Variance” corporate report and the committee appointments in accordance with the Freedom of Information and Protection of Privacy legislation.
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**INTRODUCTION**

The purpose of this corporate report is to appoint members to the Board of Variance (BoV) for a new term expiring December 31, 2025. Board of Variance Bylaw No. 1753 is included for reference under Appendix A.

Volunteer opportunities for the BoV requesting those interested in serving to submit an application were advertised in the Peace Arch News on November 10, 17, 24, and December 1, 2022, as well as January 12, 19, and February 9, 16, and 23, 2023. In addition, Committee positions were advertised on the city website and through social media. The deadline for applications was March 2, 2023. Attached as Appendix D is the ad which was placed in the Peace Arch News. Wording for the ad was reviewed by the Director of Planning and Development Services who oversees the BoV function.

**PAST PRACTICE / POLICY**

Committee appointments are discussed by Council in a closed meeting in accordance with Section 90(1)(a) of the *Community Charter*, as discussions include personal information about an identifiable individual.

Attached, as Appendix B, is Council Policy 120 – Council Code of Conduct for Committee Members, as a reference for further consideration during the Committee appointment process.

## **ANALYSIS**

A local government that has adopted a zoning bylaw must, by bylaw, establish a BoV. In accordance with the *Local Government Act* the BoV is considered an independent body and has the power to grant minor variances typically relating to siting, dimensions and size of buildings, where compliance with the Zoning bylaw would cause undue hardship. The BoV may not vary land use or density. A decision of the BoV is final.

In accordance with legislation the City's Board of Variance Bylaw No. 1753 states that the BoV will consist of three (3) members appointed by Council for a three (3) year term. Through the *Local Government Act* for a municipality with a population of 25,000 or less the BoV is to consist of three (3) persons and the appointments are to be done for a three (3) year period.

A combination of personal attributes, experience, community association, skills and knowledge are to be considered for these positions due to the nature of the BoV function.

In accordance with the *Local Government Act* a person is not eligible to be appointed to the BoV if the person is:

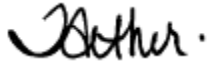
- a) a member of the local government or the advisory planning committee, or
- b) an officer or employee of the local government.

Seven (7) community members have now applied to serve on the BoV, six (6) of whom are White Rock residents. One (1) community member noted on their application form that they have previously served on the BoV.

**CONCLUSION**

Council are requested to appoint three (3) community members to the Board of Variance, with a term expiring December 31, 2025.

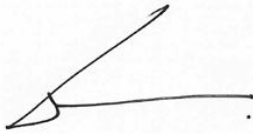
Respectfully submitted,



Tracey Arthur  
Director, Corporate Administration

**Comments from the Chief Administrative Officer**

I concur with the recommendations of this corporate report.



Guillermo Ferrero  
Chief Administrative Officer

Appendix A: Board of Variance Bylaw No. 1753

Appendix B: Council Policy 120 – Council Code of Conduct for Committee Members\

Appendix C: Committee Application Index/Worksheet Committee Applications

Appendix D: Recruitment Ad for Peace Arch News