

Memo



TO: Mayor and Council
FROM: Chief Administrative Officer
DATE: November 18, 2022
SUBJECT: Board of Variance Vacancy

Board of Variance Appointment

The Board of Variance consists of 3 members which deals with variance applications. A vacancy has been created by the recent resignation of a Board member, Dena McPhee. The other two members, Barb Olson and Rolli Gunderson have expressed their desire to continue being Board members.

The Board of Variance only meets when there is an application on variances that primarily deals with hardships relating to matters such as siting, dimensions, and size of buildings. A board of variance order cannot conflict with *Land Title Act* covenants or deal with matters on land use permits, land use contracts, floodplain specifications or phased development agreements. A decision of the board of variance is final except that it is appealable to the Supreme Court if it is alleged that proper procedure was not followed with respect to information provided to the Board. The last time the Board dealt with an application in Lake Cowichan was on May 9th, 2019.

A resident, Bruce Ingram, has expressed in writing his interest on being a member of the Board of Variance.

Recommendation

that Council confirm the appointment of Rolli Gunderson, Barbara Olson, and Bruce Ingram as members of the Board of Variance for a three-year term or until new appointments are made.

A handwritten signature in black ink, appearing to read 'Joseph A. Fernandez', written over a horizontal line.

Joseph A. Fernandez