



# APPLICATION FOR APPOINTMENT TO THE VICTORIA BOARD OF VARIANCE

## About the Victoria Board of Variance

The Board of Variance is a quasi-judicial body which is independent from City Council.

The Board deals with appeals for minor variances, where compliance with the Zoning Regulation Bylaw would cause undue hardship. The Board also deals with matters regarding additions and structural alterations to non-conforming buildings. The Board cannot deal with matters related to land use, density limits, parking variances or landscape variances.

The Board is made up of five members appointed by City Council; elected City officials and City staff are not permitted to sit on the Board of Variance.

## About this Opportunity

Victoria City Council is seeking qualified applicants with experience in adjudication, land use planning, law, or engineering to fill three positions on the Board. Each position is for a three year term starting on July 1, 2015 and ending on June 30, 2018. The following skills and abilities will be considered when Council assesses applications for membership on the Board:

1. Ability to read architectural plans and documents, and mentally visualize the proposal being submitted for review.
2. Basic understanding of the Zoning Regulation Bylaw of the City of Victoria.

There is a significant time commitment associated with membership on the Board. Members must attend twenty-two meetings a year at noon for a portion of the afternoon (12:00 p.m. to approximately 2:30 p.m.), and occasionally meetings for a larger portion of the afternoon. Members must also have the ability and time to examine each site involved in an appeal during the five days prior to the meeting.

## Completing and Submitting an Application

Applications must be received by June 1, 2015. Completed, signed applications can be submitted:

- in person to the Legislative Services office on the first floor of City Hall
- by mail to Corporate Administrator, City of Victoria, #1 Centennial Square, Victoria, BC, V8W 1P6.
- by email to [legislativeservices@victoria.ca](mailto:legislativeservices@victoria.ca), or
- by fax to 250.361.0348.

You may attach additional documentation if required. For further information, contact Janice Schmidt, Manager, Legislative Services, at 250.361.0543, e-mail: [JSchmidt@victoria.ca](mailto:JSchmidt@victoria.ca).

## APPLICANT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Work Phone No. \_\_\_\_\_ Cellular No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Email \_\_\_\_\_

## QUALIFICATIONS AND ELIGIBILITY

1. Please describe your reasons for seeking appointment to this Board.

2. Do you have knowledge, skills and/or experience in any of the following areas? (Tick all that apply)

- Adjudication
- Land use planning
- Law
- Engineering
- Reading architectural plans and documents
- Zoning Bylaws of the City of Victoria

If yes, please describe the nature of your knowledge, skills and/or experience below  
(Attachments are accepted)

3. Have you previously been a member of the Victoria Board of Variance or a Board of Variance within another jurisdiction? If yes, please indicate the term of your previous appointment and which jurisdiction.

4. Do you have experience as a member of any other community board or committees? If yes, please describe.

#### 5. Consent to Use Personal Information

Your personal information will be reviewed to determine the most suitable candidates for the Victoria Board of Variance. This review includes disclosure to City staff, members of Council, the Board you are seeking appointment to and third parties who can verify the personal information you have provided. Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (FIPPA) is the legislated authority to collect your personal information. If you have any questions about the collection, use or disclosure of your personal information, please contact the Manager of Legislative Services, Legislative and Regulatory Services Department at 250.361.0543, by email at [JSchmidt@victoria.ca](mailto:JSchmidt@victoria.ca) or #1 Centennial Square, Victoria BC, V8W 1P6.

#### 6. Declaration of Applicant

I declare that the information provided in this application is correct and that I am eligible to be appointed to the Board for which I am applying, as I am not an elected official or employee of The Corporation of the City of Victoria.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_