

Advisory Body Recruitment

Connect Oak Bay

Oak Bay Board of Variance Application Form

Application for Oak Bay Board of Variance

Thank you for considering a volunteer appointment with the District of Oak Bay Board of Variance! It is important to review the following information prior to submitting your application:

- The Board of Variance is a quasi-judicial body established under the provisions of the Local Government Act which requires every municipality that has enacted a zoning bylaw to establish and appoint a Board of Variance.
- The Board of Variance is independent from Council and is made up of three members appointed by Council. Elected Officials and District staff are not permitted to sit on the Board.
- The term of appointment is for three years.
- More information about the Board of Variance, including the establishing bylaw and the Committee and Commission Policy, may be viewed at <https://www.oakbay.ca/municipal-hall/committees>. These documents contain important information about the role and responsibilities of the Board of Variance, its volunteers, meetings and respective mandates.
- It is important to remember that there is no remuneration for appointees; if appointed, you would serve on the Board of Variance in a volunteer capacity.
- If you have questions about the Board of Variance, please contact Corporate Services at 250-598-3311 or administration@oakbay.ca.

Important Notes about Meetings:

- The Board of Variance meets as required.
- The Board of Variance is subject to the same open meetings provisions in the Community Charter as Council - this means that all meetings must be open to the public as a general rule. This requirement is intended to be applied broadly, in keeping with the principle of openness, transparency and accountability.
- The anticipated volunteer commitment is approximately 5 hours per meeting to prepare for and attend weekday meetings.

This collection of personal information by the District of Oak Bay is authorized under the Local Government Act, Community Charter and s.26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used by the District for the purposes of Advisory Body recruitment, appointment, and contact. Questions about the collection of your personal information can be directed to the District's Corporate Officer at 250-598-3311 or foi@oakbay.ca.

Name:

(Required)

Mailing Address (including postal code):

(Required)

Phone:

Email:

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What makes you an ideal candidate to serve on the Board of Variance? Please be sure to tell us about your related experience, knowledge or interests in the areas of, but not limited to, familiarity with the District’s Zoning Bylaw and reading architectural plans and documents.

Note: Answer this question if it applies

Attach additional pages as required

Please tell us about your history of community involvement and/or volunteerism.

Note: Answer this question if it applies

Attach additional pages as required

To ensure sufficient staff/IT resourcing, Board of Variance meetings are currently held during the daytime Please indicate if you have any scheduling considerations that may impact your availability for daytime meetings. (Note - meetings are expected to last approximately 1-2 hours)

Note: Answer this question if it applies

Please attach your resume including at least two (2) references. Your application and resume will be kept on file for one year from the date Council appointments are made or for the term of your appointment, whichever is applicable.

To assist the Board of Variance with electing a Chair and Vice Chair, please indicate if you would be interested in serving in either of these roles. Please note, in accordance with the Committee and Commission Policy, Chairs will serve a maximum two-year term.

(Choose all that apply)

- ☐ I am willing to serve as Chair, if elected.
- ☐ I am willing to serve as Vice Chair, if elected.
- ☐ I am willing to serve in either position (Chair or Vice Chair), if elected.
- ☐ I would prefer not to serve as Chair or Vice Chair at this time.

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If you indicated that you would be willing to serve as Chair or Vice Chair, please provide a brief overview of your interest and related experience.

I signify that I am willing to accept an appointment to the Board of Variance, should I be appointed to such by the Council for the District of Oak Bay. (PS: Before you click submit, we strongly encourage you to review the Committee and Commission Policy and Advisory Body Terms of Reference at <http://www.oakbay.ca/municipal-hall/committees>)

(Choose any one option) (Required)

☐ Yes