



CORPORATE POLICY

No.: CP-003

Date Approved: January 27, 2011

Name: Board of Variance Member Selection

Date Amended: August 27, 2015

Purpose:	To establish standards for the selection and appointment of members to the Board of Variance.
Authority:	Section 899 (Board of Variance Establishment) of the <i>Local Government Act</i>
Scope:	This policy applies to all appointments to a Board of Variance which are made following the adoption of the policy.

Policy: The Regional District will establish selection processes which are fair and equitable and which encourage qualified candidate(s) to seek appointment to the Board of Variance.

- General:**
1. The Regional District will strive for effectively performance of the Board of Variance by selecting members with a broad range of expertise and avoiding duplication of skills where possible. Ideally, the Board of Variance will include members experienced in both the private and public sectors and with a range of skills and education in such areas as:
 - community planning or land development.
 - building inspection or architectural / design services.
 - engineering or general contracting.
 - land surveying.
 - natural environmental (biophysical) research / analysis.
 - general administration services.
 2. Persons appointed to the Board of Variance should possess the following personal attributes:
 - high ethical standards and integrity in professional and personal dealings;
 - good judgment;
 - appreciation of the responsibility to the public;
 - capability of a wide perspective on issues;
 - independence of thought and consideration;
 - strong reasoning skills.

Review Date:

3. In addition to the criteria outlined in sections 1 and 2, the Regional District will strive to achieve a balance of residence locations for members within its electoral areas.
4. Candidates being considered for membership in the Board of Variance should be of a mind that would contribute to the effective administration of the Board of Variance.
5. The process for selecting and confirming members of the Board of Variance will be as follows:
 - interest from the public will be solicited through newspaper advertising
 - following receipt of applications, those candidates whose qualifications appear suitable for membership will be shortlisted.
 - if no satisfactory applications have been received through public advertising the Regional District may resort to other means to find suitable candidates
 - interviews will be conducted by staff with shortlisted candidates and the preferred candidate will be identified
 - the Electoral Areas Services Committee will consider the results of the selection process and make a recommendation to the Regional Board
 - A due diligence process will be conducted for candidates for a position on the Board of Variance including:
 - a. Identification of potential conflicts of interest;
 - b. Agreement on behalf of candidates to submit to a credit check and a criminal record check.