MUNICIPALITY OF NORTH Cowichan

BOARD OF VARIANCE
Hearing Procedure

The hearing is open to the public and follows a structured format. The Board Chair will preside over and facilitate all hearing discussions.

Hearing

(1) The Board Chair introduces the Board members and outlines the hearing process.

(2) Planning staff will introduce applicants/attendees to the Board.

(3) The Board Chair will call upon the Recording Secretary to read aloud any correspondence that was not provided to the Board in advance of the hearing.

Presentation by Applicant

(4) The Board Chair will call upon the application (or their representative) to present their case, including:

- Description of the property and proposed development
- Explanation of the hardship and why the variance is needed.
- Supporting documents (e.g., site plans, photos).

(5) The Board may ask questions of the applicant(s).

Staff Presentation / Comments

(6) The Board Chair will call upon Planning staff who may provide a presentation that includes background, clarifying zoning regulations, and offer technical input.

(7) The Board may ask questions of staff.

Public Input

(8) The Board Chair will invite neighbours and affected parties to speak. Comments can support or oppose the application, and speakers must state their name and address for the record.

Board Questions

(9) The Board Chair will invite members to ask questions to clarify facts or concerns.

Applicant Response

(10) The Board Chair will allow the applicant to respond to public or Board comments.

Deliberation and Decision

(11) The Board will now deliberate the proposal in public. The applicant(s) and notified adjacent owner(s)/occupant(s) are welcome to remain in the meeting room and listen to the Board's deliberations. However, they cannot participate in any discussion at this

stage.

(12) The Board will first decide whether the application is eligible for a BOV decision (minor, undue hardship) and second, they will decide on whether to approve the application.

(13) Once the Board has completed its deliberations, a motion will be made and voted on by the Board Members. A motion requires a majority vote to be passed.

(14) In extenuating circumstances, the Board Chair may choose to adjourn a hearing to a later date.

(15) Once a motion is passed, the decision is final and cannot be appealed.