

**Municipality of North Cowichan
Board of Variance
MINUTES**

**February 25, 2021, 2:00 p.m.
Electronically**

Members Present Shannon Roome, Chair
 Don Bruniski
 Peter Ordynec
 Daniel Robin
 David Wiebe

Staff Present Tricia Mayea, Deputy Corporate Officer
 Rob Conway, Director, Planning and Building
 Anthony Price, Planning Technician

1. CALL TO ORDER

There being a quorum present, the Chair called the Board of Variance meeting to order at 2:11 p.m.

2. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED:

That the Board of Variance approve the agenda as circulated. CARRIED

3. ADOPTION OF MINUTES

IT WAS MOVED AND SECONDED:

That the Board of Variance adopt the minutes of the meeting held February 5, 2020. CARRIED

4. BUSINESS

The Deputy Corporate Officer assumed the Chair for the Election of Board Chair.

4.1 Election of Board Chair

The Deputy Corporate Officer explained the nomination process for the Board of Variance Chair and that the election will be by roll-call vote.

The Deputy Corporate Officer called three times for nominations from the floor for the Board of Variance Chair.

Board member Roome was nominated but declined the nomination.

Board member Robin was nominated and accepted the nomination.

Board member Bruniski was nominated and accepted the nomination.

No further nominations were received from the floor so an election for Chair by roll-call vote was called. Each nominee was provided up to three minutes to say a few words prior to the vote.

The Corporate Officer called upon the members who cast their vote and when the fourth member was called upon that member declined to cast a vote stating that the threshold of 3 votes had already been met, therefore Board member Bruniski was declared elected as Chair for the Board of Variance for a term ending March 15, 2022.

The meeting was turned over to the Chair and Chair Bruniski conducted the remaining business on the agenda.

4.2 Electronic Participation and Open Board Meeting Transparency

IT WAS MOVED AND SECONDED:

That pursuant to Ministerial Order No. M192 and the procedures established by the Municipality of North Cowichan to protect the health and safety of the public and municipal staff while they perform work within the Municipal Hall, the attendance of the public at a Board of Variance hearing cannot be accommodated while the limitations placed on mass gatherings by the Provincial Health Officer are in effect; and to ensure openness, transparency, accessibility and accountability for these meetings and hearings, the Board of Variance for the Municipality of North Cowichan:

- will be live streaming the meetings and hearings to enable the public to hear and see the proceedings;
 - will provide all owners and tenants who received a notice an opportunity to attend the hearing to be heard through electronic means and to present written submissions by email; and
 - will make the hearing agenda, including how the public may view the meeting, as well as all other relevant documents, available on the municipal website at least 48 hours prior to the meeting.
- CARRIED

4.3 Respectful Spaces Bylaw and Standard of Conduct Policy

The Deputy Corporate Officer explained that members of North Cowichan's Board of Variance must adhere to the rules set forth in the Standards of Conduct Council Policy and the Respectful Spaces Bylaw and are required to agree to the terms by signing an acknowledgement and agreement form that will be sent to each Board member.

4.4 Setting the 2021 Board Meeting Schedule

IT WAS MOVED AND SECONDED:

That the Board of Variance set the meeting schedule for bi-monthly meetings to be held the last Thursday of the month at 2:00 p.m. beginning April 29, 2021. CARRIED

5. NEW BUSINESS

The Board was advised that there are no pending Board of Variance applications at this time, and that during the pause on the Board of Variance meetings due to COVID, there were three

Development Variance Permit applications that Council considered, that normally would have been considered by the Board. Staff will provide a copy of these applications to the Board for information.

The Board asked for clarification about rules related to individual site visits versus group site-visits. Staff noted that they will work with the Board to keep them informed about the risks and obligations of the different types of site visits.

6. ADJOURNMENT

The Board of Variance meeting ended at 3:05 p.m.

Signed by Chair

Certified by Recording Secretary