



THE CORPORATION OF THE CITY OF PORT COQUITLAM

BYLAW NO. 3105

A Bylaw to provide for the establishment of a Board of Variance

Whereas the Council of the City of Port Coquitlam has adopted a zoning bylaw, and whereas pursuant to the Local Government Act, RSBC 1979, c. 290, as amended, (the "Act"), Council for the City of Port Coquitlam (the "Council") shall establish, by bylaw, a Board of Variance;

Now therefore the Municipal Council of The Corporation of the City of Port Coquitlam, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as the "Board of Variance Bylaw, 1997, No. 3105".

2. ESTABLISHMENT

Pursuant to the Act, a Board of Variance (the "Board") is hereby established. The Board shall consist of those persons appointed in accordance with the Act. The members of the Board shall elect one of their number as Chair.

3. SECRETARY

The Corporate Officer or the Corporate Officer's designate shall be Secretary to the Board. The responsibilities of the Secretary are:

- a) to receive notices of application made pursuant to Section 962(1) of the Act;
- b) to determine whether the Applicant seeks an order of the Board which would:
 - i) be in conflict with:
 - a covenant registered under Section 24(a) of the *Land Registry Act* RSBC 1960, c. 208, before the repeal of that Act or Section 215 of the *Land Title Act*; or
 - Section 27 of the *Heritage Conservation Act*

- ii) deal with a matter that is covered in a land use contract or a permit under division 5 of the Act; or
- iii) deal with a flood plain specification under Section 969(2) of the Act.

If the application deals with any of these matters the Board has no jurisdiction and the Secretary shall so notify the Applicant.

- c) to notify the Chair of the Board of the receipt of the application if the application is within the Board's jurisdiction;
- d) to ensure that proper notification is given in compliance with this bylaw;
- e) to keep proper records of the Board proceedings, and;
- f) to maintain a record of all decisions of the Board and make it available to the public in the civic office during normal business hours.

4. HEARING SCHEDULE

- a) The Chair shall determine the meeting schedule for the Board.
- b) The Board shall be convened by the Chair on the date of Hearing and at the time and place set out in the notice.
- c) The Board shall hear all representations made to the Board.

5. NOTICE OF APPLICATION AND APPLICATION FEE

- a) Any person desiring to apply to the Board for an order shall file a written application with the Secretary of the Board in a form approved by the Secretary. The application shall state clearly the grounds on which the application is based and the relief sought and shall give an address to which all notices respecting the Hearing of the application (the "Hearing") may be mailed.
- b) The application to the Board shall be accompanied by a non-refundable application fee as follows:
 - i) \$175 if a complete application for a building permit has been submitted in accordance with Building and Plumbing Bylaw, 2009, No. 3710;
 - ii) \$325 if a complete application for a building permit has not been submitted.

- c) Where the application is made pursuant to Section 962(1)(b) of the Act, the application shall be filed with the Secretary of the Board within thirty (30) days from the date of the determination made under Section 970(8) of the Act by the Building Inspector.
- d) The Secretary shall send by mail or otherwise deliver, not less than ten (10) days prior to the date of the Hearing, notice of the Hearing to:
 - i) the members of the Board;
 - ii) the Applicant;
 - iii) the registered owners as shown on the last revised assessment roll and all occupiers of the subject property and all real property located immediately adjacent to the parcel which is the subject of the appeal;
 - iv) if an appeal is under 962(1)(b), the Building Inspector whose determination is being appealed.
- e) The notice of the Hearing shall state the date, place, and time of the Hearing and shall state the subject matter of the application.
- f) The Secretary shall upon receipt of any notice of application or of any written evidence entered before the Hearing including staff reports, permit the same to be inspected at the Secretary's office during regular office hours.

6. CONDUCT OF HEARING

- a) A quorum for the Hearing is three (3) members. If the Chair is absent for a Hearing, those present may appoint an Acting Chair for the duration of that Hearing.
- b) Any person or body with interest in property within the municipality is entitled to be heard at the Hearing, and is entitled to be represented by a solicitor or by an agent duly appointed in writing.
- c) Any person represented, in accordance with subsection 6b, whether or not also attending in person, shall be deemed to be a party attending the Hearing.
- d) Evidence at a Hearing may be given orally or in writing.
- e) The Board shall not hear oral evidence, except at a regularly constituted Hearing of the subject matter of that evidence.
- f) The Applicant shall be afforded the first opportunity to present his evidence and arguments, and thereafter, evidence and arguments shall be presented in such sequence as the Chair may direct until all parties to the application have been afforded an opportunity to present their evidence and arguments.

