



Board of Variance Workshop  
in partnership with Young Anderson  
May 4, 2016

Pacific Gateway Hotel Vancouver Airport  
3500 Cessna Drive, Richmond, BC

In partnership with Young Anderson, LGMA is offering this one-day workshop for Board of Variance members and senior administrators in local government who are responsible for their Boards of Variance.

A local government's Board of Variance plays an important and significant role in local government land use decisions in BC. This workshop, led by legal experts Bill Buholzer, Alyssa Bradley and Guy Patterson, will assist Board of Variance members to conduct their responsibilities in accordance with the statutory requirements, along with providing both members and local government senior administrators with a better understanding of good board procedures, review practices, and judicial appeal procedures.

**Date and Time:** May 4, 2016, 8:30 a.m. – 4:30 p.m. (continental breakfast and lunch are provided)

**Cost:** \$283 per registrant plus GST

**Registration:** Register before April 25, 2016

[Register online now](#)

**Presenters:** Alyssa Bradley, Bill Buholzer, and Guy Patterson – Young Anderson

Requests for refunds/cancellations will be accepted until 4:30 p.m. on April 25, 2016, and are subject to a \$50 administration fee. There are no refunds after this date, however program attendance is transferable. For more information call LGMA Office at: 250.383.7032.



Alyssa Bradley is a solicitor and a litigator at Young Anderson, and has appeared in all levels of Court in British Columbia. She has also appeared before the Environmental Appeal Board and the Agricultural Land Commission. She has been a guest lecturer at the UBC Faculty of Law in municipal law and the UBC School of Community and Regional Planning in planning and land use law as well as various seminars and courses on municipal and land use law sponsored by the Simon Fraser University and Capilano University.

Bill Buholzer's law practice at Young Anderson focuses on land use and planning law, building regulation, aboriginal law matters and opinions on a broad range of local government issues. Bill is a past chair of the Municipal Law Section of the BC Branch of the Canadian Bar Association, and is on the executive of the CBA's National Municipal Law Section.



Guy Patterson completed his J.D. at UBC in 2013. He was a member of the winning team at the 2012 Gale Cup moot. He clerked at the British Columbia Supreme Court, and articulated at Young Anderson. Guy also holds a Master's Degree in Community and Regional Planning. Before law school he worked as a local government planner in British Columbia and a planning intern in Johannesburg, South Africa.

See the following page for a complete course outline.

## **Board of Variance Workshop Course Outline**

1. Why a board of variance?
2. Statutory requirements for the board of variance
  - a. Composition of the board
  - b. Chair and acting chair
  - c. Appointments and removals
  - d. Term of office
  - e. Eligibility for membership
  - f. Annual budget
  - g. Public record of decisions and FIPPA
  - h. Immunity and indemnification of board members
3. A typical board of variance bylaw
  - a. Application procedures
  - b. Application fees
4. Jurisdiction of the board
  - a. Development standards – siting, size, dimensions of buildings
  - b. Structural alterations and additions – non-conforming use
  - c. Subdivision servicing requirements
  - d. Extent of damage determinations – non-conforming use
  - e. Tree cutting bylaws
  - f. Land use contract termination dates
  - g. Limits on jurisdiction ss. 901(2) and 901(3)
  - h. Hardship
5. Board procedure
  - a. Notice of hearing
  - b. Pre-hearing site visits
  - c. Open meeting rule
  - d. Procedure at the hearing: conflict of interest and other procedural issues
  - e. Reasons for decision
6. Board of variance orders
  - a. Minor variance
  - b. Expiry of variance order
  - c. Incorporation of plans provided with application
  - d. Orders run with land and not applicant
7. Judicial review and appeal of board decisions
  - a. Decision of the board is “final”