



What is the Board of Variance?

The Board of Variance (BOV) is an independent board regulated by the [BOV Bylaw No. 4391](#). The BOV consists of three volunteer members of the public who have been appointed by the Board of the Regional District. The BOV reviews applications and makes decisions on minor variances to zoning and land use bylaws when it is illustrated by the applicant that compliance would cause undue hardship.

What does ‘minor variance’ and ‘undue hardship’ mean?

Minor variance is determined by the BOV in its decision-making and relates to the specific circumstances of the request. Typically, undue hardship results from site and/or building aspects (e.g. irregular shaped lot, slope, natural features, historic siting), as opposed to personal circumstances. It is the applicant’s responsibility to clearly state in writing the basis for the appeal in their application submission and demonstrate the “hardship” that would result from full compliance.

Can I appeal the Board of Variance decision?

No. All decisions by the BOV are final. If the applicant chooses to appeal the decision of the BOV, it must be processed through the BC Supreme Court.

Board of Variance Process

Board of Variance applications are approved through the Board of Variance in accordance with [Part 14, Division 15 of the Local Government Act](#).

Need Assistance?

Call **250.746.2620** to speak with staff.

The Planner **may** conduct a site visit.



Letters will be sent to all property owners within **100m** of the subject property advising them of the application. Property owners are encouraged to provide feedback on the application.



The **BOV** will deliberate and choose to support or deny the application.



Please note:

Timelines may vary depending upon the completeness of the application and workload.



Submit all documents in **one** complete package.



Your application will be assigned a file number and forwarded to a **Planner** for review.



The Planner will review all bylaws that apply to your proposal.



A report will be prepared by the Planner recommending either **approval or denial** of the application.



Staff will **present** the application to the BOV. At this time, the applicant and the public will be invited to comment. The BOV will consider all information prior to making a decision.



If the application is approved, your **Building Permit** may be issued for construction to begin.