

BOARD OF VARIANCE

1. **PURPOSE**

The Board of Variance is subject to the Village of Pemberton Board of Variance Bylaw and its amendments as adopted by Council which establishes the manner in which the Board is to operate. In particular the Board identifies procedures for appointments, recording, meetings, appeals, hearings, decisions and other general provisions. In addition, the following Terms of Reference have been prepared that provide additional guidelines for the Board's membership and meetings.

2. **MEMBERSHIP**

- i. At least 2/3rds of the membership shall live in the Village of Pemberton (2 of the 3 members).
- ii. Members shall not receive compensation for their service on the Board of Variance.
- iii. Members shall abide by the Code of Conduct for Council, Committee members and Staff of the Village of Pemberton.

3. **MEETING PROCEDURE**

- i. Meetings shall run in accordance with Roberts Rules of Order which provide common rules and procedures for deliberation and debate in order to place the Board on the same footing and speaking the same language.

4. **DELEGATION**

- i. Administrative or Housekeeping amendments to the Terms of Reference are delegated to the Chief Administrative Officer or their designate.