



Board of Variance Terms of Reference

Authorities:

Date	Motion Number	Summary
June 23, 2024	Motion #181-21	Council of the Village of Haines Junction approved the Terms of Reference for the Board of Variance including membership criteria, mandate, term, administrative support, and honoraria
Feb 28, 2024	Motion #48-24	Council amended the terms of reference to increase honoraria rates

Membership:

Members will be appointed by resolution by Council and will sit as members at the pleasure of Council.

Membership criteria:

- Owning property in Haines Junction;
- Permanent residence in Haines Junction;
- Residing in Haines Junction for not less than three (3) years.

Staff members directly involved in the development permit process are ineligible for membership.

Conflict of interest:

Conflicts of Interest shall be governed as per the Yukon Municipal Act.

Mandate:

- a) To hear requests for those types of variances as permitted by the Yukon Municipal Act.
- b) To fulfil the requirements of Section 3.3 to Section 3.4 inclusive of the Village of Haines Junction Zoning Bylaw

Term:

The members of the Board will sit on the Board for a period of one (1) year from the date of their appointment.

Administrative Support:

Administrative support will be provided by Village of Haines Junction staff.

Honorarium:

For each variance request, members of the Board will receive an honorarium as follows:

- For attendance of an official variance meeting, board members will be remunerated at \$100/hour while actively hearing from the public or deliberating, and
- The maximum that can be claimed per variance request is \$400; and
- A meeting to provide orientation for new board members is considered unremunerated time.