

TOWN OF LAKE COWICHAN

Minutes of Advisory Planning Commission

held on January 25th, 2024, at the Council Chambers, located at 39 South Shore Road, Lake Cowichan, BC.



PRESENT: Bill Garrett, Chair
Duncan Brown
Karmen Cozens
Stephanie Harper
Vicki Pauze

ALSO PRESENT: Mayor Tim McGonigle
Joseph A. Fernandez, CAO
Brigid Reynolds, Contract Planner

Election Bill Garrett was elected chair of the Advisory Planning Commission.

1. CALL TO ORDER

The meeting was called to order by the Chair at 4:00 pm.

2. APPROVAL OF AGENDA

No. APC.01/25 (a) Moved: Duncan Brown
Agenda Seconded: Vicki Pauze
that the agenda be approved.

CARRIED.

3. ADOPTION OF MINUTES

No. APC.02/25 (a) Moved: Duncan Brown
Minutes Seconded: Stephanie Harper
that the minutes of the meeting held on November 21st, 2024, be approved.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. REPORTS

(a) The consulting planner reviewed her report on short-term rentals and offered a couple of options on how to proceed with the topic.

No. APC.03/25 Moved: Duncan Brown
Illegal Short-term Seconded: Stephanie Harper
Rentals that Council consider the use of increased enforcement against illegal short-term rentals to favour the availability of attainable housing.

CARRIED.

No. APC.04/25 Moved: Stephanie Harper
Bill 35 – Opt-in Seconded: Duncan Brown
Principal that the Commission recommend that the council consider the Opt-in
Residence principal residence provision under Bill 35 to permit legal short-term rentals
Provision in Lake Cowichan.

CARRIED.

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held on January 30th, 2025, at the Council Chambers, located
at 39 South Shore Road, Lake Cowichan, BC.



No. APC.05/25
Temporary Use
Permits – Short-
term Rental

Moved: Stephanie Harper
Seconded: Vicki Pauze
that the Commission recommend that the Council look at the use of
Temporary Use Permits to allow homeowners to participate in the short-
term rental market.

AGAINST: 1
CARRIED.

The commission also discussed the council directing staff to seek grant
funding for enforcing short-term rental infractions and encouraging legal
short-term rentals to boost tourism.

The Contract Planner highlighted some of the points raised by the staff of
the Economic Division of the CVRD on increasing rental housing
affordability for the local workforce.

8. NEW BUSINESS

- (a) The members were provided with a copy of the Advisory Planning Commission Bylaw.
- (b) The CAO highlighted some of the conflict-of-interest guidelines that may affect the members.
- (c) The Contract Planner went over some of the legislation under the Local Government Act that affects the planning process.

9. NEXT MEETING DATE

February 27th, 2025, 4:00 pm.

10 ADJOURNMENT

No. APC.06/25
Adjourned

Moved: Stephanie Harper
Seconded: Duncan Brown
that the meeting be adjourned at 5:05 pm.

CARRIED.

Confirmed on the _____ day of _____, 2025.

Chair