

**TOWN OF LAKE COWICHAN**

Minutes of Advisory Planning Commission  
held on February 27<sup>th</sup>, 2025, 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: Councillor Kristine Sandhu  
Brigid Reynolds, Contract Planner

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

No. APC.07/25  
Agenda

- (a) Moved: Stephanie Harper  
Seconded: Karmen Cozens  
that the agenda be approved, as presented.

CARRIED.

**3. ADOPTION OF MINUTES**

No. APC.08/25  
Minutes

- (a) Moved: Duncan Brown  
Seconded: Stephanie Harper  
that the minutes of the meeting held on January 30<sup>th</sup>, 2025, 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 the 2025 Work Plan which included the following:
- Official Community Plan amendments required related to recent zoning changes and Housing Needs Assessment (Bill 44);
  - CMHC Housing Accelerator Fund (HAF) - climate adaptation and resilience planning with specific reference to rainwater/stormwater management and interface wildfire adaptation;
  - CMHC Housing Accelerator Fund (HAF) – density bonus program;
  - CMHC Housing Accelerator Fund (HAF) – development cost charge incentives; and
  - Regional Growth Strategy.

**8. NEW BUSINESS**

- (a) The Summary of the Regional Climate Gathering was treated as information.
- (b) Member Duncan Brown would like to give the Planning Commission a presentation on attainable housing and projections.

No. APC.09/25  
Code of Conduct

- Moved: Stephanie Harper  
Seconded: Karmen Cozens  
that the Commission recommend that a Code of Conduct be established for the Advisory Planning Commission membership.

1 – OPPOSED  
CARRIED.

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**9. NEXT MEETING DATE**

March 27<sup>th</sup>, 2025, 4:00 pm.

**10 ADJOURNMENT**

The Chair declared the meeting adjourned at 5:10 pm.

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Chair