

TOWN OF LAKE COWICHAN

Minutes of Advisory Planning Commission
held on March 27th, 2025, at the Council Chambers, located at
39 South Shore Road, Lake Cowichan, BC.



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

REGRETS: Duncan Brown

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: Karmen Cozens
Seconded: Vicki Pauze
that the agenda be approved, as amended.

CARRIED.

3. ADOPTION OF MINUTES

No. APC.08/25
Minutes

- (a) Moved: Stephanie Harper
Seconded: Vicki Pauze
that the minutes of the meeting held on February 27th, 2025, be approved.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Commission members discussed the matter of short term rentals including the report “Short Term Rental Regulations in British Columbia” by David Wachsmuth and noted the item will be going before Council per its request, like the April meeting.

The members discussed the following:

- difference between whole home short-term rentals versus hosted short-term rentals;
- Cowichan Valley Regional District’s decision to opt-in; and
- Cowichan Valley Regional District’s enforcement report.

- (b) Duncan Brown’s presentation was postponed until next month’s meeting as he was not in attendance.

- (c) The matter of Code of Conduct and training was brought forward and the members requested that they receive formal training.

Training by Lui Carvahlo was brought forward for consideration.

The Contract Planner will produce a binder of information for each Commission member, including Official Community Plan and Zoning bylaws and mapping.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. REPORTS

None.

8. NEW BUSINESS

Request for report back on the number of dwelling units built in 2024.

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9. NEXT MEETING DATE

April 24th, 2025, 4:00 pm.

10 ADJOURNMENT

The Chair declared the meeting adjourned at 5:00 pm.

Confirmed on the _____ day of _____, 2025.

Chair