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**TOWN OF LAKE COWICHAN**

Minutes of Advisory Planning Commission  
held on April 25<sup>th</sup>, 2024, at the Council Chambers,  
located at 39 South Shore Road, Lake Cowichan, BC.



PRESENT: Robert Patterson, Chair  
Duncan Brown  
Bill Garrett  
Bev Litster

REGRETS: Pat Lamont

ALSO PRESENT: Councillor Carolyne Austin  
Joseph A. Fernandez, CAO  
James van Hemert, Contract Planner

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

Agenda (a) The agenda was approved with the addition of items under New Business.

**3. ADOPTION OF MINUTES**

No. APC.10/24 Minutes (a) Moved: Bev Litster  
Seconded: Duncan Brown  
that the minutes of the meeting held on March 28<sup>th</sup>, 2024, be approved as amended.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. CORRESPONDENCE**

None.

**7. REPORTS**

(a) The Commission was advised that the Town had initially opted-in to the requirement that restricted short-term rentals to principal residences but decided to withdraw its interest from that requirement.

No. APC.11/24  
Short-term  
rentals

Moved: Bev Litster  
Seconded: Duncan Brown  
that it be recommended that the council opt-in to the principal residency requirement for short-term rentals in 2025 so that short-term rentals in compliance with Bill 35 will be not be considered illegal.

CARRIED.

(b) The consulting planner reported that rental only zoning districts are a component of the Housing Accelerator Grant funding. There is a need to determine suitable properties that would be suitable for such a designation. Funding may be provided to support committed rental

units. Zoning bylaws will be required to be amended to meet the new zoning designation.

- (c) Bill 44 requires communities with populations over 10,000 to increase densities on single lots. The Town will attempt to meet this requirement on a selective basis.

**8. NEW BUSINESS**

- (a) The Town’s development approval processes were summarized by the consulting planner in a memo. Particular attention was given to processes affecting development permits and development variance permits.

No. APC.12/24  
DP’s and DVP’s

Moved: Bev Litster  
Seconded: Bill Garrett  
that it be recommended that for greater efficiency the council delegate to staff the Development Permit and Development Variance Permit approval processes.

CARRIED.

- (b) The CAO reviewed briefly how the FireSmart program was being managed by the Fire Department.

- (c) Broom is deemed a noxious weed and needed to be treated as such.

**9. NEXT MEETING DATE**

May 23<sup>rd</sup>, 2024, 4.00 pm.

**10 ADJOURNMENT**

No. APC.13/24  
Adjourned

Moved: Bev Litster  
Seconded: Duncan Brown  
that the meeting be adjourned at 5.06 p.m.

CARRIED.

Certified correct \_\_\_\_\_.

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Chair