

TOWN OF LAKE COWICHAN

Minutes of Advisory Planning Commission
held on June 26th, 2025, at the Council Chambers, located at 39
South Shore Road, Lake Cowichan, BC.



PRESENT: Bill Garrett, Chair
Duncan Brown
Vicki Pauze

REGRETS: Karmen Cozens
Stephanie Harper

ALSO PRESENT: Councillor Kristine Sandhu
Brigid Reynolds, Contract Planner

1. CALL TO ORDER

The meeting was called to order by the Chair at 4:01 pm.

2. APPROVAL OF AGENDA

No. APC.17/25
Agenda

- (a) Moved: Duncan Brown
Seconded: Vicki Pauze
that the agenda be approved as presented and circulated.

CARRIED.

3. ADOPTION OF MINUTES

No. APC.18/25
Minutes

- (a) Moved: Duncan Brown
Seconded: Vicki Pauze
that the minutes of the meeting held on April 24th, 2025, be approved.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Chair provided copies of the Code of Conduct that is used by Municipal Council.

The Commission members discussed the following:

- Commission members are not elected officials. If Canada's Charter of Rights says you can express yourself freely. You can express your opinion. When speaking as a member of the APC, no; and
- a Conflict of interest is defined as personal fiscal gain not necessarily related to a role on an organization. That if there is a perception of or an actual conflict you should disclose this.

The Code of Conduct was received as information and discussion, with some members signing the document.

- (b) The matter of training for commission members was discussed. The matter will be referred to Stephanie to get an estimate of costs to possibly invite Lui Carvahlo.

REFERRAL

- Seeking clarification on whether funds are available for training; and
- Seeking Council approval for the training.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. REPORTS

- (a) The Commission members discussed the staff report on the delegation of authority for Development Permit and minor Development Variance Permit applications. The Commission raised a concern with the impact that this may have with the public input process.

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No. APC.19/25
Development
Permit
Application
Delegation

Moved: Duncan Brown
Seconded: Vicki Pauze
that the Advisory Planning Commission recommends to Council that the
delegation of authority be given to staff to approve all Development Permit
applications with the necessary amendments to the Town’s bylaw and
procedures.

CARRIED.

No. APC.20/25
Development
Variance Permit
Application
Delegation

Moved: Duncan Brown
Seconded: Vicki Pauze
that the Advisory Planning Commission recommends to Council that the
delegation of authority be given to staff to approve minor Development
Variance Permit applications with the necessary amendments to the Town’s
bylaw and procedures.

CARRIED.

The Commission requested that these amending bylaw(s) be forwarded for
its review prior to its ratification by Council.

- (b) The Commission members discussed the matter of R-3 setbacks as follows:
- If further from the road more than 7.5 metres, that would be okay;
 - Allow for the option to use old setbacks; and
 - Request that amending bylaw be forwarded to the Commission for
its review prior to being presented to Council.

No. APC.21/25
Short Term
Rentals
Workshop

Moved: Bill Garrett
Seconded: Duncan Brown
that the Advisory Planning Commission would like to request Council
include the Commission members on future workshop and meetings to
discuss the matter of Short Term Rentals.

CARRIED.

8. NEW BUSINESS

None.

9. NEXT MEETING DATE

July 24th, 2025, 4:00 pm.

10 ADJOURNMENT

No. APC.22/25
Adjournment

Moved: Vicki Pauze
Seconded: Duncan Brown
that the meeting be adjourned (5:10 pm).

CARRIED.

Confirmed on the _____ day of _____, 2025.

_____.

Chair