

TOWN OF LAKE COWICHAN

Minutes of Advisory Planning Commission
held on September 18th, 2025, at the Council Chambers,
located at 39 South Shore Road, Lake Cowichan, BC.



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

REGRETS: Councillor Kristine Sandhu

ALSO PRESENT: John Thomas, Chief Administrative Officer
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.23/25
Agenda

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

CARRIED.

3. ADOPTION OF MINUTES

No. APC.24/25
Minutes

- (a) Moved: Vicki Pauze
Seconded: Duncan Brown
that the minutes of the meeting held on June 26th, 2025, be approved.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Code of Conduct was signed by the remainder of the Commission members.

Discussion on the Code of Conduct by members with the following to be noted:

- Weak language with no definitions;
- Bylaw should be enacted;
- Elected officials and volunteers should have different codes as their roles and responsibilities differ;
- Review of policy, ideally prior to next election cycle.

Duncan Brown spoke to the meeting and declared that he would be resigning his position on the Commission.

- (b) Need for training of Commission members was discussed.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. REPORTS

- (a) The Commission members discussed the matter of delegation of authority for Development Permit and minor Development Variance Permit applications.

On the matter of delegation approval of minor Development Permits:

- Risk down by establishing a threshold;
- Concerns with unilateral decisions but mechanism to address this;
- Staff resources;

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- Temporary Use Permit, add a condition requiring applicant(s) to reapply for zoning amendment;
- Delegating to staff would speedup the process for Development Permits and Temporary Use Permits;
- Suggest to Council delegating authority of Temporary Use Permits to staff for a pilot period;
- Temporary Use Permit for cannabis retail should go to Council with conditions as recommended by staff;
- Possible quota for Temporary Use Permits for Short Term Rental but Temporary Use Permits not permitted on residentially zoned property;
- Delegation to staff with conditions tied to proposed Temporary Use Permit must be reasonable.

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

Moved: Stephanie Harper
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.

(b) The Commission members discussed the matter of R-3 setbacks and suggested the need to send to local builders for their comments and input on the proposed changes outlined in staff report.

8. NEW BUSINESS

None.

9. NEXT MEETING DATE

October 23rd, 2025, 4:00 pm.

10 ADJOURNMENT

No. APC.26/25
Adjournment

Moved: Bill Garrett
Seconded: Stephanie Harper
that the meeting be adjourned (5:38 pm).

CARRIED.

Confirmed on the _____ day of _____, 2025.

Chair