

**TOWN OF LAKE COWICHAN**

Minutes of Advisory Planning Commission  
held on October 23<sup>rd</sup>, 2025, at the Council Chambers, located  
at 39 South Shore Road, Lake Cowichan, BC.



PRESENT: Bill Garrett, Chair  
Vicki Pauze  
Stephanie Harper

REGRETS: Karmen Cozens

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.27/25  
Agenda

(a) Moved: Bill Garrett  
Seconded: Stephanie Harper  
that the agenda be approved as amended; and

that the Commission approve a leave of absence for Karmen Cozens from  
the meeting held this day.

CARRIED.

**3. ADOPTION OF MINUTES**

No. APC.28/25  
Minutes

(a) Moved: Stephanie Harper  
Seconded: Vicki Pauze  
that the minutes of the meeting held on September 18<sup>th</sup>, 2025, be  
approved as presented.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) The letter of resignation from Duncan Brown was accepted as information.

ACTION  
REQUIRED

The need to advertise for new member to be sought for the remainder of  
the term to December 31<sup>st</sup>, 2026.

(b) The information on Bill 25 statute amendments that will support the  
implementation of small-scale, multi-unit zoning and changes to the  
Province's short-term rental rules was treated as information.

The Commission members discussed how these amendments relate to the  
Town of Lake Cowichan.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. CORRESPONDENCE**

None.

**7. REPORTS**

(a) The Commission members discussed the matter of the Town's development  
approval procedures.

The Commission members provided their comments and direction on the  
following:

1. Types of applications that should be included in the development  
approval procedures bylaw:
  - Proposed amendments to identify that the bylaw applies to various  
applications as identified in the staff report;
  - Additional means for notice to include amendments initiated by owners  
including but not limited to; must post on-site signage, public notice at  
the town hall and website, social media postings 14 days prior to



hearing and where public has provided personal emails, notice by email if amendments affect more than 10 parcels.

2. Types of applications for which notice should be provided and the form that notices should take:
  - No notice for development permit applications;
  - No notice for minor Development Variance permit applications;
  - Expanding consistent sign requirements on development properties; and
  - Adding design standards for signage requirements.
3. Whether community or public information meetings should be required:
  - Require public information meetings for OCP amendments, zoning amendments and temporary use permits where the application involves development; and
  - After strata conversions, if public hearing is required; and
  - The bylaw should not include process for referrals from senior government; example: liquor licensing under 1.

**(b)** The Commission members discussed the matter of short-term rental regulation framework for the Town of Lake Cowichan.

The Commission members provided their comments and direction on the following:

- Protect long term rentals;
- Minimize resource demands on the Town by limited the number of short term rentals;
- Requirement of principal residence;
- Not allowed in an apartment unit;
- Not allowed in commercial spaces, residential only R-1, R-2, and R-3'
- Regulate number of persons, bedrooms, square footage;
- No limit to the number of night stays;
- Number of short term rentals on property limited to 1 only;
- No signage permitted at short term rental accommodations;
- Prescheduled inspections, in person and prior to issuance of business license;
- High business licensing fees compared to home-based fees;
- Requirement of business license to be posted in premises;
- Public post of list on Town's website to be provided.

Further consideration on community engagement was discussed as follows:

- Contacting operators;
- Survey through the annual utility invoices to garner public input;
- Discuss with Building Inspector to establish conditions;
- Identify limits for enforcement calls when a license might be pulled for enforcement and infractions.

**8. NEW BUSINESS**

Meeting date has been rescheduled to Thursday, November 20<sup>th</sup>, 2025.

**9. NEXT MEETING DATE**

November 20<sup>th</sup>, 2025 at 4:00 pm.

**10 ADJOURNMENT**

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at 39 South Shore Road, Lake Cowichan, BC.



No. APC.29/25  
Adjournment

Moved: Bill Garrett  
Seconded: Stephanie Harper  
that the meeting be adjourned (6:05 pm).

CARRIED.

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

\_\_\_\_\_  
Chair

DRAFT