

TOWN OF LAKE COWICHAN

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



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

REGRETS: Councillor Kristine Sandhu

ALSO PRESENT: 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.30/25
Agenda

- (a) Moved: Stephanie Harper
Seconded: Vicki Pauze
that the agenda be approved as presented.

CARRIED.

3. ADOPTION OF MINUTES

No. APC.31/25
Minutes

- (a) Moved: Stephanie Harper
Seconded: Karmen Cozens
that the minutes of the meeting held on October 23rd, 2025, be approved as presented.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

No. APC.32/25
Meeting Time –
2026 and beyond

- (a) Moved: Karmen Cozens
Seconded: Vicki Pauze
that the meeting times for all Commission meetings for 2026 and beyond be changed from 4:00 pm to 3:00 pm.

CARRIED.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. REPORTS

- (a) The Commission members discussed the matter of the Regional Growth Strategy and treated the details provided as information.

The Contract Planner advised that the RGS Steering Committee was formed and Council had directed her to sit on the Committee as its representative. She shared the Terms of Reference for the Committee. At this time, Council for the Town has not tasked the APC with any recommendations or direction, so the memorandum is provided for information and discussion only.

She further updated the Commission that the CVRD's modernized Official Community Plan was adopted on November 26th, 2025.

- (b) The Commission members discussed the housing needs report supplementary analysis and received the draft report as information.

- (c) The Contract Planner reported on the Zoning Amendment addressing R3 amendment that would be provided to Council at their upcoming meeting. She further advised that local builders and contractors will be contacted advising them of the proposed amendments.

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8. NEW BUSINESS

- (a) The Contract Planner reported on the draft Development Approval Procedures Bylaw that is currently under legal review which will be presented to Council at its upcoming meeting in January for consideration.

- (a) The Contract Planner reported on the Official Community Plan Strategic update which is required by the Province. This update will include
 - ensuring housing policies are aligned with Bill 44 requirements and recent zoning bylaw updates.
 - reviewing development permit area guidelines for clarity and possibly expand exemptions.
 - in consultation with the Fire Dept, updating the wildfire related DP guidelines to include subdivision layouts and other FireSmart matters.
 - adding development approval information designation

The timeline for the update is projected to be completed by the end of March, 2026.

Stephanie Harper brought forward the matter of the Professional Reliance Act, and Bill M216.

9. NEXT MEETING DATE

January 22, 2026 at 3:00 pm.

10 ADJOURNMENT

No. APC.29/25
Adjournment

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

CARRIED.

Confirmed on the _____ day of _____, 2026.

Chair