

# Memo



**TO:** Mayor and Council  
**FROM:** Chief Administrative Officer  
**DATE:** December 13, 2024  
**SUBJECT:** Required Appointments to the Advisory Planning Commission

---

---

## Advisory Planning Commission Appointments

The membership and terms of the Advisory Planning Commission (APC) have been established by the "Town of Lake Cowichan Advisory Planning Commission Bylaw 997-2017". Membership is to consist of 5 members appointed by Council. The requirement is that at least 4 members must be residents of the Town.

Appointments are to be made for 5 voting members for a term of two years beginning in 2025 and expiring December 2026.

Only three applications as listed in alphabetical order have been received from the following incumbents:

- Duncan Brown
- William D. Garrett
- Bev Litster

## Recommendation

Council may appoint the three incumbent members from the above list as required for the Advisory Planning Commission for a two-year term beginning January 1<sup>st</sup>, 2025.

Another advertisement seeking members will be posted.

A handwritten signature in black ink, appearing to read "Joseph A. Fernandez", written over a horizontal line.

Joseph A. Fernandez