

**TOWN OF LAKE COWICHAN**

Minutes of Advisory Planning Commission  
held on April 24<sup>th</sup>, 2025, at the Council Chambers, located at 39  
South Shore Road, Lake Cowichan, BC.



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

REGRETS: Vicki Pauze (left meeting at 4:15 pm)

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.12/25  
Agenda

(a) Moved: Karmen Cozens

Seconded: Vicki Pauze

that the agenda be approved, as amended with unanimous consent to  
allow for Don Raymond and Ryan Whittaker to be given delegation status.

CARRIED.

**3. ADOPTION OF MINUTES**

No. APC.13/25  
Minutes

(a) Moved: Stephanie Harper

Seconded: Vicki Pauze

that the minutes of the meeting held on March 27<sup>th</sup>, 2025, be approved.

CARRIED.

**5. DELEGATIONS AND REPRESENTATIONS**

The Delegation Item was brought forward.

Brigid Reynolds, Contract Planner, gave a brief introduction of the issue.

Don Raymond talked to the APC about the implications of the bylaw  
changes to the traditional urban R3 zone, specifically the setbacks of 6.1 m  
to the garage face and 4.5 m to the front face of the dwelling. The change  
is costing people because they must redo their drawings, there was no  
advance notice of the change, he doesn't agree that the building form  
because there is wasted space.

Ryan Whittaker reiterated that the changes are going to be very expensive  
for him with trying to build his home.

Mr. Raymond and Mr. Whittaker left the meeting

Committee moved Item 7(b) discussion regarding Traditional Urban - R-3  
zone forward after the delegation.

Discussion points included:

- the goals of Bill 44;
- amending a bylaw so soon after it was adopted;
- the various possible options that include not recommending any  
changes to the bylaw;
- amending the bylaw; and
- people can apply for a Development Variance Permit (DVP)

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No. APC.14/25  
Recommendation  
to Council

Moved: Stephanie Harper  
Seconded: Duncan Brown  
that the Commission recommend to Council that individuals be required to  
make application for a Development Variance Permit for their specific  
circumstances.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

(a) Duncan Brown gave a presentation regarding attainable housing, statistics  
on School District, possible Federal housing programs and the feasibility of  
using Town lands for an attainable housing project.

No. APC.15/25  
Rescind Motion

(b) Moved: Bill Garrett  
Seconded: Stephanie Harper  
that the Commission rescind the February 27<sup>th</sup>, 2025 motion APC.09/25 on  
"Code of Conduct" for Advisory Planning Commission.

CARRIED.

No. APC.16/25  
Recommendation  
to Council

(c) Moved: Stephanie Harper  
Seconded: Karmin Cozens  
that the Commission recommend to Council that the Town of Lake  
Cowichan implement a training programme for all newly appointment  
Commission members.

CARRIED.

**6. CORRESPONDENCE**

None.

**7. REPORTS**

(a) The Commission members discussed 2024 dwelling statistics.

(b) Traditional Urban – R-3 Zone was discussed earlier in the meeting.

**8. NEW BUSINESS**

(a) The Commission members received their Commission binders, with thanks.

**9. NEXT MEETING DATE**

May 22<sup>nd</sup>, 2025, 4:00 pm.

**10. ADJOURNMENT**

The Chair declared the meeting adjourned at 5:30 pm.

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

\_\_\_\_\_  
Chair