

Memo



TO: Chair, Committee of the Whole
FROM: Chief Administrative Officer
DATE: January 10, 2025
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 the Council as follows:

- 3.3 The composition of the membership of the Commission shall be as follows:
- (a) No less than four (4) members shall be residents of the Town of Lake Cowichan pursuant to the *Local Government Act* which requires that at least 2/3 of the members must be residents; and
 - (b) One (1) member may be a non-resident.

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

Applications listed in alphabetical order have been received from the following:

- Duncan Brown * Resident
- Karmen Cozens Resident
- William D. Garrett * Resident
- Stephanie Harper NR
- Bev Litster * / NR
- Vicki Pauze Resident
- Sam Warning NR

*Incumbent

NR – Non-Resident

Of the 7 applicants, only 4 of the applicants are residents and 3 are non-residents as is noted above.

Staff Recommendation

That Council appoint the 4 resident applicants and for the 5th member, I would recommend the appointment of Bev Litster who is a non-resident to the Advisory Planning Commission for a two-year term effective January 1st, 2025.

A handwritten signature in black ink, appearing to read "Joseph A. Fernandez".

Joseph A. Fernandez