

TOWN OF LAKE COWICHAN

Minutes of Advisory Planning Commission
held on May 21st, 2026, at the Council Chambers, located at 39
South Shore Road, Lake Cowichan, BC.



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

ALSO PRESENT: Councillor Kristine Sandhu
Brigid Reynolds, Contract Planner
John Thomas, Chief Administrative Officer (joined after meeting commenced)

- No. APC.010/26
Agenda

1. **CALL TO ORDER**

The meeting was called to order by the Chair at 3:02 pm.

2. **APPROVAL OF AGENDA**

(a)

Moved: Karmen Cozens
Seconded: Vicki Pauze
that the agenda be approved as presented.

CARRIED.
- No. APC.011/26
Minutes

3. **ADOPTION OF MINUTES**

(a)

Moved: Karmen Cozens
Seconded: Vicki Pauze
that the minutes of the meeting held on April 23rd, 2026, be approved as presented.

CARRIED.
4. **BUSINESS ARISING AND UNFINISHED BUSINESS**
5. **DELEGATIONS AND REPRESENTATIONS**

None.
6. **CORRESPONDENCE**

None.
7. **REPORTS**
8. **NEW BUSINESS**

(a)

The Contract Planner reviewed the matter of Food Trucks on commercially zoned property and the draft policy which will be forwarded to Council for its consideration.
- Members provided their feedback as follows:

- Comox limits operation of 4-hours for 24-hour period so as not to overlap other businesses in community;
 - Length of operation and consider the ability to enforce with the strict parameters;
 - Restaurant or pop-up shop versus a food truck in the same vicinity;
 - Food trucks are people magnets, bring people around the area;
 - Does the Town support the food truck concept and will Council provide its support to the idea;
 - Use of a food truck doesn't necessarily take away from restaurants and other food services;
 - Limit the number with each providing a different source of food, with variety and timeframe of operation;
 - Food regulations need to ensure compliance;
 - need clarification of \$900 fee for the date of operation, seasonal or duration of the year;
 - good to have multiple food sources in the area and Town;
 - narrower scope of authority; liability insurance, discharge management plan, operation in commercial zone only restrictive for ice cream wagons/bikes,

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- identification of areas and spots within the Town needs to be looked at further;
- reviewed the requirements for operating a mobile food service business in the draft policy;
- the number of food trucks allowable within the municipal boundaries with discussion of a maximum of 6 proposed;
- operation of food trucks from 7 am to 9 pm to allow breakfast, lunch and dinner meals;
- timeline of seasonal parameters.

No. APC.012/26
Food Truck /
Mobile Food
Service Policy

Moved: Stephanie Harper
Seconded: Karmen Cozens
that the Advisory Planning Commission recommend that it provide the narrowest scope of parameters for requirements with a review at year end.
CARRIED.

They further discussed the monthly vending fee for \$250 per month for operations as they felt the \$900 as per policy was too high.

No. APC.013/26
Food Truck /
Mobile Food
Operation License
Cost

Moved: Stephanie Harper
Seconded: Karmen Cozens
that the Advisory Planning Commission recommend to Council that it set the vending fee structure to \$500 per season.
CARRIED.

No. APC.014/26
Food Truck /
Mobile Food
Operational
Timelines

Moved: Stephanie Harper
Seconded: Karmen Cozens
that the Advisory Planning Commission recommend to Council that it set the seasonal operational dates for food truck and mobile vending on commercial lands to be set from April 1st to October 31st.
CARRIED.

No. APC.015/26
Food Truck /
Mobile Food
Requirements

Moved: Stephanie Harper
Seconded: Vicki Pauze
that the Advisory Planning Commission recommend that the Food Truck / Mobile Food Services Operations Policy requirements, as amended, be approved by Council.
CARRIED.

(b) The Committee discussed the staff report on the floodplain policies, regulations, development permit guidelines and mapping and reviewed a scope of work to update the Town’s floodplain provisions.

A consultant will be sought to get this project undertaken through available grant funding source.

(c) The Committee members provided their input to the proposed policy and bylaw and amendment to permit storage containers on a temporary basis during renovations and moving.

No. APC.010/26
Storage Containers

Moved: Karmen Cozens
Seconded: Vicki Pauze
that the Advisory Planning Commission recommend that Council direct that a survey of the public on the matter of storage containers and their permitted use within the Town of Lake Cowichan be undertaken.
CARRIED.

9. NEXT MEETING DATE

June 25th, 2026 at 3:00 pm.

Minutes of Advisory Planning Commission



CARRIED.

Certified by: _____

Confirmed on the _____ day of _____, 2026.

Chair