TOWN OF LAKE COWICHAN

Parks, Recreation and Culture Committee
Tuesday, November 19th, 2019 at 7:00 p.m. – Council Chambers

AGENDA

1. CALL TO ORDER **Page #**

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. BUSINESS ARISING AND UNFINISHED BUSINESS
- **(a)** (i) Stone Park.
  (ii) Trans Canada Trail Signage at Hammond Road.
- **(b) Ongoing Items Still Being Addressed:**
  (i) Riverfront Walkway and Trail Connections – Update.

4. DELEGATIONS AND REPRESENTATIONS
- **(a)** Kathryn Swan, Cowichan Lake Folk re: Acknowledgement of Long Time Residents in Community.

5. CORRESPONDENCE

6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA– (maximum 3 minutes per speaker and maximum time allotted 15 minutes).

7. REPORTS

(a)	Superintendent, Public Works and Engineering Services re: Summary report for Parks.	**3**
(b)	Superintendent, Public Works and Engineering Services re: Saywell and Central Park	**4**
(c)	CAO re: Memorandum of Understanding Between Town of Lake Cowichan and Cowichan Lake Community Forest Co-operative.	**6**

8. NEW BUSINESS
- **(a)** LCS Leadership Class re: LCS Annual Hot Winter Luncheon. **9**
- **(b)** River's Edge Memorial Garden (referenced in summary report).
- **(c)** Seniors' Exercise Equipment.

9. NOTICES OF MOTION

10. PUBLIC RELATIONS ITEMS

11. <u>QUESTION PERIOD</u> (maximum 3 minutes per speaker and maximum time allotted 15 minutes)
- Limited to items on the agenda

12. ADJOURNMENT

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Memo

TO: Chief Administrative Officer

SUBJECT: Summary Report for Parks - Oct/Nov

DATE: November 15, 2019

FROM: Superintendent, Public Works and Engineering Services

Summary Report for PWS – Oct/Nov

Capital/Maintenance

- Lawn care rehabilitation for the Centennial Park Upgrade.
  - Clovers are gone. Lawn is significantly different from Sept.
- Works to rehabilitate Sahtlam Park hockey rink – Tender signed, ready to be replaced.
- Work to repair Gazebo columns in Saywell Park before Santa Claus Parade.
- Proposal issued to repair Structure in Central Park.
- Christmas lights are up and ready to turn on after Remembrance Day.
- Development lawn maintenance plan for Saywell and Central Park.
  - Received quote from Lawn Care Specialist.
- Work to trim tree branches that protrude onto town property at ten locations.
  - Trees causing damage to garbage trucks.
- Removal of dead or dangerous trees near:
  - Cottonwood Ave.
  - Museum
  - Columbarium
- Develop plans for divide barrier and walking surfaces at Columbarium
- Developing plans to replace perimeter fence at 100 Houses Playground.

Ongoing Operations

- PWS crew has swept streets with sweeper.
- PWS clean-up of leaves in Parks.
- PWS clean-up of Central Park for Remembrance Day Ceremony
- Ongoing clean-up of fallen leaves around town.

Meetings

- Met with Kinsman rep on site to discuss of Duck Pond Development.
  - Removal of poplar trees
  - Removal of pavement path and foot high wall.
  - Drainage issues
  - Placement of Gazebo
  - Development of playground equipment
- Met with over 7 concerned citizens about issues relating to Parks.

Kam So, P.Eng
Superintendent, Public Works and Engineering Services

Memo

TO: Chief Administrative Officer

SUBJECT: Saywell and Central Park

DATE: November 15, 2019

FROM: Superintendent, Public Works and Engineering Services

Background

Saywell and Central Park are two of the most popular parks in Lake Cowichan.

Saywell is a popular meeting place in the summer for gatherings, viewing the lake and playing volleyball.

Central Park is also a scenic gathering place for Town residents and annually hosts the Remembrance Day Ceremony.

The lawns at both Saywell and Central Park are in need of rehabilitation. There is lack of overall growth, health and appearance of the lawn. There is an unbalance of pH which results in moss growing, clovers and other weeds.

Regular care and maintenance will not return the lawn to a pristine condition.

The town consulted a lawn care expert for advice on the lawn, there recommendations are as follows:

Work Required:

- A specific lawn care plan that calls for regular fertilizer applications, Spring, Summer x3 and Fall which will improve colour, health and choke out weeds.
- A moss application will kill the moss and green up the lawn.
- Power raking will remove the dead moss and allow the grass to thicken and take over. (Optional)
- Over seeding after power raking so weeds do not fill in. (Optional)
- There were weeds present, but not enough to merit a blanket treatment. A spot treatment will suffice.

Due to the location of each park in relation to a body of water, environmental precautions and servicing is required. Organic fertilizers and iron treatments are recommended as a safe alternative.

The estimated cost of each lawn treatment is $7,000 for the full treatment. Including $3000 of optional treatments..

In addition, the path at Central Park is in disrepair and needs capital repair. It is a tripping hazard.

Central Park Trail

Central Park Lawn

Recommendations

Budget lawn repair in Capital Plan for 2020.

Budget central park walkway in Capital Plan for 2020.

Kam So, P.Eng
Superintendent, Public Works and Engineering Services

Memo

TO: Chair, Parks, Recreation and Culture Committee

SUBJECT: Memorandum of Understanding Between the Town of Lake Cowichan and Cowichan Lake Community Co-op

DATE: November 15, 2019

FROM: Chief Administrative Officer

BACKGROUND

I met with the representatives of the Cowichan Lake Community Forest Co-op, Bruce Ingram and Joe Allan on September 6th, 2019 where I presented them with a draft of the proposed MOU between the Town and the Forest Co-op.

It appeared that the draft was satisfactory at the time. However, Pat Foster recommended some minor modifications to the agreement, which does not materially change it. The final draft was approved by the Board of the Co-op yesterday.

RECOMMENDATION

that the Town recommend approval of the Memorandum of Understanding with the Cowichan Lake Community Forest Co-op.

Joseph A. Fernandez

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE TOWN OF LAKE COWICHAN

AND

COWICHAN LAKE COMMUNITY FOREST CO-OPERATIVE

Dated this _____ day of November, 2019

This **MEMORANDUM OF UNDERSTANDING** (MOU) is hereby made and entered into by the Cowichan Lake Forest Co-op hereinafter referred to as the "**COLLABORATOR**" and the Town of Lake Cowichan, hereinafter referred to as the "**TOWN**".

A. **PURPOSE:**

The purpose of this **MOU** is to continue to develop a framework of co-operation between the "**COLLABORATOR**" and the "**TOWN**" to ensure that the location referred to as the Forest Worker's Memorial Park hereinafter referred as the "Park" to ensure its upkeep and well-being.

B. **THE "TOWN" SHALL:**
Properly maintain to ensure public safety at the park known as the Forest Workers' Memorial Park. **The Town will continue to maintain the gardens and service the fountain.**

C. **THE "COLLABORATOR" SHALL:**
Since the Park has been established volunteers have been responsible for

- **placing or replacing and maintaining the memorial bricks as may be deemed necessary at no cost to the Town;**
- **Maintaining the benches, carved signs at no cost to the Town; and**
- **At no cost to the Town continue to be responsible for decorating the Park with Christmas lights and holiday decorations, through the use of volunteers as it has done in years past when the Town first instituted the annual decoration programme.**

D. **IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

1. **TERM.** This agreement is valid for 5 calendar years from the year the agreement is signed.

2. **MODIFICATION.** Modifications to this agreement shall be made by mutual consent of the parties, in writing, signed and dated by authorized officials, prior to any changes being performed.

3. **NO EXCLUSION.** This agreement in no way excludes the Parties from participating in similar activities with other agencies, organizations and individuals.

4. **TERMINATION.** Either party, may upon a year's written notice terminate the agreement in whole, or in part, at any time before the date of expiration.

IN WITNESS WHEREOF the Town and the Collaborator have executed this Agreement as of the day, month and year first above written hereto have set their hands and seals as of the day and year first above written.

The Corporate Seal of the Town of)
Lake Cowichan)
was hereto affixed in the presence of:) (seal)
)

_____)
Mayor)
)
_____)
Chief Administrative Officer)

The Signatures of the Cowichan Lake Community
Forest Co-op Representatives)
were hereto affixed in the presence of:)
)
_____) _____
Authorized Signatory) Witness
)
_____) _____
Authorized Signatory Witness

Lake Cowichan School

PO Box 40, Lake Cowichan, BC V0R 2G0 ♦ TEL 250.749.6634 ♦ FAX 250.749.6222
http://www.sd79.bc.ca/groups/lcss/

November 12, 2019

RECEIVED NOV 15 2019

The Town of Lake Cowichan
Box 860
Lake Cowichan BC V0R 2G0

Dear Town of Lake Cowichan Admin

Re: LCS Annual Hot Winter Luncheon

We are reaching out to the community to help sponsor our annual Winter Luncheon on Thursday, December 5, 2019, at 11:15am. Our luncheon provides a nutritious, filling meal to over 400 students, staff and community members. For many of our students, this will be their one opportunity to have a meal such as this over the winter holiday. At Lake Cowichan School, we are very proud to have this luncheon that brings our school and community together and fills us with holiday cheer.

We are wondering if The Town would be able to donate towards the luncheon this year, as well as have some of your staff volunteer to assist with the preparation and serving between 9:00am and 12:30pm. Our school would gratefully acknowledge your contribution at the luncheon, in our school newsletter, and on our official Facebook Page.

If you are able to contribute to our luncheon, please contact Noni Battye, at nbattye@sd79.bc.ca and she will be more than happy to arrange pickup of your donated item(s) and take the names and times of those who can volunteer.

Thank you in advance for your consideration and support of our annual school luncheon.

Sincerely

LCS Leadership Class

/dm