



## TOWN OF LAKE COWICHAN

### Parks, Recreation and Culture Committee

*Tuesday, February 18<sup>th</sup>, 2020 at 7:00 p.m. – Council Chambers*

#### AGENDA

**1. CALL TO ORDER**

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**INTRODUCTION OF LATE ITEMS** (if applicable)

**2. APPROVAL OF AGENDA**

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

**(a) Ongoing Items Still Being Addressed:**

- (i) Trans Canada Trail Signage at Hammond Road.
- (ii) Riverfront Walkway and Trail Connections – Update.

**4. DELEGATIONS AND REPRESENTATIONS**

**(a)** Dennis Peters, Cowichan Lake Pickleball Club re: Club Update.

**5. CORRESPONDENCE**

- (a)** Communities in Bloom British Columbia re: Growing Community Pride.
- (b)** Kaatza Station Museum re: Manager's Report for 2019.

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**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 Month.
- (b)** Chief Administrative Officer re: Cowichan Lake Education Centre – Going Concern.

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**8. NEW BUSINESS**

- (a)** Day of Mourning – April 28<sup>th</sup>, 2020.
- (b)** River's Edge Memorial Garden – Concept Plan.

**9. NOTICES OF MOTION**

**10. PUBLIC RELATIONS ITEMS**

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

**12. ADJOURNMENT**

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To the Mayor and Council,

It has been a few years since your community was active in the Communities in Bloom program, no doubt a few things have changed since that time!

I am reaching out to former participants to remind them that there are a number of ways to participate. Enclosed is the 2020 Provincial Registration Form, with an explanation of all our evaluated and non-evaluated options. Many communities start with the non-evaluated Novice category as the way to re-introduce the program to a new group of volunteers and supporters.

Participating in the Communities in Bloom program helps showcase how essential greenspaces and community engagements are to our society's health and happiness.

Hope to see your community back in the CiB family!

Kind regards,

Catherine Kennedy,  
 Executive Director  
[c.kennedy@telus.net](mailto:c.kennedy@telus.net)

P.S. If you are curious about when your community was last evaluated, please go to our website [www.bccib.ca](http://www.bccib.ca) under Participants Map & History.

*PER 20-02-18*  
*SLA*

19951 Fraser Highway, Langley, BC V3A 4E2 | 604 576-6506 | [www.bccib.ca](http://www.bccib.ca)

BC Communities in Bloom is part of the GardensBC marketing network promoting destination gardens and areas throughout the province.



## PURPOSE

BC Communities in Bloom (BC CiB) NFP Society supports our many Volunteers who give of their time as specialists in horticulture, parks and recreation, community management and volunteer coordination and who are additionally trained to deliver the CiB evaluation program to the benefit of all British Columbian communities.

BC CiB volunteer facilitators (judges) are in the community viewing, evaluating, suggesting improvements to the local volunteer committees to help them:

- Enhance BC's environment through our Environmental Action criteria
- Recognize local heritage and culture through our Heritage Conservation criteria
- Profiles quality of sustainable horticulture management in Landscaped Areas, Floral Displays, Urban Forestry
- Celebrates Tidiness Efforts of entire community; residential, municipal and business/institutions

- As well, the CiB program contributes to the quality of life in a community by encouraging the local CiB committee to work with and include; Service Groups (Rotary Clubs, Community Garden Groups, etc) Schools, Business, Residents and a Municipal representative; all coming together to improve the social and economic fabric of their community.
- Since 2005, BC Communities in Bloom (BC CiB) has delivered a province-wide enhancement program (tool) that has benefited the province and communities of all sizes. From tourist towns on the coast, rural interior and industrial towns in the north, our organization has provided guidance through the judges visits and evaluation reports to more than 100 volunteer groups. (Nationally CiB began in 1995.)
- Our organization operates on a modest budget while providing a service that participants value as a reasonable, cost efficient measurement of their success.
- At the heart of our organization is our team of dedicated volunteers who bring a wealth of experience to our society. They represent the province as board members, facilitator/judges and committee members in addition to representing their geographical regions. Our volunteers are the reason the BC CiB program exists.
- We are very proud of what the 'in Bloom' program accomplishes for the province of British Columbia!

## INFORMATION DOCUMENTS UPON REQUEST

- Inspiring Civic & Citizen Involvement with Criteria Explanation Flyer;
- Novice Workshop - How to start a CiB program and develop a committee;
- Getting Started Info Package - how to create a tour and profile book (evaluated participants only);
- Registration Form and Participation Options;
- Membership form.

**[www.bccib.ca](http://www.bccib.ca) – Visit our website to see examples of CiB in action**

Major Sponsors: Urban Systems, Teck  
 Supporters: Gardens British Columbia, BC Landscape & Nursery Association, BC Recreation & Parks Association, Invasive Species Council of BC, BC Agriculture in the Classroom

*PR 20-02-18  
5(a)*



# 2020 PROVINCIAL EDITION

## BRITISH COLUMBIA COMMUNITIES IN BLOOM

**EARLY REGISTRATION CONTEST:**  
Paid Registrations received before  
Feb. 28, 2020 are eligible to WIN a pair  
of Tickets to the  
PROVINCIAL AWARDS DINNER

**FINAL DEADLINE: March 31, 2020**

MUNICIPALITY (PLEASE PRINT)		TOTAL POPULATION	MAYOR
NAME OF MUNICIPAL CONTACT		POSITION / TITLE	
ADDRESS	CITY	POSTAL CODE	
PHONE	MUNICIPAL CONTACT EMAIL		
NAME OF COMMUNITY CONTACT OR LOCAL CIB CHAIR	WEBSITE ADDRESS FOR COMMUNITY		
PHONE	COMMUNITY CONTACT/CHAIR E-MAIL		
<b>PARTICIPATION CATEGORIES</b> (please indicate your level of participation)		<b>REGISTRATION FEE</b> Based on Population Size:	
<input type="checkbox"/> <b>NOVICE WORKSHOP</b> Introduce CiB to your community with a pair of trained BC CiB facilitators.	<input type="checkbox"/> <b>FRIENDS NON-EVALUATED</b> holds your bloom rating one-year (½ Registration Fee)	<input type="checkbox"/> up to 1000 - \$500 <input type="checkbox"/> 1001 to 2000 - \$600 <input type="checkbox"/> 2001 to 5000 - \$675 <input type="checkbox"/> 5001 to 10,000 - \$800 (Plus 5% GST)	<input type="checkbox"/> 10,001 to 20,000 - \$925 <input type="checkbox"/> 20,001 to 50,000 - \$1025 <input type="checkbox"/> 50,001 to 100,000 \$1225 <input type="checkbox"/> 100,000+ - \$1525 (Plus 5% GST)
<input type="checkbox"/> <b>PROVINCIAL EDITION EVALUATED</b> Community receives a Bloom Rating Award and 18-page report <b>ONLY CATEGORY ELIGIBLE TO WIN A CRITERIA AWARD</b> Getting Started package of information sent upon registration.			

### EVALUATED PARTICIPANTS should plan to:

- Create a local 'in Bloom' committee to build collaboration with citizens, business, service clubs and a municipal rep (Councillor, Public Works, Administrator, Parks/Recreation);
- Prepare for an **Evaluation** to take place in mid to late July;
- Create a **Community Profile Book (CPB)** outlining the community's achievements in the specific evaluation criteria;
- Develop a simple budget to cover registration fee and to create community wide CiB awareness projects, i.e.: parades, tidy up days. Consider planning some fundraising events too;
- Host 2- facilitators (judges) typically 3<sup>rd</sup> week of July. 2-nights maximum in separate rooms (Hotel, B&B or Billeting if certain conditions can be met); with meals during evaluation day.
- Budget for sending a couple of people to the BC CiB Provincial Awards and Conference Event in the fall. Recognize your volunteers by providing an opportunity to network with other participants and to learn how to maximize your CiB program.

### COMMUNITY RECEIVES:

- Getting Started Package of Information;
- Evaluation by a pair of trained BC CiB facilitators for 1-2 days;
- Bloom Rating Certificate (1 to 5 blooms);
- 18+ page Evaluation Report with Comments & Suggestions;
- 5-Bloom Winners receive a special recognition Street Banner;
- Profile on [www.bccib.ca](http://www.bccib.ca) and Gardens BC tourism website;
- Information about National Competition in future years.

### BENEFITS to Community:

- **Involves People of all ages to be part of the Volunteer Effort**
- **CiB Program is a tool to encourage Tidiness & Beautification**
- **Promotes Excellence in Horticultural Best Practices**
- **Provides Focus & Deadline for new & ongoing Projects**
- **CPB and Evaluation Report showcases Community Assets**
- **Report is a Cost-Effective Measurement of Success**

Cheque payable to: BC Communities in Bloom <b>NEW MAILING ADDRESS:</b> 19951 Fraser Highway, Langley, BC V3A 4E2	
AMOUNT ENCLOSED	\$ Population Fee + 5% GST = \$ GST # 8446 03670 RT0001
PLEASE INVOICE US AT:	<input type="checkbox"/> Above Address
CANCELLATION POLICY:	Before April 30 <sup>th</sup> a \$50.00 fee may be charged, after that, all registration fees are non-refundable.
Request more information:	<input type="checkbox"/> Membership <input type="checkbox"/> Sponsorship Catherine Kennedy (604) 576-6506 <a href="mailto:c.kennedy@telus.net">c.kennedy@telus.net</a>



125 B South Shore Rd. - PO Box 135  
Lake Cowichan, BC V0R 2G0

February 10, 2020

Mark Kueber,  
General Manager Corporate Services,  
Cowichan Valley Regional District  
175 Ingram Street, Duncan, BC V9L 1N8

RECEIVED FEB 13 2020

Dear Mr. Kueber:

The members of the Kaatza Station Museum respectfully submit the financial statement for 2019 and the Manager's Report for 2019.

Our volunteers spent close to 2061 hours this past year keeping the museum in tiptop shape.

We are proud of the role we play in the Cowichan Lake Area in preserving our history. We have a wonderful museum with an artifact collection that is growing more and more all the time.

The Addition to the museum has been completed. It now houses most of the IWA Collection and other collections we have. This was paid for by private donors as well as the Cowichan Lake community Forest Co-operative, the SteelWorkers' Union and many other businesses and individuals. We are grateful to all of them for their support and generosity. We are particularly grateful to our own volunteers who put in many hours completing the addition in the interior.

Thank you to the Town of Lake Cowichan, Director Ian Morrison and Director Klaus Kuhn for their continued support of the museum.

It enables us to keep the doors of museum open 11 months of the year, hire a Curator/Manager, buy building supplies for maintaining the museum and office/display supplies.

Sincerely,

Patricia E. Foster, President

cc. Mayor and Council, Town of Lake Cowichan  
Director Ian Morrison, Area F  
Director Klaus Kuhn, Area I

PER 20-02-18  
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125 B South Shore Rd. - PO Box 135  
Lake Cowichan, BC V0R 2G0

## 2019 Annual Report

Our volunteers put in 2061 hours this past year, approx. 250 of these hours were put in by John Mountain who is doing initial sorting of the IWA collection. The first 4 months were mostly spent setting up the desks and computers, shelving units and filing cabinets in the annex, then moving in files from the archives plus the IWA boxes. The annex was ready for the May 18 grand opening.

We had 2776 visitors this year. The number of tour groups was smaller this year and contained less people. We had three school groups two of which consisted of 32 students each. We participated in two extra events this year, the Town's 75<sup>th</sup> Anniversary which brought in 126 visitors and the Santa Claus Parade & Tree Light-up, which brought in 13, this event was on a Sunday between 5 & 7 p.m. The Annex Grand Opening was held on the Saturday of Heritage Days weekend and brought in 139 visitors.

We put new flooring in the office in January, and then rearranged it as well. Sue's computer was moved into the library/archive room and Al's computer and photo scanner were moved to the annex.

Our displays this year consisted of an old tool display called Grandpa's workshop, a Lake Cowichan: Then & Now, in honor of the town's 75<sup>th</sup> anniversary, a display for the Kinsmen's 75<sup>th</sup> Anniversary and one for the L.C. Volunteer Fire Departments 75<sup>th</sup> Anniversary.

We received several donations this past year that went into our Remembrance Day display: WWII medals from the Gibson Family, WWII battlefield sketches by Jack Phillips from Al Lundgren & Phillips Family and a very battered and rusted WWII machine gun from a crashed aircraft which began its trip to the museum in the mid 70's and passed through a few hands and finally got here this past summer.

We set up the Square Reader in our gift shop so we can now accept credit cards. We have added stuffed engineer bears and stuffed train engines to our gift shop plus 6" and 8" train whistles. We published a Lake Cowichan Then & Now book and got a reprinting of UBO Remembered. Lynne Bowen reprinted her book "Those Lake People" which we've added to our inventory. We are also selling Deborah Price's Twistography Post Cards.

Lynn Engstrom  
Manager, Kaatza Museum & Archives

Kaatza Historical Society  
 Box 135 - 125B South Shore Road  
 Lake Cowichan, BC V0R 2G0  
 January-December 2019

General Acct.

**Income**

Book Sales	\$237.80
BTS - rent	\$20.00
Calendar Sales	\$1,130.40
CVRD	\$29,469.00
Donations	\$4,485.77
Gaming- Revenue Canada, wages	\$10,422.75
Gaming- Staff Medical	\$1,266.00
Gift Shop	\$5,865.47
Govt of Canada reimbursement for wages	\$11,067.83
Interest ISCU	\$111.09
Memberships	\$530.00
Miscellaneous	\$478.85
Other Donations - Annex Acct. Closed	\$2,096.35
Photo sales	\$298.77
<b>Total</b>	<b>\$67,480.08</b>

**Expenses**

Advertising	\$772.37
Bank Service Charges	\$5.85
Building Improvements	\$5,702.51
Calendar Expense	\$872.49
Cost of Square Program	\$52.86
Display Costs	\$1,142.33
Gift Shop	\$3,249.26
Misc	\$270.19
Office Supplies	\$1,301.65
Photocopier Lease	\$49.65
Photos	\$223.77
Price's Alarms	\$784.85
Professional Fees	\$242.00
Payroll Liabilities	\$8,328.99
Shaw Cable	\$674.71
Staff Medical	\$1,266.00
Summer Students	\$11,014.53
Telus	\$468.88
Wages	\$27,993.03
<b>Total</b>	<b>\$64,415.92</b>



# Memo



**TO:** Chief Administrative Officer

**SUBJECT:** Summary Report for Parks - Dec 2019/Jan 2020

**DATE:** February 14, 2020

**FROM:** Superintendent, Public Works and Engineering Services

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## Summary Report for PWS – Oct/Nov

### Capital

- Centennial Park Parking Lot - RFP – Awarded.
  - Project kick off meeting conducted on 27-Dec.
- Sahtlam Park hockey rink – Boards are in place. To be painted next year. Rink is available for use.
- Consultant presented detailed landscape plan on Columbarium.
- Consultant developing concept plan for Kasapi Park.
- Scoping out Centennial Park Washroom.
  - Trailer washroom scoped.
  - Concrete Washroom scoped.

### Maintenance

- Contractor at Centennial Park to lime baseball field.

A handwritten signature in black ink, appearing to be 'Kam So', written over a horizontal line.

Kam So, P.Eng, MBA (Candidate)  
Superintendent, Public Works and Engineering Services

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# Memo



**TO:** Chair, Parks, Recreation and Culture Committee

**FROM:** Chief Administrative Officer

**DATE:** February 14, 2020

**SUBJECT:** The Cowichan Lake Education Centre Facility – a Going Concern or a Money Pit

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The ability to cope with a changing municipal environment is a challenge that most local governments must face. At one time the responsibilities of local governments were limited to taking care of potholes and ensuring the provision of water and sewer utility and garbage services and other essential municipal services, which include fire services, transportation and recreation services. Municipalities are now more actively involved in activities that are not traditionally considered 'municipal'. Changing times require innovative and sometimes unique ways of keeping communities viable and financially healthy.

Communities in recent years have taken over the responsibility for the operation of airports and telephone systems, the management of social services, the operation of hydroelectric services, harbours, campsites, etc. The Town of Lake Cowichan in 1995 saw an opportunity for taking over a facility that would have otherwise been shut down - the facility we have now come to know as CLEC - the Cowichan Lake Education Centre.

Communities where economic growth and development are key objectives can achieve success to a greater degree than those that are not. Communities that seek innovative ways of moving forward are the ones that achieve a greater level of progress and success that often result in those very communities being made viable and sustainable. On the other hand, consumption and caretaker communities that simply care about the provision of basic municipal services end up maintaining the status quo or may just disappear from the landscape. After all dependence on residential tax base or the growth of that base does not ensure a community's success unless it is willing to be sustained by hefty increases in taxes which still may not be enough to keep a community sustainable.

Private enterprise is often unwilling to take over operations that require nurturing and attention over the long haul. Even where private enterprise ends up undertaking municipal services it does so only because municipalities take all the risks. That is why the notion of giving up CLEC back to the Province without careful consideration of the impact this may have on the Town may not be prudent or wise especially at a time when we are seeking ways and means to improve a sluggish economy.

A consultant's report prepared by Clayton Consulting completed in 2001 indicated "a broad support for developing CLEC as a key element in the strategy to attract destination Eco/ Adventure tourism and to go beyond the summer camp mindset".

Strategies to integrate this facility with other public uses needs to be investigated. To provide adequate returns we need to fully utilize the facility at rates that will attract a broad spectrum of users. Proper marketing techniques must be considered. However, can we realistically market a facility that is in a state of disrepair or meet the expectations of those willing to pay top dollars?

In 2002 the Province turned over the lands on which the CLEC facility and the campsite are situated to the Town. The Town of Lake Cowichan has acquired lands and improvements valued at just over \$4.56 million (this is today's assessed value). This, by any standards, is a windfall. Fortunately, senior levels of governments have also provided major funding over the years to upgrade the facility. The resources of the CLEC facility and provincial or federal funding sources have in turn been used to make infrastructure improvements to our parks and trails.

It is true that the Town has subsidized the operations of the CLEC, but then no other municipal operation is truly self-sustaining. The argument may also be made that CLEC services provide no direct benefit to the taxpayer. The same argument can be made for the campsite facility or some of our green spaces. The campsite services before being turned over to CLEC were previously provided at a substantial cost to the taxpayer and no one, except for staff, raised so much as an eyebrow over those costs.

The campsite based on staff concerns over its viability as a going concern resulted in it being transferred to CLEC management. The once run-down facility has been nicely upgraded with campers clamoring each year to book sites at the upgraded campground. It is now operated as a going concern. Closure of CLEC may well result in our ability to manage this facility, result of added thus making its continued operation untenable.

A correction may be in order at this point. The cash subsidy to the combined CLEC and campsite operations in 2019 was shown at \$13,314 which may still need to be adjusted prior to audit. Over the years the cash subsidies for both operations have declined despite gross revenues not meeting expectations while campsite revenues have increased exponentially. In the last 5 years, however, the average cash subsidy to the combined operations has been less than \$9,000, thanks in part to job creation funding. Over the same period there has been an infusion in excess of half a million dollars each year into the local economy in the form of wages, materials and supplies and contracted services. In the years where there were job creation projects the benefits to local suppliers and contractors were even greater. Training provided by the activities at both facilities has been a godsend to those who have moved on to improved or permanent careers.

Unlike the normal municipal activities for which the Town depends on taxes and charges and grants to wholly fund those activities, municipalities are attempting to affect economic growth through other non-municipal activities. Nanaimo and Edmonton have turned their airports to cash cows.

The Town has two options a) shut the CLEC facility down after the infusion of considerable amounts of capital dollars mostly from other levels of government; or b) strive to limit, if not eliminate the financial subsidy to CLEC. The notion that the Centre was not to have cost the taxpayer was certainly premature on the part of some. Most municipalities have predetermined subsidy limits for taking over operations such as airports, harbours and services once serviced by senior levels of governments. They have decidedly taken the view to look at the broader picture and view these as economic generators that benefit the community at large, which includes the businesses, while providing opportunities for training and employment for others thus contributing to the growth of the local economy.

Operations such as harbours and airports in some communities may sometimes carry a cost to the taxpayer but they also result in an infusion of much needed dollars to the local economy. The CLEC operations and the campsite generate much-needed revenues that have resulted in increased local purchasing and employment opportunities, and the area economy has also benefited from increased visitor traffic.

It may be well to study the impact of the CLEC to the taxpayer. We took over the CLEC facility in December 1995. The taxpayer has seen only minimal increases in her or his taxes since the acquisition of the CLEC facilities. Shut the CLEC or the campsite facilities and we may well eliminate the annual expenditures in those areas, but this may be achieved at some cost to the local economy and how much that is, we may not be able to ascertain.

Valid questions have been raised about just how we must operate the CLEC facility. If the CLEC facility is determined to be an operation that proves to be an unnecessary burden to the taxpayer, then continued operation of the facility as we know it may be not prudent.

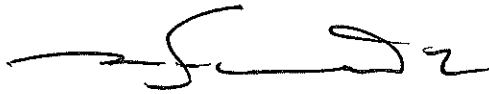
However, capital expenditures are meant to improve or add to the longevity of the capital assets and the notion that we have wasted grant monies and some tax dollars on the facility is simply indefensible. Infrastructure needs to be continually upgraded and those costs are inevitable.

We need, however, to focus on the here and now and give serious thought to the CLEC issue and ensure that whatever decision is taken it is well thought out. We need to plan and manage the CLEC facility - which is a diamond in the rough - in such a way that the needs of the community in general are also taken into consideration. Those needs cannot only be limited to financial returns to the Town.

**RECOMMENDATION**

Good planning and fiscal management are necessary ingredients for any operation to be successful. Hasty decisions based on inexperienced advice or faulty information may not only be unwise but may prove to be foolhardy. Irrational thinking and inaccurate information should not colour the decision-making process. What should truly be considered is whether a service is useful and if so, what is the acceptable financial cost for that service. Often arguments made to justify a claim simply tailored on one's perception that are based on inaccurate data or on a false analysis of the facts on the ground may not always be accurate. We should always fully understand the detailed finances involved in the provision of a service or the impact it has on the community, whether negative or positive before making a claim.

A strategic planning exercise with input from the public would certainly be helpful in flushing out our wants and needs for the Town.



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Joseph A. Fernandez

