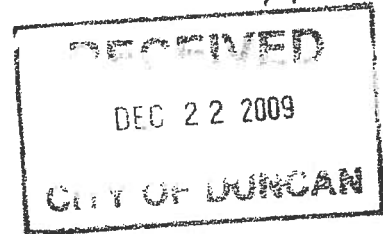




CITY OF DUNCAN



A-166

December 17, 2009

Joe Fernandez, CAO
Town of Lake Cowichan
Box 860
Lake Cowichan, BC V0R 2G0

Dear Mr. Fernandez:

Re: Shared Planner

This is to confirm our previous discussions regarding the sharing of a Planner between the City of Duncan and the Town of Lake Cowichan.

In keeping with the previously agreed terms, the City has hired [REDACTED] as Director of Development Services (Planning), starting January 11, 2010. [REDACTED] resume and references have been provided to you earlier.

This position is a full time City of Duncan employee; with all remuneration, benefits, and personnel related matters being delivered directly by the City.

[REDACTED] will apportion, on average, 2/5 of his regular time to Lake Cowichan issues and priorities on days to be mutually agreed to by all the parties. In most cases, this time will be spent in the community of Lake Cowichan, unless you feel that is not necessary for some particular reason. A minimum of one Tuesday and one Thursday per month will be spent at the Lake to coincide with Lake Cowichan Committee meetings and APC meetings respectively. The City, and [REDACTED] will track his time spent on Lake Cowichan duties as best as possible.

The salary of this position is [REDACTED] plus benefits. Benefits are estimated at 27% including: Superannuation, EI, CPP, WCB, medical and dental, etc.

The costs of the above would be invoiced to Lake Cowichan typically on a 2/5 basis, unless a lesser or greater amount of time is spent on Lake Cowichan duties by mutual agreement. Holidays and sick time may require some adjustment to other days worked to ensure an equitable allocation of [REDACTED] time.

As we did with the summer planning student, we will leave it between you and [REDACTED] to agree upon travel costs to and from Lake Cowichan.

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Tel: (250) 746-6126 Fax: (250) 746-6129 E-mail: duncan@duncan.ca Web: www.duncan.ca

Cowichan

This arrangement is renewable on an annual basis (so long as a staff person is in the position) initially running January 1, 2010 to December 31, 2010 and then annually on a calendar year basis from there.

The estimated 2010 costs are:

Salary [REDACTED] x 51/52 weeks = [REDACTED]
Benefits at approximately 27% = [REDACTED]

Total [REDACTED]

We will invoice Lake Cowichan by pay period for [REDACTED] time. The total billings for 2010 should be approximately [REDACTED] (2/5ths of [REDACTED] by end of year 2010). Holidays, Stats, Bereavement etc. will be billed on a 2/5ths basis.

I am very excited to have [REDACTED] join our management team, and I know you share our enthusiasm that he provides a great opportunity for economies of scale on several projects such as land use bylaws and sustainable planning and development issues etc.. I look forward to introducing you and [REDACTED] as early as January 12, 2010.

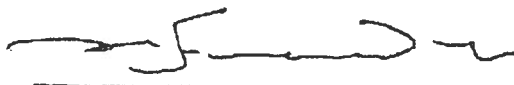
If you are in agreement with the above, please sign a copy of this letter and return it to me as soon as possible.

Sincerely,


Tom Ireland, CAO

cc: Peter de Verteuil, Director of Finance

I understand and agree with the above terms of the City's provision of James van Hemert's planning services to Lake Cowichan. Dated this 22 day of December, 2009.


Joe Fernandez, CAO