



Cowichan Lake Community Services Society

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November 5th, 2025

TO: Cowichan Lake Recreation Commission
c/o Cowichan Lake Recreation
311 South Shore Road
Lake Cowichan, B.C.

RE: Request for Waiver of Rental Fees (December 17th & 18th, 2025)

Dear Members of the Cowichan Lake Recreation Commission,

On behalf of Cowichan Lake Community Services (CLCS), I am writing to respectfully request that the rental fees for the Upper Centennial Hall, totaling \$513.00, be waived for our upcoming rental on December 17th & 18th, 2025. These dates are needed for the setup and organization of our annual Christmas Hamper Program.

As you may already know, CLCS is a non-profit charitable organization serving the Cowichan Lake area. Our Christmas Hamper Program is one of our most cherished annual initiatives. Each year, we provide hampers filled with meats, dairy, vegetables, non-perishable groceries, and local gift cards to individuals and families in need. Families with children also receive toys and gifts to help make the holidays a little brighter. Last year, we distributed approximately 175 hampers to residents, and with the rising cost of living, we anticipate an even greater need this year. The space at Centennial Hall is ideal for this event, as it allows our volunteers to efficiently organize, pack, and distribute hampers in a central, accessible location.

Waiving the rental fees would provide significant support to our program, allowing more of our limited funds to go directly toward food and gift purchases for families in need. We deeply value the continued support of the Cowichan Lake Recreation Commission and the strong partnership we share in serving our community, and we thank you for considering our request.

With gratitude,

A handwritten signature in black ink, appearing to read 'Jocelyn Lundberg'.

Jocelyn Lundberg
Executive Director