



SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

**Thursday, October, 31, 2019
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.**

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

2. General Manager, Corporate Services / Chief Financial Officer
Sunshine Coast Public Libraries and Reading Rooms
(Voting – A, B, D, E, F, DoS, ToG, SIGD) Annex A
Pages 1-38

COMMUNICATIONS

3. Budget Submissions for 2020 from: *To follow*
 - Gibsons and District Public Library
 - Sechelt Public Library
 - Roberts Creek Community Library
 - Pender Harbour Reading Centre

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Corporate and Administrative Services Committee – October 31, 2019

AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

SUBJECT: SUNSHINE COAST PUBLIC LIBRARIES AND READING ROOMS

RECOMMENDATION(S)

THAT the report titled Sunshine Coast Public Libraries and Reading Rooms be received for information.

BACKGROUND

This report provides some historical information regarding the Sunshine Coast Public Libraries and Reading Rooms. At the October 12, 2019 Regular Board meeting, the following motion was passed (excerpt):

245/19 AND THAT a Special Corporate and Administrative Services Committee meeting be scheduled as soon as possible after September 27, 2019 to discuss current libraries' funding models and apportionment, and review current bylaw allocations.

There are two main libraries on the lower Sunshine Coast and two reading rooms; the Gibsons and District Public Library (GDPL), the Roberts Creek Community Library (RCCL), the Sechelt Public Library (SPL) and the Pender Harbour Reading Centre (PHRC). Each Library / Reading Room has its own funding model, administration costs and funders (years 2009-2019 budget value Library Summaries have been including as attachments 1-11).

In the past 10 years the GDPL and the SPL have made various requests for rental values or One Time or Special Project funding which were approved and included in funding allocations as shown on attachment 12.

PHRC has historically requested special funding through Rural Areas' Grant-in-Aid (RAGIA) application process and have received:

- \$1,100 in 2016 for 50 years in Pender Harbour Promotion
- \$500 in 2014 for an exchange program with GDPL
- \$1,200 in 2013 for movie licenses and operations increases
- \$1,000 in 2012 for book processing and operation expenses
- And was denied an extra grant request for operational items of \$1,500 in 2015.

The Roberts Creek (formerly Reading Room) Community Library was funded \$5,000 through RAGIA in 2009 for added shelving and storage. Electoral Area D has provided funding to the RCCL by budget request approvals as shown in attachments.

Services are established for Libraries through Bylaws as follows:

- West Howe Sound Library Operating Grant Local Service Bylaw No. 1018, 1994 - Bylaw No. 1018.3, 2004 – Participating Members Areas E, F and Town of Gibsons (Attachment 13)
- Roberts Creek Library Service – Bylaw 1043, 2002 – Participating Members Area D (Attachment 14)
- Halfmoon Bay Library Service Establishment Bylaw No. 1046, 2002 – Bylaw No. 1046 – Participating Members Area B (Attachment 15)
- Egmont / Pender Harbour – Library Service Bylaw No. 1086 (Attachment 16) – Participating Members Area A

The Libraries and Reading Rooms are funded by local government based on budget submissions each year from stakeholders.

- PHRC – funded wholly through Function [643] Egmont / Pender Harbour Library Service paid annually.
- RCCL – funded wholly through Function [646] Roberts Creek Library Service paid quarterly.
- GDPL – Roberts Creek Library Service contribution reduces the budget request and the remaining funding requested are funded by assessed value from Function [640] which includes Electoral Area E, Electoral Area F and Town of Gibsons.
- SPL – there is no current function for the Library therefore each contributing funder decides how much is funded or how this is allocated for the budget requested between Electoral Area A [643], Electoral Area B [645], Electoral Area D [646], District of Sechelt and Sechelt Indian Government District (SIGD).

In 2005 the SCRD signed agreements with the Sechelt Public Library Association (SPLA) and also the Gibsons and District Public Library Association (GDPLA) in regards to Electoral Area D - Roberts Creek contributions to Library funding. These agreements expired in 2008 and were not renewed as the funding for libraries was evolving and the Director was funding based on requests from the Libraries at a 50/50 rate. (Attachments 17 and 18).

In August of 2013 staff, contacted the Libraries and Literacy Branch to determine how population areas for Electoral Area A and SIGD have been determined, response as follows:

“As for how we determine populations for service areas, we rely on information from several sources to calculate populations for each area, including population data from the Canadian Census and estimation data from BC Stats during non-census years. Boundaries for service areas are determined by service agreements with local governments. In areas where only a portion of an electoral area is served (such as Sunshine Coast Electoral Area A), BC Stats supplies us with population estimates for both the served and unserved portions, based on the boundaries supplied to Libraries and Literacy by local government.

In the case of Sunshine Coast Electoral Area A, only a portion of the EA is considered as “served”: Egmont and Pender Harbour are considered as “served” communities, while the remainder population in the Area is considered unserved. In the case of the Sechelt Indian Government District, only the portion within the SCRD is accounted for here; a smaller portion of the SIGD is accounted for in the Powell River RD. In the case of Electoral Area D, for the 2013 calendar year the population of this service area was divided equally between Sechelt and Gibsons Public libraries, based on correspondence from the regional district and libraries. Previously, this electoral area had been divided into three parts, with one third deemed to be “unserved”.

For more information on how population figures were determined, see Clause 22 in the Library Act below:

How population is determined

- 22** (1) For the purposes of sections 23 and 24, the minister is to determine the population of an area by compiling the population figures for the most recent year for which figures are available for that area.
- (2) In determining population the minister may take into account any changes in the boundaries of an area and may use
- (a) information or estimates provided by the Minister of Finance,
 - (b) information in the most recently available Census of Canada, and
 - (c) other information the minister considers relevant.

To move the SPL closer to per capita parity and provide consistency and security in funding, and also agreed services to be offered by the SPLA, the Sunshine Coast Regional District, District of Sechelt and SIGD entered into a Funding and Service Agreement dated January 8, 2014, which provided funding to the SPLA to 2018.

At the March 14, 2019 Regular Board Meeting, the following motion (074/19) was passed:

Recommendation No. 15 Sechelt Library Funding Apportionment for 2019 Budget

THAT Sechelt Library Funding Apportionment for 2019 Budget be received;

AND THAT Sechelt Public Library Association be funded as follows:

- Electoral Area A [643] at \$40,731;
- Electoral Area D [646] at \$71,171;
- Electoral Area B [645] at \$165,578;

AND FURTHER THAT staff report to a future Committee regarding the legislative, funding and internal resources implications to establish a service for the Sechelt Public Library.

The Staff Report recommended above is included as Attachment 18.

The total funding the SPL received and the percentage that each jurisdiction contributed for 2019 is as follows:

	Area A	Area B	Area D	DoS	SIGD	Total
Percentage of funding (2019)	4.86%	19.77%	8.50%	65.02%	1.84%	100%
2019	\$40,731	\$165,578	\$71,171	\$544,555	\$15,430	\$837,456
2018	\$29,894	\$121,370	\$69,435	\$396,539	\$11,234	\$630,490
Difference	\$10,837	\$44,208	\$1,736	\$148,016	\$4,196	\$208,994

Of the \$837,456, approximately \$41,800 was for “one-time” capital and reserve related items.

STRATEGIC PLAN AND RELATED POLICIES

This report aligns with the Boards Strategic Focus areas of **Communications and Engagement, Regional Collaboration and Partnership, and Advocacy.**

CONCLUSION

Staff have include information on current libraries’ funding models, apportionment, and current bylaw information.

Reviewed by:			
Manager		Finance	
GM		Legislative	
Interim CAO	X – M. Brown	Other	

Attachments 1-11 – Library Funding Summaries 2009-2019

Attachment 12 – 2019 Analysis of Library Funding for SPL and GDPL

Attachment 13-16 – Bylaws for Library Service

Attachment 17 and 18 – Agreements Regarding Roberts Creek Funding

Attachment 19 – Staff Report to May 23, 2019 Corporate and Administrative Services Committee regarding Sechelt Public Library Service Establishment

2009 Allocation of Library Grants

Library Funding																
Gibsons & District Public Library						Secchelt Public Library					Reading Rooms				% of total	
	Grant	Admin	SCRD Maint	Capital Reserve & Planning Grant	Total	Grant	One Time	Rent	Admin	Total SAPL	Grant	Admin 5%	Total	Grant	Total	
Area A						19,364	449	2,765		22,578				500	23,078	2.00%
Area B						82,544	1,913	14,969	4,092	103,518					103,518	8.97%
Area D	52,289	2,570	1,937		56,797	47,464	1,100	7,215	2,118	57,896	10,500	525	11,025		125,718	10.89%
Area E 20%	89,744	4,900	3,694	9,950	108,288	-	-	-		-					108,288	9.38%
Area F 51%	230,945	12,609	9,506	25,605	278,665	-	-	-		-					278,665	24.14%
TOG 29%	130,287	7,113	5,363	14,445	157,208	-	-	-		-					157,208	13.62%
SIGD						6,300	-	1,700		8,000					8,000	0.69%
DOS						282,191	6,539	61,401		350,131					350,131	30.32%
	503,266	27,191	20,500	50,000	600,957	437,863	10,000	88,050	6,210	542,123	10,500	525	11,025	500	1,154,605	100.00%
RD portion	503,266			50,000	-	149,372	3,461	24,949		-	10,500		-		741,548	
				Hold			Hold									

Method of Allocation: Used same basis of calculation as 2008

SAPL 2008 Operations plus 6% increase; one time funding of \$10,000 for recruitment Funding request - shortfall of \$22,658
 GDPL 2008 Operations plus 4.5% increase; additional planning grant of \$50k plus

	01-2-640-214	Payment	01-2-121-212	01-2-645-214	01-2-646-214		01-2-646-214
	GPL		SPL				RCRR
Jan	41,784.75	36,084.09	4679.75	19948.67	11,455.67	-	2,033.33
Feb	41,784.75						
Mar	41,784.75						
Apr	41,990.19	37,762.64	4894.78	20865.21	12,002.65	-	1,966.67
May	41,990.19					-	
Jun	41,990.19					-	
Jul	41,990.19	37,762.64	4894.78	20865.21	12,002.65	-	2,000.00
Aug	41,990.19					-	
Sep	41,990.19					-	
Oct	41,990.19	37,762.65	4894.69	20864.93	12,003.03	-	2,000.00
Nov	41,990.19					-	
Dec	41,990.23					-	
Total	503,266.00	149,372.02	19,364.00	82,544.02	47,464.00	-	8,000.00

Recruitment Fnding

Total Expenditures		16,440
2-Jan		8,220
Area A	4.5%	369.00
Area B	19.1%	1,573.00
Area D	11.0%	905.00
DOS	65.4%	
	100.0%	2,847.00

2,500.00 Balance of \$2500 to be realease upon RCRR meeting conditions
as per letter / Board Recommendation

	Payment	01-2-121-212	01-2-645-214	01-2-646-214
		SPL Rent * Paid to DoS		
spring	24,949	2,765	14,969	7,215

2010 Allocation of Library Grants

Library Funding																	
Gibsons & District Public Library Capital Reserve & Planning Grant						Sechelt Public Library						Reading Rooms				% of total	
	Grant	Admin	SCRD Maint		Total	Grant	6%	One time	Rent	Admin	Total SAPL	Grant	Admin 5%	Total	Grant	Total	
Area A						19,364		1,115	2,765		23,244				500	23,744	2.05%
Area B						82,544	4,953	4,753	14,969	4,926	112,145					112,145	9.70%
Area D	51,608	3,098	2,092		56,797	47,464		2,733	7,215	2,486	59,898	10,500	525	11,025		127,720	11.05%
Area E 21%	88,321	5,761	3,890	7,657	105,629						-					105,629	9.14%
Area F 50%	213,646	13,935	9,409	18,523	255,513						-					255,513	22.11%
TOG 29%	125,324	8,174	5,519	10,866	149,884						-					149,884	12.97%
SIGD						6,300		363	1,700		8,363					8,363	0.72%
DOS						278,500	16,710	16,036	61,401		372,647					372,647	32.25%
	478,899	30,968	20,910	37,046	567,823	434,172	21,663	25,000	88,050	7,412	576,297	10,500	525	11,025	500	1,155,645	100.00%
					-						-					-	

Method of Allocation: Used same basis of calculation as 2009

**2011 Allocation of Library Grants
2011 Budget Values**

Library Funding							Sechelt Public Library				Reading Rooms			
Gibsons & District Public Library														
	Grant	Admin	SCRD Maint	Capital Reserve & Planning Grant	Total		Grant	Rent	Admin	Total SAPL	Grant	Admin 5%	Total	Grant
Area A							20,837	2,765		23,602				500
Area B							88,824	14,969	8,280	112,073				
Area D	52,287	4,031	2,214		58,452	10.38%	51,074	7,215	5,244	63,533	11,000	550	11,550	
Area E 19%	87,000	6,719	3,691	-	97,410		-			-				
Area F 50%	224,326	17,323	9,517	-	251,166		-			-				
TOG 31%	139,218	10,751	5,906	-	155,875		-			-				
SIGD							6,779	1,700		8,479				
DOS							299,686	61,401		361,087				
	502,832	38,824	21,328	-	562,984		467,200	88,050	13,524	568,774	11,000	550	11,550	500

160,735 24,949
RD Portion RD Portion

Reporting due each year on contingency grant

Method of Allocation: Used same basis of calculation as 2009 & 2010

Roberts Creek Reading Room Grant of \$11,000 includes \$500 contingency grant which is to be reported on to RD staff on annual basis (per Jan 18/11 R1 recommendation)

Area D increased basic grant & admin for GPL to equal SPL amount (per R2 Feb11/2011 recommendation)

	01-2-640-214	01-2-121-212	01-2-645-214	01-2-646-214	SPL TOTAL	01-2-646-214	
	GPL		SPL			RCRR	474,208.0
Jan	38,867.28	4,841.00	21874.25	11,866.00	38,581.25		
Feb	38,867.28						
Mar	38,867.28						
Apr	42,914.13	5,332.00	22316.58	13,069.33	40,717.91	5,250.00	
May	42,914.53				-		
Jun	42,914.50				-		
Jul	42,914.50	5,332.00	22316.58	13,069.33	40,717.91	2,625.00	
Aug	42,914.50				-		
Sep	42,914.50				-		
Oct	42,914.50	5,332.00	22316.59	13,069.34	40,717.93	2,625.00	
Nov	42,914.50				-	500.00	Contingency
Dec	42,914.50				-		
Total	502,832.00	20,837.00	88,824.00	51,074.00	160,735.00	11,000.00	

Library Funding															
Gibsons & District Public Library							Sechelt Public Library					Reading Rooms			
				Capital Reserve & Planning Grant			% based on SCRD Contribution								
	Grant	Admin	SCRD Maint		Total		Grant		Rent	Admin	Total SAPL	Grant	Admin	Total	Grant
Area A							21,149.33	12.96%	2,765.00		23,914.46				500.00
Area B							90,154.40	55.26%	14,969.00	5,687.00	110,810.95				
Area D	52,477.90	2,968.57	2,371.14		57,817.47	0.10	51,839.47	31.78%	7,215.00	3,607.00	62,661.79	12,000.00	189.85	12,189.85	
Area E	19% 87,913.24	4,972.99	3,970.30	-	96,856.52		-				-				
Area F	50% 226,680.48	12,822.63	10,237.25	-	249,740.36		-				-				
TOG	31% 140,679.39	7,957.81	6,353.30	-	154,990.50		-				-				
SIGD							6,880.82		1,700.00		8,580.82				
DOS							304,175.98		61,401.00		365,576.98				
	507,751.00	28,722.00	22,932.00	-	559,405.00		474,200.00	100.00%	88,050.00	9,294.00	571,545.00	12,000.00	189.85	12,189.85	500.00
					-						-				
					501,587.53		163,143.20		24,949.00						
					640 Budget		RD Portion		RD Portion						

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2014 Proposed Library Grants at Round 3

	Gibsons & District Public Library 2014 Approved Funding						Sechelt Public Library 2014 Funding Allocation per MOU				Reading Rooms 2014 Proposed Funding @ R3		
	Grant	2014 Special Project Request	Total Grant Funding Received	Admin	SCRD Maint	Total	2014 MOU	Subtotal	Admin	Total SAPL	Grant	Admin	Total
Area A							23,679	23,679	1,605	25,284	500		500
Area B							96,136	96,136	6,147	102,283			
Area D	53,905	1,094	54,999	1,865	2,236	59,099	54,999	54,999	1,865	56,864	12,000	396	12,396
Area E	94,726	1,923	96,649	5,938	3,928	106,647	-	-		-			
Area F	217,417	4,414	221,830	13,629	9,017	244,844	-	-		-			
TOG	161,016	3,269	164,285	10,093	6,678	181,290	-	-		-			
SIGD							8,899	8,899		8,899			
DOS							314,096	314,096		314,097			
								-		-			
	527,064	10,700	537,764	31,524	21,858	591,880	497,809	497,809	9,617	507,427	12,500	396	12,896
537,030							174,814	174,814					
							RD Portion	RD Portion					
2013 Grant	518,188						484,068	166,243					
% change	1.71%						2.84%	5.16%					
*For R3, amended RC Library admin support contributions based on final admin support allocations													

2015 Library Funding Summary

	Gibsons & District Public Library 2015 Approved Funding				Sechelt Public Library 2015 Funding Allocation per MOU			Reading Rooms 2015 Approved Funding		
	Grant	Admin	SCRD Maint	Total	2014 MOU	Admin	Total	Grant	Admin	Total
Area A					25,099	1,419	26,518	500		500
Area B					101,905	5,763	107,668			
Area D	47,827	2,976	6,468	57,271	58,299	3,302	61,601	12,600	714	13,314
Area E	98,993	6,160	13,388	118,541	-		-			
Area F	231,534	14,408	31,314	277,256	-		-			
TOG	174,962	10,888	23,663	209,512	-		-			
SIGD					9,433		9,433			
DOS					332,942		332,942			
							-			
	553,315	34,432	74,833	662,580	527,678	10,484	538,162	13,100	714	13,814
-					195,787					
					<i>RD Portion</i>					
2014 Grant	527,064				497,809					
% change	4.98%				6.00%					

2016 Library Funding Summary

	Gibsons & District Public Library 2016 Proposed Funding							Sechelt Public Library 2016 Funding Allocation per MOU			Reading Rooms 2016 Base Budget Funding		
	Grant	Admin	SCRD Maint	2015 Deficit	2016 One Time Grant	2016 Capital Debt Servicing	Total	2016 MOU	Admin	Total	Grant	Admin	Total
Area A								26,605	1,881	28,486	500	35	535
Area B								108,019	7,115	115,134			
Area D	46,595	3,495	6,578	603	-	-	57,271	61,797	4,112	65,909	12,600	838	13,438
Area E	105,766	7,933	14,932	1,368	5,264	2,188	137,451	-		-			
Area F	235,395	17,656	33,233	3,044	11,716	4,870	305,913	-		-			
TOG	181,208	13,591	25,583	2,343	9,019	3,749	235,493	-		-			
SIGD								9,999		9,999			
DOS								352,918		352,918			
										-			
	568,964	42,675	80,326	7,357	26,000	10,806	736,128	559,338	13,107	572,445	13,100	874	13,974
								209,528					
								RD Portion					
2015 Grant	553,315							527,667					
% change	2.83%							6.00%					

2017 Library Funding Summary

					Gibsons & District Public Library 2017 Approved Funding					Sechelt Public Library 2017 Funding Allocation per MOU			Reading Rooms 2017 Base Budget Funding		
					Grant	Admin	SCRD Maint	Capital Debt Servicing	Total	2016 MOU	Admin	Total	Grant	Admin	Total
Area A										28,202	2,050	30,252	1,200	87	1,287
Area B	Taxation									114,500	8,644	123,144			
Area D	65505	65,505	8.71%		51,412	4,352	9,742	-	65,505	65,505	4,791	70,296	12,600	922	13,522
Area E	154985	20.26%	150,436	20.00%	116,710	9,995	22,373	4,549	153,626	-		-			
Area F	298385	45.04%	288,273	38.32%	223,645	19,152	42,872	10,112	295,782	-		-			
TOG	255868	34.70%	248,077	32.98%	192,461	16,482	36,894	7,791	253,628	-		-			
SIGD										10,599		10,599			
DOS										374,093		374,093			
												-			
		100%			583,636	49,980	111,881	22,452	768,541	592,899	15,486	608,385	13,800	1,009	14,809
										(592)					
										223,693					
										RD Portion					
2016 Grant										568,964	559,338				
% change					2.58%					6.00%					

2018 Budget Library Funding Summary

	Gibsons & District Public Library 2018 Proposed Funding				Sechelt Public Library 2018 Funding Allocation per MOU			Reading Rooms 2018 Base Budget Funding		
	Grant	Admin	SCRD Maint	Total	2018 MOU	Admin	Total	Grant	Admin	Total
Area A					29,894	1,759	31,653	2,000	117.70	2,118
Area B					121,370	7,332	128,702			
Area D	54,439	4,572	10,424	69,435	69,435	4,188	73,623	13,500	814	14,314
Area E	121,135	10,173	23,194	154,502	-		-			
Area F	217,050	18,229	41,559	276,838	-		-			
TOG	202,685	17,022	38,809	258,516	-		-			
SIGD					11,234		11,234			
DOS					396,539		396,539			
							-			
	595,309	49,996	113,986	759,291	628,472	13,279	641,751	15,500	932	16,432
-					233,978					
					RD Portion					
2017 Grant	583,636				592,899					
% change	2.00%				6.00%					

2019 Budget Library Funding Summary

	Gibsons & District Public Library 2019 Proposed Funding				Sechelt Public Library 2019 Funding Allocation (based on committed funding)			Reading Rooms 2019 Base Budget Funding		
	Grant	Admin	SCRD Maint	Total	2019	Admin	Total	Grant	Admin	Total
Area A					40,731	1,980	42,711	2,000	97	2,097
Area B					165,578	7,671	173,249	-	-	-
Area D	56,257	4,366	10,548	71,171	71,171	4,406	75,577	13,500	836	14,336
Area E	126,732	9,835	23,761	160,328	-	-	-	-	-	-
Area F	213,963	16,605	40,116	270,684	-	-	-	-	-	-
TOG	213,357	16,558	40,003	269,918	-	-	-	-	-	-
SIGD					15,429	-	15,429	-	-	-
DOS					544,555	-	544,555	-	-	-
	610,309	47,364	114,428	772,101	837,464	14,057	851,521	15,500	933	16,433
Unfunded Portion of 2019 Request					25,539					
Regional Disl					277,480					
2018 Grant	595,309				628,472					
% change	2.52%				33.25%					

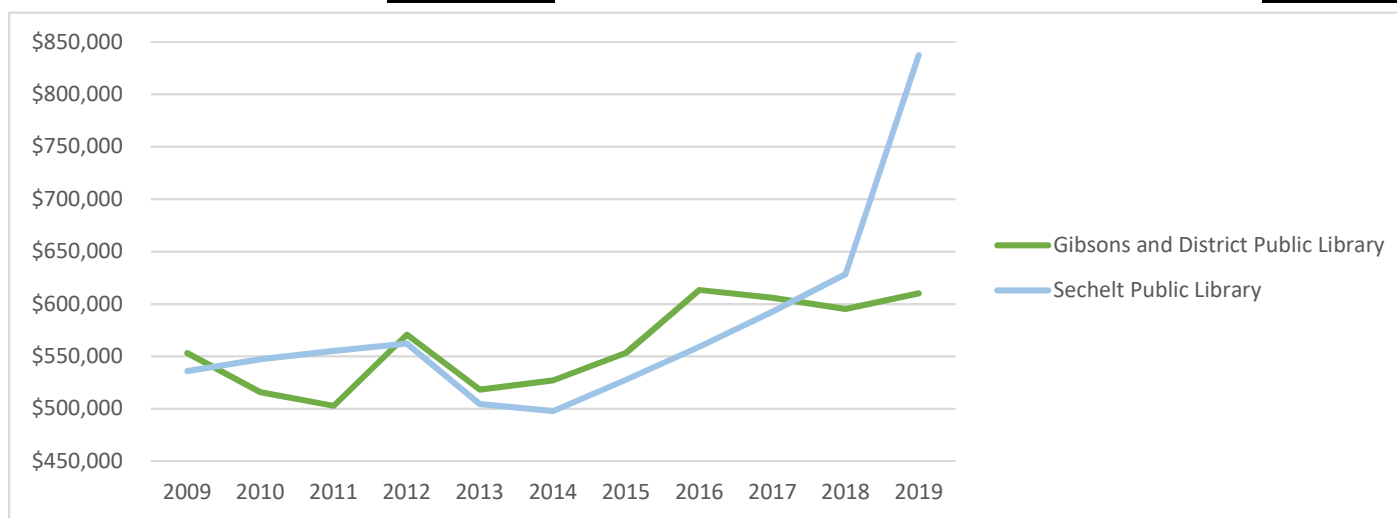
Library Funding 2009 - 2019

Gibsons and District Public Library

	Grant	One Time / Special Project Funding	Total Grant Received
2009	\$ 503,266	\$ 50,000	\$ 553,266
2010	\$ 478,899	\$ 37,046	\$ 515,945
2011	\$ 502,832		\$ 502,832
2012	\$ 570,751		\$ 570,751
2013	\$ 518,188		\$ 518,188
2014	\$ 527,064		\$ 527,064
2015	\$ 553,315		\$ 553,315
2016	\$ 568,964	\$ 44,512	\$ 613,476
2017	\$ 583,636	\$ 22,452	\$ 606,088
2018	\$ 595,309		\$ 595,309
2019	\$ 610,309		\$ 610,309

Sechelt Public Library

Grant	One Time / Special Project Funding	Rent	Total Grant Received
\$ 437,863	\$ 10,000	\$ 88,050	\$ 535,913
\$ 434,172	\$ 25,000	\$ 88,050	\$ 547,222
\$ 467,200		\$ 88,050	\$ 555,250
\$ 474,200		\$ 88,050	\$ 562,250
\$ 469,630	\$ 17,000	\$ 17,927	\$ 504,557
\$ 497,809			\$ 497,809
\$ 527,677			\$ 527,677
\$ 559,338			\$ 559,338
\$ 592,898			\$ 592,898
\$ 628,472			\$ 628,472
\$ 793,793	\$ 43,671		\$ 837,464



SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO.1018

Consolidated for convenience only to include amendments up to 1018.3

A Bylaw to convert the WEST HOWE SOUND LIBRARY GRANT-IN-AID SERVICE UNIT to a local service.

WHEREAS under section 767(4) of the Municipal Act, a regional district exercising a power to provide a service other than a general service, may adopt a bylaw respecting that service which converts the service to one exercised under the authority of a bylaw establishing the service, and which:

- a) meets the requirements of section 794 for an establishing bylaw, and;
- b) is adopted in accordance with the requirements of section 802 as if it were a bylaw amending an establishing bylaw.

AND WHEREAS the Board of the Sunshine Coast Regional District was granted, by Supplementary Letters Patent dated June 25, 1989, the function of LIBRARY SERVICE GRANTS-IN-AID with Electoral Areas A, B, C, D, E, F as participating members;

AND WHEREAS under the authority of said Supplementary Letters Patent the Board of the Sunshine Coast Regional District adopted Bylaw No. 324, establishing the WEST HOWE SOUND LIBRARY GRANT-IN-AID SERVICE UNIT;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to convert the aforesaid Specified Area to an local service, include the Town of Gibsons as a participating member, and increase the maximum amount of money that may be requisitioned annually;

AND WHEREAS the Board has submitted the proposal to increase the maximum annual funding available for the purposes of this Local Service;

AND WHEREAS pursuant to Section 796 (1) the Board has obtained the assent of the electors;

NOW THEREFORE the Board of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

1. The West Howe Sound Library Grant-in-Aid Service Unit, established by Bylaw No. 324, is hereby established as the "West Howe Sound Library Operating Grant Local Service" for the purpose of providing operating and capital funds to the Gibsons and District Public Library.

2. The participating members in this Local Service shall be the Electoral Areas of Elphinstone, (E) and West Howe Sound, (F) and the Town of Gibsons.
3. The maximum amount of money that may be requisitioned annually under Section 804 (1) (a) of the Municipal Act for the service provided under section 1 shall not exceed \$0.33 per \$1000 on net taxable values of land and improvements.
4. The annual costs of providing the service shall be recovered by requisition of money under Section 809 to be collected by a property value tax on land and improvements as assessed for Regional Hospital District purposes.
5. This bylaw may be cited for all purposes as "WEST HOWE SOUND LIBRARY OPERATING GRANT LOCAL SERVICE BYLAW NO. 1018, 1994."

SUNSHINE COAST REGIONAL DISTRICT

Bylaw No. 1043

**A bylaw to establish a service within the Electoral Area of
Roberts Creek for the purpose of providing a library service**

WHEREAS:

- A. Under section 796 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Sunshine Coast Regional District wishes to establish a service for the purpose of providing a library service within the Electoral Area of Roberts Creek;
- C. The approval of the Inspector of Municipalities has been obtained under Section 801 of the *Local Government Act*;
- D. The Board has received the approval of the electors in the Electoral Area of Roberts Creek by counter petition in accordance with Section 801.3 of the *Local Government Act*;

NOW THEREFORE, the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. Citation

This bylaw may be cited for all purposes as the "Roberts Creek Library Service Establishment Bylaw No. 1043, 2002.

2. Service

The service established by this bylaw is the Roberts Creek Library Service (the "Service") for the purpose of providing a library service in the Service Area.

3. Boundaries

The boundaries of the Service Area shall be the boundaries of the Electoral Area of Roberts Creek.

4. Participating Areas

The "Participating Area" is the Electoral Area of Roberts Creek.

5. Cost Recovery

As provided for in Section 803 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- (a) property value tax imposed in accordance with Division 4.3 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- (c) fees and charges imposed under section 797.2 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprises, gift, grant or otherwise.

6. Maximum Cost

In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum annual amount that may be requisitioned for the cost of the Service is a property value tax rate of \$0.15/\$1000 applied to the net taxable value of land and improvements in the Service Area.

READ A FIRST TIME this 14th day of February, 2002

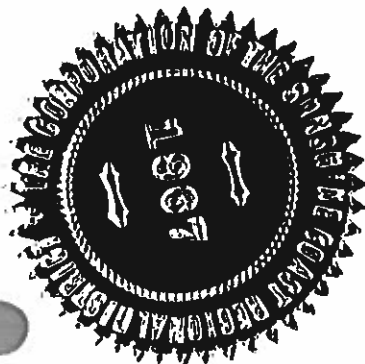
READ A SECOND TIME this 14th day of February, 2002

READ A THIRD TIME this 14th day of February, 2002

APPROVED BY THE INSPECTOR OF MUNICIPALITIES
 this 27th day of February, 2002


RECEIVED APPROVAL OF THE ELECTORS
BY COUNTER PETITION this 19th day of April, 2002

ADOPTED this 9th day of May, 2002





SECRETARY



CHAIR

SUNSHINE COAST REGIONAL DISTRICT

Bylaw No. 1043.1

A bylaw to amend "Roberts Creek Library Service Establishment Bylaw No. 1043, 2002"

WHEREAS the Board of the Sunshine Coast Regional District established a Library Service within the Electoral Area of Roberts Creek by way of "Roberts Creek Library Service Establishment Bylaw No. 1043, 2002";

AND WHEREAS the Board of the Sunshine Coast Regional District will enter into agreements with the Sechelt Public Library Association, the Roberts Creek Reading Centre and the Gibsons and District Public Library Association for the provision of the library service;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to amend "Roberts Creek Library Service Establishment Bylaw No. 1043, 2002 in order to increase the maximum amount that may be requisitioned for this service;

NOW THEREFORE, the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as the "Roberts Creek Library Service Amendment Bylaw No. 1043.1, 2002.
2. "Roberts Creek Library Service Establishment Bylaw No. 1043, 2002 is hereby amended by replacing \$0.15/\$1000 with \$0.25/\$1000.

READ A FIRST TIME this 28th day of November, 2002

READ A SECOND TIME this 28th day of November, 2002

READ A THIRD TIME this 28th day of November, 2002

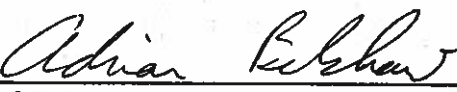
APPROVED BY THE INSPECTOR OF MUNICIPALITIES
 this 20th day of December, 2002

RECEIVED APPROVAL OF THE ELECTORS
BY COUNTER PETITION this 19th day of February, 2003

ADOPTED this 27th day of February, 2003




DEPUTY SECRETARY


VICE CHAIR

SUNSHINE COAST REGIONAL DISTRICT

Bylaw No. 1046

**A bylaw to establish a service within the Electoral Area of
Halfmoon Bay, excluding that part within the Trust Area under the jurisdiction
of the Islands Trust, for the purpose of providing a library service**

WHEREAS:

- A. Under section 796 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Board of the Sunshine Coast Regional District wishes to establish a service for the purpose of providing a library service within the Electoral Area of Halfmoon Bay, excluding that part within the Trust Area under the jurisdiction of the Islands Trust;
- C. The approval of the Inspector of Municipalities has been obtained under Section 801 of the *Local Government Act*;
- D. The Board has received the approval of the electors in the Electoral Area of Halfmoon Bay, excluding those within the Trust Area, by counter petition in accordance with Section 801.3 of the *Local Government Act*;

NOW THEREFORE, the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. Citation

This bylaw may be cited for all purposes as the "Halfmoon Bay Library Service Establishment Bylaw No. 1046, 2002.

2. Definitions

In this bylaw:

"Trust Area" has the same meaning as in the *Islands Trust Act (British Columbia)*.

3. Service

The service established by this bylaw is the Halfmoon Bay Library Service (the "Service") for the purpose of providing a library service in the Service Area.

4. Boundaries

The boundaries of the Service Area shall be the boundaries of the Electoral Area of Halfmoon Bay, excluding that part located within the Trust Area.

5. Participating Areas

The "Participating Area" is the Electoral Area of Halfmoon Bay.

6. Cost Recovery

As provided for in Section 803 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- (a) property value tax imposed in accordance with Division 4.3 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- (c) fees and charges imposed under section 797.2 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprises, gift, grant or otherwise.

7. Maximum Cost

In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum annual amount that may be requisitioned for the cost of the Service is a property value tax rate of \$0.20/\$1000 applied to the net taxable value of land and improvements in the Service Area.

READ A FIRST TIME this 14th day of February, 2002

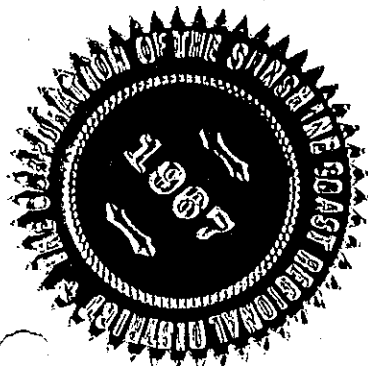
READ A SECOND TIME this 14th day of February, 2002

READ A THIRD TIME this 14th day of February, 2002

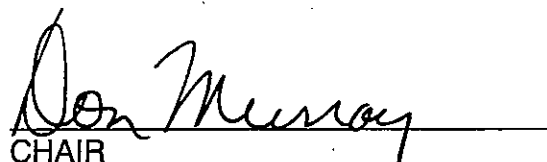
APPROVED BY THE INSPECTOR OF MUNICIPALITIES
 this 27th day of February, 2002

RECEIVED APPROVAL OF THE ELECTORS
BY COUNTER PETITION this 19th day of April, 2002

ADOPTED this 9th day of May, 2002




SECRETARY


CHAIR

SUNSHINE COAST REGIONAL DISTRICT

Bylaw No. 1086

A bylaw to establish a service within a portion of Electoral Area A -
Egmont / Pender Harbour for the purpose of providing a library service

WHEREAS under section 332 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to establish a service for the purpose of providing a library service for Electoral Area A - Egmont / Pender Harbour;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*;

AND WHEREAS the Board has received approval of the electors in Electoral Area A - Egmont / Pender Harbour in accordance with section 345 of the *Local Government Act*;

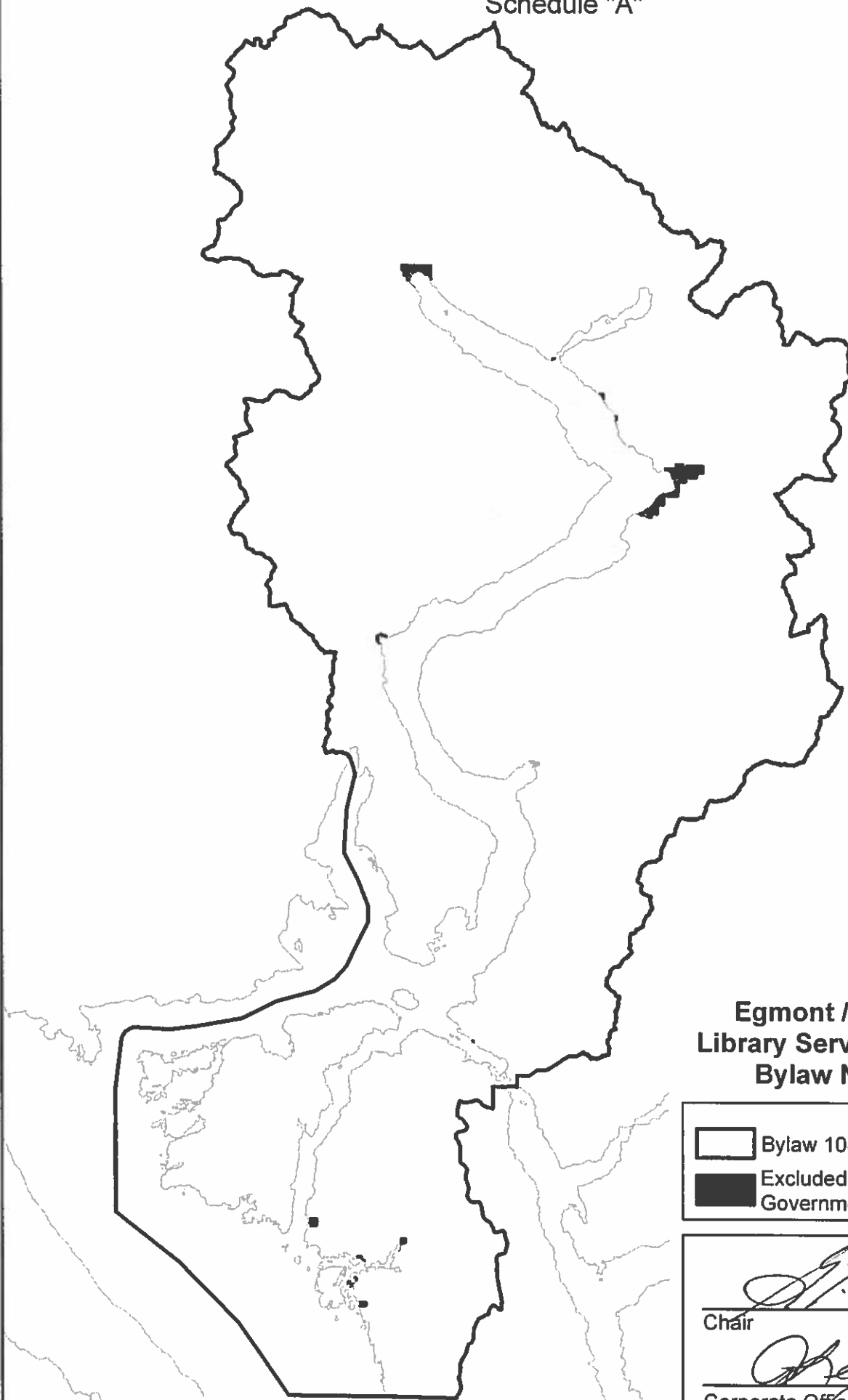
NOW THEREFORE, the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited as the *Egmont / Pender Harbour Library Service Establishing Bylaw No. 1086, 2017*.
2. The service established by this bylaw is the Egmont / Pender Harbour Library Service (the "Service") for the purpose of providing a library service for Electoral Area A – Egmont / Pender Harbour.
3. The boundaries of the service area are the boundaries of Electoral Area A – Egmont / Pender Harbour excluding that part of the Sechelt Indian Government District within the geographic boundaries of Electoral Area A as shown on the map attached as Schedule "A".
4. The "Participating Area" is Electoral Area A - Egmont / Pender Harbour.
5. Cost Recovery



As provided for in section 378 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:


- (a) property value tax imposed in accordance with Division 3 of the *Local Government Act*;
- (b) fees and charges imposed under section 397 of the *Local Government Act*;
- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprises, gift, grant or otherwise.

CHAIR



**Egmont / Pender Harbour
Library Service Establishing
Bylaw No. 1086, 2017**

-  Bylaw 1086 Boundary
-  Excluded Sechelt Indian
Government District Lands


Chair


Corporate Officer

Roberts Creek / Gibsons and District Library Service Agreement

THIS AGREEMENT made this 25th day of March, 2006

BETWEEN:

SUNSHINE COAST REGIONAL DISTRICT
1975 Field Road
Sechelt, BC
V0N 3A1
("Regional District")

COPY

AND:

OF THE FIRST PART

GIBSONS AND DISTRICT PUBLIC LIBRARY ASSOCIATION
470 Fletcher Street
Gibsons, BC
V0N 1V0
("Library")

OF THE SECOND PART

WHEREAS:

- A. The Library currently provides library services to the public including those persons residing within the Electoral Area of Roberts Creek;
- B. The Regional District wishes to provide funding to the Library from the taxpayers of the Electoral Area of Roberts Creek, for the provision of this service;
- C. The Regional District has, by Roberts Creek Library Service Establishment Bylaw No. 1043, 2002, established a service for the purpose of providing a library service within the Electoral Area of Roberts Creek to assist with the costs for the provision of such service.

NOW THEREFORE the parties covenant and agree as follows:

- 1. The Library shall use funding provided by the Regional District under this Agreement for the purpose of providing library services to the Electoral Area of Roberts Creek, which services shall include but are not limited to providing public access to books, audio, visual material and other similar material, as well as all other services normally provided by the Library as of the date of this Agreement.

2. The Library shall provide annually to the Regional District:
 - a) on or before June 1st, a copy of the financial statements for the prior year;
 - b) on or before October 31st, a proposed budget for the following year.
3. The Library shall obtain and maintain comprehensive general liability insurance including, without limitation, coverage in respect of the actions, causes of action, claims, suits, costs and expenses referred to in section 4 of this Agreement, on terms satisfactory to the Regional District. Such policy shall be written on a comprehensive basis with inclusive limits of not less than \$2,000,000.00 per occurrence, including \$2,000,000.00 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage, or such higher limits as the Regional District may require from time to time. The policy shall contain a clause providing that the insurer will give the Regional District thirty (30) days prior written notice in the event of cancellation or material change. The Regional District shall also be included as an additional insured.

The Library shall provide the Regional District with a Certificate of Insurance in a form satisfactory to the Regional District.

4. The Library shall indemnify and hold harmless the Regional District, and its directors, officers, employees, successors and assigns, against and from any and all actions, causes of action, claims, suits, costs and expenses of any kind arising from any property damage, or personal or bodily injury, arising from or connected with any breach of this Agreement by, or from any act or omission of the Library or its invitees, licensees, employees, agents, contractors, officers or any other person for whom the Library is liable, provided that claims, damages, losses, costs and expenses arising out of the independent negligent acts of the Regional District shall be exempt from the indemnification provisions of this Agreement.
5. In consideration of the Library Services to be provided under this Agreement, the Regional District will contribute in each year of this Agreement funding towards the cost of operation of the Library based on the following:

Monies requisitioned under Bylaw No. 1043 for the purpose of providing a library service within the Electoral Area of Roberts Creek, less administrative service charges that are retained by the Regional District shall be allocated as follows:

Library	Method 1	Method 2 (to be used if 7% < \$5000)
Roberts Creek Reading Centre	7%	\$5000
Sechelt Public Library	46.5%	50% of remainder
Gibsons and District Public Library	46.5%	50% of remainder

The Regional District's annual contribution under this Agreement shall not exceed the maximum amount that may be requisitioned under Bylaw No. 1043 for the purpose of providing a library service within the Electoral Area of Roberts Creek, less administrative service charges that are retained by the Regional District.

For the purposes of this Agreement, "administrative service charges" shall mean the administrative costs of the Regional District incurred in connection with the administration of Bylaw No. 1043 and this Agreement.

In each year of this Agreement and subject to the satisfactory performance by the Library of the terms of this Agreement, the Regional District will forward payments to the Library in equal quarterly instalments.

6. The allocation of funds established in section 5 of this agreement may, upon mutual consent of both parties, be reviewed in the second year of this agreement and amended for the third year of this agreement.
7. October 31st in any year, may terminate this Agreement, effective December 31st of that year.
8. In addition, the parties may, by mutual consent, terminate this agreement at any time.
9. No provision of this Agreement shall be construed to create a partnership or joint venture relationship, or an employer-employee, landlord-tenant or principal-agent relationship between the Regional District and the Library.

Nothing in this Agreement shall be construed as imposing any obligation on the part of the Regional District with respect to the management, maintenance, operation and upkeep of the Library and its facilities, all of which shall remain solely the responsibility of the Library for the purposes of this Agreement.

10. The term of this agreement shall be from January 1, 2006 to December 31, 2008.

IN WITNESS WHEREOF the parties have executed this Agreement.

Sunshine Coast Regional District:

Gibsons and District Public Library
Association:


CORPORATE OFFICER


CHAIR


CHAIR


VICE CHAIR

COPY

#144
644
646

Roberts Creek / Sechelt Library Service Agreement

THIS AGREEMENT made this 20th day of October, 2005

BETWEEN:

SUNSHINE COAST REGIONAL DISTRICT
1975 Field Road
Sechelt, BC
V0N 3A1
("Regional District")

OF THE FIRST PART

AND:

SECHELT PUBLIC LIBRARY ASSOCIATION
5797 Cowrie Street
Sechelt, BC
V0N 3A0
("Library")

OF THE SECOND PART

WHEREAS:

- A. The Library currently provides library services to the public including those persons residing within the Electoral Area of Roberts Creek;
- B. The Regional District wishes to provide funding to the Library from the taxpayers of the Electoral Area of Roberts Creek, for the provision of this service;
- C. The Regional District has, by Roberts Creek Library Service Establishment Bylaw No. 1043, 2002, established a service for the purpose of providing a library service within the Electoral Area of Roberts Creek to assist with the costs for the provision of such service.

NOW THEREFORE the parties covenant and agree as follows:

- 1. The Library shall use funding provided by the Regional District under this Agreement for the purpose of providing library services to the Electoral Area of Roberts Creek, which services shall include but are not limited to providing public access to books, audio, visual material and other similar material, as well as all other services normally provided by the Library as of the date of this Agreement.

For the purposes of this Agreement, "administrative service charges" shall mean the administrative costs of the Regional District incurred in connection with the administration of Bylaw No. 1043 and this Agreement.

In each year of this Agreement and subject to the satisfactory performance by the Library of the terms of this Agreement, the Regional District will forward payments to the Library in equal quarterly instalments.

6. The allocation of funds established in section 5 of this agreement may, upon mutual consent of both parties, be reviewed in the second year of this agreement and amended for the third year of this agreement.
7. The Regional District or Library, by giving written notice to the other party before October 31st in any year, may terminate this Agreement, effective December 31st of that year.
8. In addition, the parties may, by mutual consent, terminate this agreement at any time.
9. No provision of this Agreement shall be construed to create a partnership or joint venture relationship, or an employer-employee, landlord-tenant or principal-agent relationship between the Regional District and the Library.

Nothing in this Agreement shall be construed as imposing any obligation on the part of the Regional District with respect to the management, maintenance, operation and upkeep of the Library and its facilities, all of which shall remain solely the responsibility of the Library for the purposes of this Agreement.

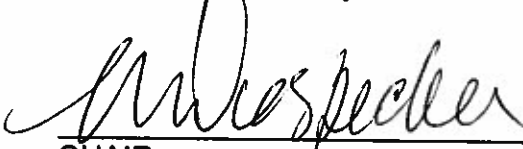
10. The term of this agreement shall be from January 1, 2006 to December 31, 2008.

IN WITNESS WHEREOF the parties have executed this Agreement.


Sunshine Coast Regional District:

Sechelt Public Library Association:


CORPORATE OFFICER


CHAIR


CHAIR


VICE CHAIR

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee - May 23, 2019

AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

SUBJECT: SECHELT PUBIC LIBRARY SERVICE ESTABLISHMENT

RECOMMENDATION(S)

THAT the report titled Sechelt Public Library Service Establishment be received;

AND THAT the report be forwarded to the District of Sechelt and Sechelt Indian Government District Councils for comment;

AND FURTHER THAT the report be forwarded to the Sechelt Public Library Board for information.

BACKGROUND

The Sechelt Public Library (SPL) currently receives its local share of funding from the District of Sechelt (DoS), Sechelt Indian Government District (SIGD) and Areas A, B and D of the Sunshine Coast Regional District (SCRD). The SCRD's authority to provide funding to SPL is through the Egmont / Pender Harbour Library Service Bylaw No. 1086, the Halfmoon Bay Library Service Bylaw No. 1046, and the Roberts Creek Library Service Bylaw No. 1043. SPL also receives funding from other sources such as the Province of B.C., federal and provincial grants, and its own operational revenues.

In 2004, the idea of amending the Halfmoon Bay Library Service Establishment Bylaw No. 1046, to add the DoS and the SIGD as participating areas to form a regional district library service was explored. Direction was provided to send the proposed bylaw to the Electoral Area A Director and the SIGD and DoS Councils for comment, though it never received 1st reading. Instead Electoral Areas A and B, SIGD and the DoS entered into a two year agreement to fund the SPL.

In 2014, the SPL and local government partners entered into a five year funding agreement which expired at the end of 2018. A new agreement was not completed, however, the funders provided a significant baseline increase as well as a contribution for special projects toward the SPL 2019 budget request.

At the March 14, 2019 Regular Board Meeting, the following motion (074/19) was passed:

Recommendation No. 15 *Sechelt Library Funding Apportionment for 2019 Budget*

THAT Sechelt Library Funding Apportionment for 2019 Budget be received;

AND THAT Sechelt Public Library Association be funded as follows:

- Electoral Area A [643] at \$40,731;
- Electoral Area D [646] at \$71,171;
- Electoral Area B [645] at \$165,578;

AND FURTHER THAT staff report to a future Committee regarding the legislative, funding and internal resources implications to establish a service for the Sechelt Public Library.

The total funding the SPL is receiving and the percentage that each jurisdiction is contributing for 2019 is as follows:

	Area A	Area B	Area D	DoS	SIGD	Total
Percentage of funding (2019)	4.86%	19.77%	8.50%	65.02%	1.84%	100%
2019	\$40,731	\$165,578	\$71,171	\$544,555	\$15,430	\$837,456
2018	\$29,894	\$121,370	\$69,435	\$396,539	\$11,234	\$630,490
Difference	\$10,837	\$44,208	\$1,736	\$148,016	\$4,196	\$208,994

Of the \$837,456, approximately \$41,800 is for “one-time” capital and reserve related items. These will fall off in 2020 and the SPL has requested a 4% per annum increase for the proceeding 5 years, with an estimated \$827,492 to be funded next year.

The purpose of this report is to explore alternative service delivery options between the current funding partners and the SPL.

DISCUSSION

Options and Analysis

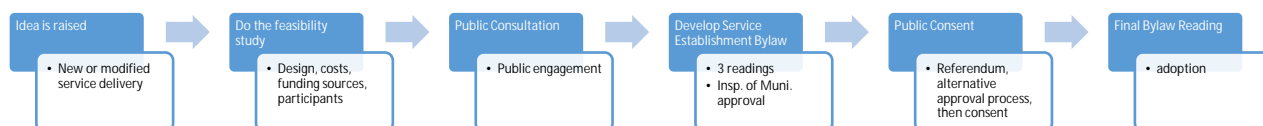
Service delivery is a key regional district function and many services like the SPL cross jurisdictional boundaries. Regional Districts can provide services through service arrangement, agreement, or through bylaw. Services can be delivered in any combination to electoral areas and/or member municipalities and include all or some of the areas. Some services are regional in nature, meaning all areas participate and contribute to the service or through a local service where one or more areas participate in a service.

Currently, the SPL local share is being funded through funding and service agreements between the SCRD (Electoral Area's A, B and D), the SIGD and the DoS. The funders would like information about establishing a local service area.

Legislative Considerations:

The process to establish a new regional district service is as follows:

Illustration #1:



Under the legislation, all regional district service establishing bylaws must:

- Describe the service - e.g. provision of water; regional parks; sewer;
- Define the service boundaries - e.g. which properties are in the service;
- Identify the participants - e.g. which electoral areas or municipalities are in the service;
- Indicate the method of cost recovery - e.g. property value taxes, parcel taxes, fees and other charges.

Most regional district service establishing bylaws must also contain the maximum amount that the regional district may requisition (collect) for the service.

In addition to the required content, regional districts have the option of adding special provisions to the service establishing bylaw. These include:

- Setting out a method of apportioning costs among the participants - e.g. requiring one participant to pay slightly less or more than the rest of the participants in the service.
- Establishing a method other than population for determining the number of votes to which a director is entitled regarding the administration and operation of the service.
- Establishing terms and conditions for withdrawal from service.

BC Assessment is responsible for assigning minor taxing codes to service areas established by Regional Districts, they require: adopted service area bylaw; service area code sheet; folio list of impacted properties; and a copy of a map outlining the service area.

The following options can be considered to fund the SPL:

Option #1- Modify Bylaw No. 1046

As was contemplated in 2004, the Halfmoon Bay Library Service Establishment Bylaw No. 1046 could be amended to add the DoS, the SIGD and Electoral Area A-Egmont Pender Harbour and Electoral Area D-Roberts Creek as participating areas to form a regional district library service.

Any change to the existing Bylaw would require the written consent of the participants (member municipalities through a Council resolution) and the approval of the Inspector of Municipalities. Since the change is a significant departure from what was originally contemplated when the service was established, an elector approval process may (or would likely) have to be undertaken prior to Inspector of Municipalities approval.

If this option was pursued, staff do not advise modifying Electoral Area's A and D Bylaws 1086 and 1043 respectively, as the authority to provide funding to the Pender Harbour and Roberts Creek Reading Rooms and the Gibsons and District Public Library is still required. However, there may be some confusion, especially in Electoral Area A where the service was recently established in 2017 as to change being contemplated. Therefore, additional public consultation in the rural areas of Egmont/Pender Harbour, Halfmoon Bay, and Robert Creek should also be considered.

The SPL would continue to appear at budget deliberations to present and explain their budget requests for approval and, a funding and service agreement would still be required each year or for a specified term, therefore providing funding surety. Any cost apportionment as set out in the Bylaw would remain consistent past the term of any agreement, as outlined in *Cost Recovery and Apportionment Considerations* section below.

Option #2- Establish New Service

Based on the legislated steps required to establish a new service as outlined in illustration #1 above, portions of the feasibility study would still be required, such as estimated budget/costs of the service, funding sources, apportionment methods, and final participants. There are certain aspects of these that could be clearly determined such as estimated service budget.

With this option, it would still not be advisable to modify Electoral Area's A and D Bylaws 1086 and 1043 respectively, as the authority to provide funding to the Pender Harbour and Roberts Creek Reading Rooms and the Gibsons and District Public Library is still required. However, if this option was successful, the Halfmoon Bay Library Service Bylaw No. 1046 should be repealed as the purpose of the Bylaw is to authorize providing funding towards the SPL.

The SPL would continue to appear at budget deliberations to present and explain their budget requests for approval and, a funding and service agreement would still be required each year or for a specified term, therefore providing funding surety. Any cost apportionment as set out in the Bylaw would remain consistent past the term of any agreement, as outlined in *Cost Recovery and Apportionment Considerations* section below.

Option #3- Continue to fund through service agreement

The funding partners could continue to fund the SPL through a long-term service agreement. This option would also be how the SPL would be funded if establishing a regional district library service was not successful. If this was the case, staff would recommend finalizing the agreement prior to 2020 budget deliberations. This option would also necessitate affirmation of the funding apportionment amongst the partners, as with options 1 and 2 above.

This Option would provide funding surety to SPL for the term of the agreement as agreed to by the Committee and funding partners. Under a service agreement, funding apportionment would be determined during the budget process or the term of the agreement.

Funding Considerations

The Bylaw would also have to set out what types of funding were eligible as part of the service establishment. For example, would the service allow for just operational funding or would the service allow for capital funding toward the SPL.

Cost Recovery and Apportionment Considerations

If a new regional district library service or long-term agreement were established, the funding partners would need to determine how cost would be recovered. The method of cost recovery would then be set out in Bylaw or funding agreement. Changing the method of cost recovery in the Bylaw would require approval of the Inspector of Municipalities and possibly public approval. It would also require 2/3 consent from the participating areas.

Different funding apportionment options were considered as part of the 2019 budget deliberations. Several staff reports were provided by all three local governments and are attached for reference (Attachment 1). Options of apportionment could be considered as follows:

1. Fixed Apportionment Based on Percentage Per Area:

This option considers rounding the 2019 Budget allocations for cost apportionment.

Area A	Area B	Area D	DoS	SIGD
5%	20%	9%	64%	2%

Based on the approved budget for the new function, the service participants would pay percentage as apportioned, and these values would be recovered through property assessment values for each property class. This is the same format as is currently occurring through the service agreement through the various Library services.

2. New apportionment method/allocation:

The funding partners may also want to contemplate a new allocation formula and staff would need more direction on what the Committee and member municipalities may want to see in addition to what has been presented to date. These have included through percentage based on 2014-2018 agreement, property assessments, population, and a combination. Staff have included the staff reports for reference (Attachment 2).

Organizational and Intergovernmental Implications

Having a regional district library service would have implications to the current funding partners and the SPL. For example, the Library would receive payments from one source as the regional district would be requisitioning the member municipalities for their share of the funding. The impact to the SCRD to manage this service would not be significantly more than what is currently being done through the current service bylaws.

Financial Implications

Based on the Sechelt Public Libraries 2019-2023 Budget requests, staff have provided an estimated service budget for the new service as follows:

	2020	2021	2022	2023
Administration/Support Services (6%)	\$49,650	\$51,636	\$53,701	\$55,849
Operating Grant	\$827,492	\$860,592	\$895,015	\$930,816
Total	\$877,142	\$912,228	\$948,716	\$986,665

If the funders used the funding percentages as the apportionment method for the new service, they would pay approximately the following:

	Area A	Area B	Area D	DoS	SIGD	Total
Percentage of funding	5%	20%	9%	64%	2%	100%
2020	\$43,857	\$175,428	\$78,943	\$561,371	\$17,543	\$877,142
2021	\$45,611	\$182,446	\$82,101	\$583,826	\$18,245	\$912,228
2022	\$47,436	\$189,743	\$85,384	\$607,178	\$18,974	\$948,716
2023	\$49,333	\$197,333	\$88,800	\$631,466	\$19,733	\$986,665

Timeline for next steps or estimated completion date

There are a few different steps in the service establishing bylaw process. How long it takes to complete the service establishing bylaw process depends on a number of factors, including the participating area approval method chosen and the complexity of the service.

The various steps in the establishing bylaw process are:

1. Service establishing bylaw drafted and Board gives it three readings;
2. Municipal Council or Electoral Area Director provide consent (if applicable);
3. Provincial review and statutory approval by the Inspector of Municipalities (6-8 weeks);
4. Approval of the electors (if applicable, 8-11 weeks);
5. Adoption of the bylaw by the Board;
6. Adopted bylaw submitted to the Ministry for their records.

In order for a new service to be in force in time for the 2020 tax roll, BC Assessment requires all Bylaw approvals to be done prior to December 31, 2019. Based on the process steps required, it would unlikely result in a Bylaw being approved by this date. However, steps could be actioned to be implemented for the 2021 tax year.

Communications Strategy

It is recommended that this report and any motions be forwarded to the DoS and SIGD Councils for consideration.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The SPL currently receives its local share of funding from the DoS, SIGD and Electoral Areas A, B and D of the SCRD. At the March 14, 2019 Regular Board meeting, staff were requested to bring the legislative, funding and internal resources implications to establish a service for the SPL.

In order for a regional district service to be established, the proposed Bylaw needs to: describe the service - e.g. provision of providing funding to the SPL; define the service boundaries - e.g. which properties are in the service; Identify the participants - e.g. which electoral areas or municipalities are in the service; and indicate the method of cost recovery - e.g. property value taxes, parcel taxes, fees and other charges. It must also contain the maximum amount that the regional district may requisition (collect) for the service. It also needs to set out a method of apportioning costs among the participants.

Staff provided three options for consideration: modify the existing Halfmoon Bay Library Service Bylaw 1046; create a completely new service; and continue to fund the SPL through service agreement. Some funding apportionment analysis was also provided and staff seek more direction if other options wanted to be considered.

Based on the statutory requirement of public consultation, member municipal consent and legislative steps with the Inspector of Municipalities and BC Assessment, it would be unlikely that a modified/new regional district Sechelt Library service would be established in time for the 2020 tax year, however, it would be possible to work toward it for 2021. If a new service Bylaw was not successful, a new long term agreement should be drafted.

Attachments:

- Attachment 1: February 28, 2019 – CAS Staff Report – Sechelt Library Apportionment Options
Attachment 2: March 4, 2019 - Special CAS Staff Report - Sechelt Library Funding Apportionment

Reviewed by:			
Manager		Finance	
GM		Legislative	
Interim CAO	X – A. Legault	Other	