



## CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, September 19, 2019  
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

### AMENDED AGENDA

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**CALL TO ORDER**      1:30 p.m.

#### AGENDA

1. Adoption of Agenda

#### PRESENTATIONS AND DELEGATIONS

2. Sechelt Public Library      Annex A  
Elle Archibald, Chief Librarian      Pages 1-5  
Regarding: Sechelt Public Library 5 Year Budget Negotiation  
(Voting – A, B, D, DoS and SIGD)

#### REPORTS

3. General Manager, Corporate Services / Chief Financial Officer      Annex B  
Sechelt Public Library Draft Funding and Service Agreement      pp. 6-30  
(Voting – A, B, D, DoS and SIGD)
4. Senior Leadership Team – Budget Project Status Report –      Annex C  
September 2019      pp. 31-38  
(Voting – All Directors)
5. General Manager, Corporate Services / Chief Financial Officer      Annex D  
2020-2024 Financial Plan Process and Timetable      pp. 39-48  
(Voting – All Directors)
6. Corporate Officer      Annex E  
Extraordinary Meetings Remuneration Review      pp. 49-55  
(Voting – All Directors)
7. Corporate Officer      Annex F  
2020 Meeting Schedule      pp. 56-69  
(Voting – All Directors)
8. ⇒**ADD** (Referred from September 19, 2019 Infrastructure      \*Report  
Services Committee Meeting)      located on  
Corporate Officer      ISC Agenda  
Process and Implications for Establishing Curbside Recycling  
Service in Electoral Areas B and D  
(Voting – B, D)

- |  |                      |
|--|----------------------|
| 9. Manager, Information Technology / GIS<br>Award Report for Request for Proposal 1911701 Cellular Mobility<br>Voice, Data, and Device Services<br><b>(Voting – All Directors)</b>                                 | Annex G<br>pp. 70-71 |
| 10. Financial Analyst<br>Grant Status Update<br><b>(Voting – All Directors)</b>  | Annex H<br>p. 72-77  |
| 11. General Manager, Corporate Services / Chief Financial Officer<br>Sunshine Coast Conservation Association - Rural Areas' Grant-<br>in-Aid Request for Streamkeepers Training<br><b>(Voting – A, B, D, E, F)</b> | Annex I<br>pp. 78-85 |
| 12. General Manager, Corporate Services / Chief Financial Officer<br>Coast Rogue Arts Society – Request for Support<br><b>(Voting – A, B, D, E, F)</b>   | Annex J<br>pp. 86-87 |

## COMMUNICATIONS

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|---|-----------|
| 13. ⇒ <b>ADD</b> Roberts Creek Community Association<br>Roberts Creek Daze 2020 – Request for Support Confirmation<br><b>(Voting – A, B, D, E, F)</b> | pp. 88-89 |
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## NEW BUSINESS

### IN CAMERA

⇒**ADD** THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e), (k) and 2(b) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”, “the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality”, “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”, “the consideration of information received and held in confidence relating to negotiation between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.

## ADJOURNMENT

**Tara Crosby**

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**Subject:** Canadian Heritage Confirmation of Support Request  
**Attachments:** confirmation-eng.pdf  
**Importance:** High

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**From:** Karen Spicer [REDACTED]  
**Sent:** Wednesday, September 18, 2019 3:43 PM  
**To:** Tara Crosby <Tara.Crosby@scrd.ca>  
**Cc:** treasurer@robertscreekcommunity.ca; scott Avery [REDACTED]  
**Subject:** Canadian Heritage Confirmation of Support Request  
**Importance:** High

Hi Tara,

The Roberts Creek Community Association is hoping to apply for a grant through the Canadian government's Building Communities Through Arts and Heritage funding program for local festivals. This program increases opportunities for local artists, artisans, heritage performers or specialists and First Nations cultural carriers to be involved in their community.

The RCCA would like to apply for this funding for the upcoming Creek Daze festival to be held August 2020. Funding by this program is conditional upon the confirmation of cash and/or in-kind support from our municipal government or equivalent authority. The application deadline is September 30th. As such, I am attaching a Canadian Heritage Municipal Support Application form for the Creek Daze event, and would be most grateful if the SCRD could complete and return it to us in time for the application submission deadline.

Thank you in advance for your time and consideration.

Kind regards,

Karen Spicer

RCCA Director



## Confirmation of Support from Municipal Government or Equivalent Authority

APPLICANT: Roberts Creek Community Association

Name of festival: Roberts Creek Daze 2020

Funding by the Program is conditional upon confirmation of cash and/or in-kind support from the applicant's municipal government or equivalent authority (referred to below as - "the municipality").

For applications from a local band council, local tribal council, other local Aboriginal government or equivalent authority, that authority must provide written confirmation of support. Public organizations such as police, public transportation, waste management, or libraries, if directly under the municipal authority, can also provide municipal support. Financial support from the discretionary funds of elected officials is considered a donation from an individual and cannot constitute municipal support.

This form, once completed and signed, constitutes proof of support from the municipality. Support may also be confirmed in a letter that includes the cash and/or in-kind value of the municipal contribution for the event or activity. Should the municipality withdraw its support, the applicant must immediately notify the Department of Canadian Heritage.

**Please complete this form, print it and have it signed by an authorized representative of your municipality or equivalent authority and submit with your application. Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.**

<b>CASH</b>	
This amount <b>must</b> appear in the budget.	
Total:	\$1,200.00

<b>IN-KIND</b> (monetary value)	The in-kind support for this festival will be as described in the following table. (Use additional pages if necessary) Please itemize contributions of in-kind goods and services.
	Rural Areas' Grant-in-Aid by Board Resolution 196/19
Total:	

Name of authorized representative (required): Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.	
Title and municipality (required):	
Telephone number (required):	
Authorized representative's signature (required):	
Date YYYY-MM-DD (required):	