



REQUEST FOR DECISION

TO: Council **MEETING DATE:** August 7, 2024
FROM: Siobhan Smith, Manager of Community Services
SUBJECT: **Service Agreement Renewal for the Sechelt Community Archives**
FILE NO: 2240-2024

RECOMMENDATION

1. That a 5-year service agreement with the Sunshine Coast Museum and Archives for the operation of the Sechelt Community Archives be approved; and
 2. That the Director of Corporate and Community Services and Corporate Officer be authorized to sign the agreement.
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PURPOSE

This report seeks Council approval to renew a service agreement with the Sunshine Coast Museum and Archives for the operation of the Sechelt Community Archives.

OPTIONS

1. That staff provide Council with information on overseeing the operation of the Sechelt Community Archives, including governance, payroll and succession planning.
2. Provide staff with other direction.

DISCUSSION

In 2021, Council approved a 3-year service agreement for the Sunshine Coast Museum and Archives (SCMA) to operate the Sechelt Community Archives. That agreement will expire on December 31, 2024. As part of the agreement, the two parties committed to meeting 6-months prior to negotiate renewal. In June 2024, staff and board members of the SCMA met with District staff to discuss renewal. In discussion, it was noted that the agreement has worked well for both parties and that, with approval from District Council, both parties would like to renew the agreement for a 5-year term.

Background

The Sechelt Community Archives is a collection of primary source documents and materials dating back to the 1870s. The original collection, known as the Helen Dawe Collection, was donated to the District of Sechelt in 1996.

Since 2022, the SCMA has fulfilled the role of overseeing operations of the Sechelt Community Archives, including administering the payroll for Archivist Ann Watson. The SCMA's mandate is aligned with that of the Sechelt Archives, and they have a governing board and qualified staff to oversee the long-term care of the collections. As a registered charity, the SCMA is eligible for grants from various levels of government and public foundations making them uniquely suited for the task of overseeing the Sechelt Archives.

POLICY AND BYLAW IMPLICATIONS

Staff will ensure that any users of the Sechelt Community Archives information technology systems have read and signed Council Policy 1.7.1 Acceptable Use (Technology).

SUSTAINABILITY PLAN IMPLICATIONS

Renewing a service agreement with the SCMA for the operation of the Sechelt Community Archives is aligned with the following goals of the 2019-2022 Strategic Plan:

1. Social Sustainability and Community Well Being
4. Arts and Culture

STRATEGIC PLAN IMPLICATIONS

Renewing a service agreement with the SCMA for the operation of the Sechelt Community Archives is aligned with the following goals of Council's Strategic Plan:

4. Ensuring Financial Balance
6. Fostering a Vibrant Downtown Core

FINANCIAL IMPLICATIONS

The District of Sechelt provides for the website, phone, internet, IT support, contents insurance and appraisals for the Sechelt Archives. To ensure the consistency of services provided by the Sechelt Community Archives, staff are recommending that the District continue to provide these basic services for the duration of the renewed agreement.

While the SCMA is operating the Sechelt Community Archives, they will also be responsible for submitting an annual budget request to the Sunshine Coast Regional District. The SCRD hosted community partners 2025 budget information sessions in July 2024 and have asked that the SCMA submit their 2025 budget proposal to the SCRD by September 20, 2024. The SCMA will

continue to be responsible for applying for grants from local, provincial and federal funding programs to support the operations of the Sechelt Community Archives.

COMMUNICATIONS

Staff will communicate Council's decision directly to the manager, and to the board of directors of the Sunshine Coast Museum and Archives.

Respectfully submitted,

Siobhan Smith

Manager of Community Services

Attachments:

1 - DRAFT - 2025-2029 SERVICE AGREEMENT - Sunshine Coast Museum and Sechelt Community Archives