



# REPORT

To: Chair and Directors

Report Number: CS-BRD-337

From: Community Services

Date: July 18, 2024

**Subject: Chetwynd Library – Authorization for Installation of Cabinetry**

---

## **RECOMMENDATION: *[Corporate Unweighted]***

That the Regional Board authorize the installation of cabinetry in the Maker Space in the Chetwynd Public Library, as required per the Funding, Service and Occupancy Agreement signed December 14, 2023.

## **BACKGROUND/RATIONALE:**

The Chetwynd Public Library Association (CPLA) is required, per the Funding, Service, and Occupancy Agreement, to obtain prior written consent from the Regional District (PRRD) to make any alterations to the facility.

The newly built facility is owned by the PRRD, maintained in part by the District of Chetwynd, and operated by the CPLA.

The CPLA is requesting authorization to install cabinetry in the Maker Space (above the computer desk) at the Chetwynd Public Library to increase storage for additional supplies and equipment used within that space. The CPLA has received a quote from the millworker responsible for the cabinetry in the rest of the facility to do this work. The cabinetry will match the millwork found throughout the rest of the facility and will be installed at the expense of the CPLA, if approved. The cost for this work is \$4,987.50.

Per the Agreement, all installations, including those paid for in whole or in part by the CPLA are the property of the Regional District and must be reported annually for the purposes of the PRRD's asset management plan.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board does not authorize the installation of cabinetry in the Maker Space in the Chetwynd Public Library, as required per the Funding, Service and Occupancy Agreement signed December 14, 2023.
2. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- Asset and Infrastructure Management

**FINANCIAL CONSIDERATION(S):**

The CPLA will be responsible for payment of the installation to the facility at a cost of \$4,987.50.

**COMMUNICATIONS CONSIDERATION(S):**

The CPLA will be informed of the Board’s decision.

**OTHER CONSIDERATION(S):**

None at this time.

Attachments:

1. SIGNED Chetwynd Library PRRD Triparty Agreement 2023-2033