

		<b>THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH</b>	
		<b>COUNCIL POLICY</b>	
<b>Effective Date</b>	March 1, 2022	<b>POLICY NO.</b> <b>20.ADM</b>	
<b>Amendment Date(s):</b>			<b>File No:</b> 0340-50-2021
<b>SUBJECT: COMMUNITY SHARING LIBRARIES</b>			
<b>Category:</b> Community Services			

**PURPOSE:** The District of Central Saanich’s *Community Sharing Libraries Policy* helps guide community groups and citizens wishing to create and place a community sharing library on land held by the District, or under jurisdiction of the District, and all the land owned by the District or on private property.

The *Community Sharing Libraries Policy* provides Council with the opportunity to allow the community to share resources, such as books, jigsaw puzzles, plants, and seeds.

This policy allows Council to delegate the approval of the placement, size, and design of the library to District staff, following approved guidelines.

**APPLICATION:** This policy applies to all land held by the District or under the jurisdiction of the District and all the land owned by the District except lands leased to other parties.

**REFERENCE:** This policy makes reference to the Community Sharing Libraries Application Form, Community Sharing Libraries License of Occupation, and Size and Design Guidelines for Community Sharing Libraries.

**DEFINITIONS:** “District” means the District of Central Saanich.

“library” means the community sharing library.

“**sponsor**” means the individual or group that has applied for approval of a community sharing library and has assumed responsibility for said library.

### **Libraries on Private Property**

Libraries placed on private property:

- i. Will require consultation with the Planning and Building department to provide confirmation that the library is not considered an accessory building or structure, based on size and design;
- ii. Will require consultation with the Engineering and Public Works department to provide confirmation that the library is being placed on private property, in respect to road allowances; and
- iii. Will not require a license of occupation.
- iv. Comply with applicable bylaws, including Unsightly Premises and Noxious Weeds Bylaw No. 1845 [Definition of unsightly includes: “the accumulation of noxious, offensive, or unwholesome matter”]

### **Libraries on Public Property**

Requests for placements of libraries on public property must be provided to District staff by completing a *Community Sharing Library Application* form. Staff will evaluate and can ensure that the placement, size, and design meets all required guidelines.

### **Approved Locations and Installation**

- i. Location suggestions will be considered by staff; libraries will only be permitted in highly visible locations.
- ii. The Engineer and Public Works department will be consulted to ensure that placement falls within an appropriate area, as per *Traffic and Highway Bylaw No. 2018* and *Parks Bylaw No. 804*, and to ensure that underground irrigation or electrical systems are not damaged.
- iii. Installation must be completed by the applicant in consultation with staff. Associated costs would not be covered unless the group submitted a *Community Partnership Proposal* or applied for a grant.

### **Size and Design Guidelines**

- i. Size and design guidelines can be found attached as ‘Appendix A’.

A License of Occupation is required by the sponsor placing the community sharing library on land held by the District or under the jurisdiction of the District and all the land owned by the District except lands leased to other parties. The License of occupation will:

- i. Give permission to the sponsor to use the land for the sole purpose of establishing an approved community sharing library;
- ii. Have the sponsor acknowledge responsibility for issues such as maintenance, vandalism, and damage to property;
- iii. Ensure that no alterations, additions, improvements, or renovations to the community sharing library is permitted without first obtaining written consent of the District, which can be withheld by the District in its sole discretion;
- iv. Require the sponsor to respond to valid complaints of the library, as agreed by District staff;
- v. Require that law enforcement officers and District employees shall be provided unfettered access to all community sharing libraries, when the circumstances so warrant;
- vi. Require a drawing showing the size, design, any decorations, and placement of the library, to be approved by District staff.