



Item.....
Meeting ..... 2018 June 25

## COUNCIL REPORT

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**TO:** CITY MANAGER **DATE:** 2018 June 13

**FROM:** CHIEF LIBRARIAN, BURNABY PUBLIC LIBRARY **FILE:**

**SUBJECT: MUNICIPAL ASSET MANAGEMENT PROGRAM – GRANT APPLICATION**

**PURPOSE:** To obtain a Council resolution for the submission of a Municipal Asset Management Program grant application to assist with the development of a Public Library Asset Management Plan.

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### RECOMMENDATION:

1. **THAT** Council authorize staff to apply for a grant from the Federation of Canadian Municipalities' Municipal Asset Management Program to assist with the development of a Public Library Asset Management Plan.

### REPORT

In 2017, the Federation of Canadian Municipalities launched the Municipal Asset Management Program. Funded by the Government of Canada, this five-year, \$50-million dollar program is designed to assist Canadian municipalities make informed infrastructure investment decisions based on sound asset management practices. Grants can be obtained from this program for 80% of total eligible AMP project costs, up to a maximum of \$50,000 per project.

A Council resolution, as well as a detailed budget, is required with the grant application form. This grant request is for \$8,700, which is 80% of the total cost of the \$10,900 project to create a Public Library Asset Management Plan.

Aligned with the City's current Corporate Strategic Plan to enable an Inclusive, Connected, Safe, Healthy and Dynamic Community, and a Thriving Organization, staff developing a Public Library Asset Management Plan will engage in the following high-level activities:

1. Conduct staff workshops relating to State of the Infrastructure, Levels of Service, Asset Lifecycle, and Financing Strategies.
2. Consult public input currently being gathered from residents, businesses and local organizations to develop the 2019-22 Burnaby Public Library Strategic Plan.

To: City Manager  
From: Chief Librarian, Burnaby Public Library  
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3. Review data for existing listings for asset depreciations and insurance valuations.
4. Review library assets including collection materials, furnishings, library-specific hardware and software, vehicles and operating equipment. Facilities and general IT hardware/software are out of scope as they are part of completed or future AMPs.
5. Develop a final asset management plan incorporating future plan improvement and monitoring recommendations to enable the library to achieve sustainable social, environmental and economic strategies.

This project aligns with the City's Asset Management Policy that was adopted by Council in early 2014. It reflects Burnaby's integrated business approach to asset management, and builds upon the success of other recent Burnaby asset management plans, asset criticality studies, and the inter-departmental training program. Utilizing current, national asset management practices, the City focuses on providing sustainable quality public services; optimizing an asset's value while minimizing its life-cycle cost, and establishing and maintaining an integrated, collaborative approach for all asset management practices and business processes.

Eligible costs for the FCM grant may only be incurred from the date of application submission until the final report is submitted, and must be completed within 11 months of funding approval notice. Applications are being accepted on a continuous basis until June 2020. Grant payments are issued when the approved project is complete, and the FCM has received and approved the required final report and a financial summary.

A budget of \$10,900, included in the Library's Operating Budget and offset by the grant from FCM, will enable a complete analysis of available data relevant to library assets, and the drafting of a final asset management plan for Burnaby Public Library including recommendations for future plan improvement and monitoring in accordance with the City's desired 3-5 year cycle for asset management plans. The FCM grant funding will be directed toward this part of the project and will aid the City in the development of the Public Library Asset Management Plan.

It is recommended that Council authorize staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Asset Management Program to assist with the development of a Public Library Asset Management Plan.



Beth Davies  
CHIEF LIBRARIAN, BURNABY PUBLIC LIBRARY

cc: Members of the Management Committee