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**TO:** CITY MANAGER **DATE:** 2021 March 8

**FROM:** CHIEF LIBRARIAN

**SUBJECT:** 2021 MARCH CAPITAL RESERVE FUND BYLAW REQUEST - LIBRARY

**PURPOSE:** To request a Capital Reserve Fund Bylaw to finance the project outlined in this report.

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**RECOMMENDATION:**

1. **THAT** Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$80,000 to finance the project as outlined in this report.

**REPORT**

**1.0 INTRODUCTION**

This report is to seek Council approval for the Tommy Douglas Teen Space project in advance of council adoption of the 2021-2025 Provisional Financial Plan. In order to proceed with the award of contracts, funding approval is requested.

**2.0 POLICY SECTION**

The following projects are aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

- An Inclusive Community –
  - Ensure City services fully meet the needs of our dynamic community
- A Dynamic Community –
  - Build and maintain infrastructure that meets the needs of our growing community
- A Connected Community –
  - Provide online access to core City services and information

**3.0 BACKGROUND**

**3.1 Tommy Douglas Teen Space  
(ADY.0020)**

***Estimated \$80,000***

This project will renovate the Tommy Douglas Branch by converting the underused computer lab into a teen space and meeting growing patron demand for self-serve pick-up of requests.

These expenditures will be included in the 2021-2025 Provisional Financial Plan, and sufficient Capital Reserve Funds are available to finance the capital projects outlined in this report.

#### **4.0 RECOMMENDATION**

It is recommended that Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$80,000 to finance the project outlined in this report.

A handwritten signature in black ink, appearing to read 'Beth Davies', written in a cursive style.

Beth Davies  
Chief Librarian

BD/lj