



City of Port Moody

Report/Recommendation to Council

Date: April 6, 2020
Submitted by: Engineering and Operations Department – Infrastructure Engineering Services
Division
Subject: Little Free Libraries – Updated Application Process

Purpose

To update the existing little learning libraries application process to streamline the procedure for applicants.

Recommended Resolution(s)

THAT the updated Little Free Libraries application process be adopted as recommended in the report dated April 6, 2020 from the Engineering and Operations Department – Infrastructure Engineering Services Division regarding Little Free Libraries – Updated Application Process;

AND THAT Corporate Policy – 11-5400-2020-01 – Little Free Library Approvals be approved.

Background

Little Free Libraries are book exchanges consisting of a small, typically ornamental, box of books usually mounted on a post. Anyone may stop by and pick up a book and bring back another book to share in exchange. Little Free Libraries are normally organized, built, and maintained by community members or neighbourhood groups.

The first three Little Free Libraries were installed in 2014 and 2015 with Council direction. The process established at that time included a staff review, development of a legal agreement between the City and the party interested in providing and maintaining the Little Free Library, and a report being written to Council recommending approval of the proposed installation.

In 2017, an additional Little Free Library was installed in the College Park neighbourhood under a similar agreement to those used in 2014 and 2015. Further interest in Little Free Libraries has been received from residents in other areas of the City, many of which have not materialized; however, one pending request that is likely to move forward is at Queens Street Plaza.

Discussion

Early Little Free Library applications were made by organizations that were comfortable entering into the agreement available at the time and were able to provide commercial general liability insurance to indemnify themselves and the City from potential liabilities related to the installation and ongoing operation and maintenance of the Little Free Library.

Since these early applications, further applications have been received from homeowners or community groups, which do not already carry appropriate insurance, and obtaining such insurance would have ongoing costs for these volunteers. Staff have reviewed these insurance requirements, including consultation with Municipal Insurance Association of BC. Given the limited risks and considering that City crews install the Little Free Library, commercial general liability insurance is not required.

Further, given that early Little Free Library installations have been successful, and the operational nature of reviewing and permitting activities for these installations, staff are proposing an updated Little Free Library process to allow approval at a staff level.

A summary of the updated process is provided below:

1. Applicant completes revised Little Free Library Application Form (**Attachment 1**).
2. City staff review the proposed location for suitability (including safety, sightlines, conflicts with other users, etc.), and the application for reasonableness.
3. If the application is approved, the applicant will enter into the revised Little Free Library Agreement (**Attachment 2**).
4. The General Manager of Engineering and Operations or General Manager of Environment and Parks will authorize the agreement if the attached proposed Corporate Policy 11-5400-2020-01 – Little Free Library Approval (**Attachment 3**) is approved by Council.
5. Once the applicant has completed assembly and finishing of the Little Free Library, City crews will install a post and mount the library.

Other Option(s)

1. THAT the report dated April 6, 2020 from the Engineering and Operations Department – Infrastructure Engineering Services Division regarding Little Free Libraries – Updated Application Process be received for information.

Financial Implications

The Little Free Library program is based on procurement and maintenance of Little Free Libraries by volunteers at no cost to the City. The City incurs minor costs for the initial installation of Little Free Libraries, which can be completed by City crews under existing operating budgets.

Communications and Civic Engagement Initiatives

No specific public communications are considered as part of this process update.

Council Strategic Plan Objectives

This initiative aligns with the 2019-2022 Council Strategic Plan by streamlining a process to ensure our customers are highly satisfied with the quality of our service and by bringing people together by activating public spaces.

Attachment(s)

1. Draft Little Free Library Application Form.
2. Draft Little Free Library Agreement.
3. Draft Corporate Policy 11-5400-2020-01 – Little Free Library Approvals.

Report Author

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General Manager of Engineering and Operations

Report Approval Details

Document Title:	Little Learning Libraries - Updated Application Process.docx
Attachments:	- Attachment 1 - Draft Little Free Library Application Form.pdf - Attachment 2 - Draft Little Free Library Agreement.pdf - Attachment 3 - Draft Corporate Policy - 11-5400-2020-01 - Little Free Library Approvals.pdf
Final Approval Date:	May 19, 2020

This report and all of its attachments were approved and signed as outlined below:

Dorothy Shermer, Corporate Officer - May 12, 2020 - 11:18 AM

Lesley Douglas, General Manager of Environment and Parks - May 14, 2020 - 12:02 PM

Rosemary Lodge, Manager of Communications and Engagement - May 16, 2020 - 6:42 AM

Paul Rockwood, General Manager of Finance and Technology - May 18, 2020 - 3:37 PM

Tim Savoie, City Manager - May 19, 2020 - 9:26 AM