



Report
Staff Report
The Corporation of the City of Brampton
11/27/2024

Date: 2024-11-18

Subject: **Memorandum of Understanding (MOU) with the Brampton Public Library (RM 82/2023)**

Contact: Vincent Rodo, Director, Organizational Performance & Equity, Diversity and Inclusion

Report number: Corporate Support Services-2024-937

RECOMMENDATIONS:

1. That the report from Vincent Rodo, Director, Organizational Performance & Equity, Diversity and Inclusion to the Committee of Council Meeting of November 27, 2024, re: **Memorandum of Understanding (MOU) with the Brampton Public Library (RM 82/2023)**, be received;
2. That the Chief Administrative Officer (CAO) be authorized to approve the MOU between the City of Brampton (the "City") and the Brampton Public Library Board (the "Library") for support services to be provided by the City to the Library;
3. That the City approved MOU be forwarded to the Library for consideration;
4. That the Community Services and Facilities Operations & Maintenance MOU dated January 23, 2019, and the Technology Acquisition, Administration and Support MOU dated December 5, 2014, be rescinded upon execution of the MOU.

OVERVIEW:

- **This report responds to Referred Matter RM 82/2023 regarding and service delivery for the Library.**
- **The draft MOU specifies the roles and responsibilities of the City and the Library, with the goal of enhancing service efficiencies.**

BACKGROUND:

The Library is a well-regarded and valued service provided to Brampton residents. Council has identified the need to coordinate service delivery, growth strategies, and Library development with the broader objectives of the City.

In November 2023, following the Library's regular budget and quarterly update to Council, City staff received a Council motion to investigate service efficiency opportunities for the Library.

The following matter was referred to City staff for consideration.

That:

Brampton Library staff work with City of Brampton staff to integrate planning, design, construction and development of library facilities, asset management and long-term City facility planning to ensure library space grows as the city grows;

City Staff work to establish Service Levels Agreements (SLAs) for all services the City of Brampton provides;

The SLA with City of Brampton Purchasing include provisions for City Purchasing to work with the Brampton Library to procure any services the City does not provide, guided by the City's Purchasing By-law; and

City and Library staff be requested to report back to City Council and/or Library Board quarterly during 2024 on progress on these items, including any individual approvals required to put these items into effect.

CURRENT SITUATION:

The City and Library have existing agreements (MOUs) for Facilities Maintenance & Operations and Information Technology. The City also supports the Library in other areas, which need similar agreements and documentation. Following Council's direction, it is agreed that the City's Planning divisions and the Library will collaborate on thoughtful, integrated long-range planning to address community needs and objectives. This partnership aims to create a cohesive vision that supports city growth and development while enhancing library services.

In response to this directive, City staff have been working closely with the Brampton Public Library's CEO and Director of Business Management and Operations to create an MOU covering multiple service areas. This document establishes clear, mutually agreed-upon expectations between the City and the Library for planning and service delivery. By drawing on the City staff's expertise in service delivery, the Library can

enhance its operations and efficiency. The MOU creates a structured framework to facilitate efficient and effective municipal and library service administration, aiming to reduce resource duplication wherever possible.

The drafted MOU formalizes the operating relationship between the City and Library, clarifying roles and responsibilities in service delivery. It includes specific service schedules for the following operational areas:

- A. Building, Design and Construction
 - Capital project management
- B. Facilities Operations and Maintenance
 - Management, repairs and maintenance of buildings and sites
- C. Information Technology
 - Data Centre, telecommunications and network services
- D. Insurance and Risk Management
 - General insurance and risk management support
- E. Integrated City Planning and Development & Design Services
 - Information sharing on projects and planning
- F. Legal Services
 - General legal advice and support
- G. Purchasing
 - Procurement services
- H. Realty Services
 - Leasing and relocating support
- I. Strategic Communications, Tourism & Events
 - General support for communications needs of mutual interest
- J. Contacts

Staff will regularly monitor the application of the MOU, assess its content and relevance, and update or incorporate additional schedules as needed. The MOU will take effect once both parties have signed the agreement.

Regular updates on the MOU have been provided to the Brampton Public Library Board (BPLB). The BPLB has reported its status during their quarterly reports to Council.

CORPORATE IMPLICATIONS:

Financial Implications:

The City can deliver the services outlined in the MOU schedules to the Library using existing City resources (e.g., staff, equipment, etc.). The schedules specify the details of any expenses for which the Library is responsible.

Legal Implications:

The MOU has been reviewed, revised and approved by Legal Services. The CAO has authority to sign the MOU on behalf of the City.

STRATEGIC FOCUS AREA:

This work supports the City's focus area of Government & Leadership by supporting service excellence and seeking opportunities for efficiency and effectiveness in service delivery.

CONCLUSION:

The recommendations contained in this report address Referred Matter RM 82/2023. Both City staff and Library partners endorse the roles and responsibilities pertaining to service delivery as presented in the MOU and schedules. Through this agreement, the City and Library can deliver their shared vision to work together to provide efficient municipal services.

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