

CENTRAL LIBRARY DEVELOPMENT PROJECT CHRONOLOGY

November 2016

DOCUMENT 1

The current process for the development of a new Ottawa Central Library started in 2012 and has included the following milestones.

May 14, 2012 The Board approved the Facilities Planning Committee Report (Document 2). The report determined that:

- The Main branch was the highest facilities renewal priority for future planning including incorporation into the long-range capital forecast.

September 12, 2012 The Board approved the Main Library Building Condition Assessment Report. Through this report, the Board received:

- The Main Library Building Condition Audit and Structural Assessment (Morrison Hershfield Report No. 2123051.00 July 24, 2012) report; and,
- The Public Opinion on the Ottawa Public Library's Main Branch Report (Nanos Research, Project 2012-253, Final). This included an intercept survey (300 visitors), an online survey (527 participants) of cardholders, and an online general population survey (500 participants), and focus groups (18 participants) for a total of 1,345 responses.

Staff were directed to report back on recommended next steps in planning for renewal of the existing Main Library facility.

November 19, 2012 The Board approved the Main Library Facility Planning Report. The report determined that:

- “Option 2: Modernize” was the recommended option for renovating the current Main Library.
- Staff were directed to identify preliminary program

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requirements;

- A preliminary design vision to identify order of magnitude costs was to be developed; and,
- Staff were directed to report back.

July 7, 2014

The Board approved the Main Library Facility Planning Report (OPLB-2014-0063). The Board approved that:

- Staff be directed to develop a further option analysis for a full 130,000 square foot functional program requirement for the Main Library at a new site; and,
- Staff were to report back in 2015.

April 14, 2015

The Board approved the 2015-2018 Strategic Directions and Priorities Report (OPLB-2015-0031). This report included:

- A strategic direction related to “Spaces for community, collections, and creation”; and,
- A strategic initiative to “Develop an inclusive, dynamic Central Library enabling creation and learning” within the above strategic direction.

June 9, 2015

The Board approved the Central Library Development Report (OPLB-2015-0061). The report determined that:

- The new Ottawa Central Library should be a new building, with approximately 132,000 square feet of space, located in the Central Area¹ of the City as defined in the Official Plan; and,
- There would be a four-stage implementation process

¹ Defined as the Central Area Land Use (“Central Area”) designation of the Official Plan, also shown as Area “A” on Schedule 1 of Zoning By-law 2008-250.

<http://documents.ottawa.ca/sites/documents.ottawa.ca/files/documents/cap089614.pdf>

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consisting of: 1. Request for Expressions of Interest; 2. Request for Qualifications; 3. Request for Proposal; and 4. Design and Construction.

In addition, the Board motion was amended to direct staff to undertake surveying of current Main Library users on how they reached the library, their purpose for visiting, and potential future users.

Development of this report included public consultation (two in-person sessions totaling 150 attendees and webcasting of the public sessions (1,007 participants) plus the opportunity to provide online feedback on the spaces and services that a new Ottawa Central Library would offer. This input was used in the development of the Program Framework that supported the Board's decision on the spaces and services needed in the new Ottawa Central Library.

In addition to the report recommendations, the Board directed that the first stage of the implementation process be undertaken without "presupposing either a funding model or a preferred site."

The Board heard from seven delegations and received correspondence from an additional four individuals/groups.

July 8, 2015

Council approved the Proposed 2015-2018 Term of Council Priorities Report (ACS2015-CMR-OCM-0016) which included approval of strategic initiative HC4-43 Central Library Development defined as:

- Develop an inclusive, dynamic Central Library enabling creation and learning

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Below is the high-level summary of the milestones to-date in response to the direction provided by the Board in the June 2015 report.

- September 14, 2015 The Board received an update on the Central Library Development initiative through the Chief Executive Officer's ("CEO") Update. Key points included:
- An overview of the three-stages of the planning process (Project Initiation, Project Planning, and Project Implementation) with emphasis on the process for Stage 1 – Request for Expressions of Interest;
 - Updates on the status planning for stakeholder engagement, the planning process, and the 2016 budget requirement; and,
 - Upcoming project milestones.

The CEO responded to questions from trustees regarding the site selection, public consultation, and REOI processes.

The Board heard from two public delegations with respect to this report and received written correspondence from a third.

- October 13, 2015 The Board approved Motion OPL-20151013/9 to establish the Central Library Development Project Ad-Hoc Committee to provide advice and guidance to staff on Stages 1-3 of the Board-approved implementation process.

The Committee is composed of four trustees: Chair Tim Tierney (Committee Chair), Trustee Allan Higdon, Trustee Catherine McKenney, and Trustee Pamela Sweet. Meetings are scheduled at the call of the Chair.

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November 10, 2015 The Board received and tabled the 2016 Draft Operating and Capital Budget Estimates and Three-Year Capital Forecast Report (OPLB-2015-0093). This report included a recommendation that the Board receive a draft funding request for \$3.9 million to further the work required for the Central Library Development Project. Funding sources were \$1 million from OPL with the balance (\$2.9 million) requested from the City.

December 1, 2015 The Board Chair provided a verbal update on the REOI process summarizing the number of responses received and Commercially Confidential Meetings held. The Chair advised that staff were analysing the information to inform recommendations on Stage 2 of the Board-approved implementation process.

The Board approved the Adoption of the OPL 2016 Draft Budget Report (OPLB-2015-0101). Motion No. OPL 20151201/3 was approved, which included, in part, approval of the draft funding request for \$3.9 million to further the work required for the Central Library Development Project funded through \$1 million from OPL and \$2.9 million requested from City reserves.

The Board heard from two public delegations with respect to this report.

January 12, 2016 Through a verbal update, the Chair announced that the REOI process was successfully concluded, resulting in a potential and innovative partnership opportunity with Library and Archives Canada. The CEO was directed to explore this exciting opportunity to develop a landmark facility in the Nation's Capital.

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The Board received the Central Library Development Project: Public Opinion Research Report (OPLB-2016-0124). This report provided the results of the surveying directed by the Board in June 2015.

Using external services (Nanos Research) OPL gathered the views of current customers of the existing Main Library facility and potential customers of the new Ottawa Central Library. Information was gathered, and reported on, in several ways:

- Intercept survey of 131 visitors to the Main Library;
- Focus group outreach to stakeholders (94 participants);
- Survey of 557 card holders who were primary users of the Main Library; and,
- General Population Market Study (700 Ottawa residents including 200 in the branch catchment area)

The views from the 1,482 people surveyed are summarized as: "Ottawa's new Central Library needs to have great access to public transit, be bright with natural and good lighting inside and have great lines of sight to make one feel comfortable and safe. A showcase and symbol for our City and the Nation's Capital, it should be a place that not only encourages reading and thought, but which attracts young and old, and a diversity of residents that make up our City."

The Board heard from one public delegation and received written correspondence from two other individuals/groups.

March 8, 2016

The Board received the Central Library Development Project Update Report (OPLB-2016-0137). The update included a summary of conclusions from the REOI process, which included key points:

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- The site needs to be determined; and proximity to Light Rail Transit is essential;
- The Central Library is for the future; and is viewed as a City-building project; and,
- The building should be a stand-alone landmark facility with distinctive architecture.

The REOI results aligned with the public surveying results (January 12, 2016) including the importance of a convenient location, proximity to transit, and architecture of the building.

On March 8, 2016, the Board approved a motion that stated that the “new Central Library in Ottawa will serve three purposes: a community branch for local residents, a Library for all residents across the City, and a destination for visitors to the Nation’s Capital”; and; that “the Board believes that the new Central Library should be a civic landmark embodying great architecture, a great location with spaces and programs that draw residents from across the City, and inspires civic pride”. The motion further stated that, as a result of the REOI process, and the expression of interest by Library and Archives Canada in a potential partnership with OPL, staff be directed to undertake concurrent planning processes for both a stand-alone Central Library and an OPL-LAC Joint Facility. Staff were to report back to the Board in 2016 with further recommendations on the partnership opportunity.

The Board heard from seven delegations regarding this report.

April 12, 2016

The Board approved Central Library Development Project Report (OPLB-2016-0141). Updates on the project planning process and public engagement were provided through a

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presentation. This report determined that:

- A multi-step site selection process for the Central Library Development Project would be initiated; and
- A call-out for potential sites would be included.

The Board heard from seven public delegations regarding this report.

May 10, 2016

The Board approved the Ottawa Central Library Public Engagement Framework Report (OPLB-2016-0152). The report was based on a third-party report (Public Engagement Framework for the Ottawa Central Library – a City-Building Initiative, PACE, April 2016) which outlined the overarching strategic approach to public engagement through the term of the Central Library Development Project. Upcoming public engagement activities in May and June 2016 were also provided.

There was one public delegation on this report.

June 14, 2016

The Board received a verbal report from the CEO which mentioned that more than 175 residents took part in public sessions in May 2016 to help shape the site evaluation criteria for the Ottawa Central Library that were coming to the Board in July 2016.

July 12, 2016

The Board approved the Central Library Development Project: Site Evaluation Process Report (OPLB-2016-0171). This included:

- Approval of site evaluation criteria and associated weightings;
- Authorizing staff to commence the site evaluation

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process; and,

- Directing staff to report back to the Board on the results of Stage 1 of the Site Evaluation Process at a Board meeting on August 16, 2016.

The site selection process was for both the OPL Stand-alone and OPL-LAC Joint planning paths. Development of the evaluation criteria was based on public input gathered through public meetings (177 participants) and an online questionnaire (2,401 responses).

The site evaluation criteria and associated weightings were approved as recommended.

The Board heard from three delegations at the meeting. Concerns were raised by the delegations with respect to the ability to able to walk to the Ottawa Central Library being more important than public transit access for many local customers of the current Main Branch.

Additional concerns on walkability had been identified through public consultation in 2015 and 2016. In response, the Board directed that a sensitivity analysis be undertaken by the Site Evaluation Committee, for information purposes of the two Accessibility Screening Assessment criteria:

- S-5: Accessibility by public transit; and,
- S-6: Accessibility by walking and by cycling.

The Board-approved weightings for criterion S-6 were 25 points and 15 points for criterion S-5. For the purpose of the sensitivity analysis, the Board directed that the weightings for criteria S-5

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and S-6 be adjusted to 20 points each to determine if the site rankings would be impacted.

The site selection process was also confirmed including the use of internal and external experts, and an independent Fairness Commissioner.

August 16, 2016

Results of the first stage of the site evaluation process (the site rankings) were reported at a closed session, with a reporting-out date of December 2016. During the closed session, the Board exercised the option to include an additional site for further consideration in the next stage of the site selection process for the OPL-LAC Joint Facility. This resulted in three sites for the OPL Stand-alone Facility proceeding to Stage 2 – Further Due Diligence, and four sites for the OPL-LAC Joint Facility.

The Board heard from one public delegation prior to moving into closed session on consent.

October 11, 2016

The Rules of Procedure were waived in order to approve an additional agenda item on the Central Library Development Project. A motion was introduced containing the following:

- The Board approved the site evaluation criteria and weightings on July 12, 2016;
- Staff were authorized to commence the site evaluation process on the Candidate Sites;
- The results of the ranking were reported to, and confirmed with, the Board in-camera in August; and, staff are undertaking further due diligence on the short-listed sites;
- The due diligence process will result in a recommendation for preferred sites (OPL Stand-alone

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and OPL-LAC Joint Facility) in December. This provides no opportunity for the public to weigh-in before a final recommendation is made to the Board; and,

- The short-list be made public at the November Board meeting prior to the December final recommendation.

The Board heard from two public delegations regarding this motion. The motion lost on a recorded vote of 1 Yea to 8 Nays. The CEO was directed to provide timelines for the release of the December Central Library Development Project report at the November Board meeting.

November 8, 2016

The Board received the following Central Library Development Project – Document Release Timelines as part of the CEO’s Update:

- December 15, 2016 – Technical briefing;
- January 31, 2016 – OPL Board meeting; and,
- February 8, 2017 – Ottawa City Council meeting.