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MEMO / NOTE DE SERVICE

To / Destinataire OPLB Trustees

cc: Sonia Bebbington, Chief Librarian and CEO

From / Expéditeur Anna Basile, Division Manager, Corporate Services

Subject / Objet Questions Regarding the Facilities Framework Prioritization Matrix

Date: November 1, 2023

The purpose of this memo is to provide trustees with an update regarding questions raised at the September 12, 2023 OPL Board meeting regarding calculations in the Facilities Framework Gap Analysis and Prioritization Criteria (OPLB-2023-0912-10.2).

Context

At the September Board meeting, Trustee Kitts inquired about the calculations within Item 10.2 Document 2 – OPL Prioritization Schedule (Table 2), including for example scoring for growth of Portobello South. Staff committed to reviewing and reporting back to the Board regarding these numbers.

Update

Following the September Board meeting, staff undertook a thorough review of the entire prioritization assessment to confirm if there were errors within the document. Upon completion of the review, staff note there are three errors in the presented prioritization matrix, outlined below.

1. Portobello South reaches greater than 25% growth at the 20-year mark. As such, the neighbourhood should have received a score of 4 rather than 0. This changes the relative ranking of Portobello South from 21 to **17**.
2. Stittsville East also had an error for growth weighting. The neighbourhood reaches greater than 25% growth at the 5-year mark. As such, the neighbourhood should have received a score of 10 rather than 0. This changes the relative ranking of Stittsville East from 26 to **15**.

3. Bayshore was originally shown as having an excess of 1.92 km from a branch, when in fact it is 0.92. As such, the adjusted distance score went from 3.84 to **1.84**. The neighbourhood's overall total score changes from 33.84 to a total score of **31.84**. The relative ranking for Bayshore remains status quo (2nd overall).

As described, these changes impact the relative rankings within Table 2 of Document 2. It is important to note that the prioritization list is a tool to assist staff in the development of recommendations for informed decisions, and does not dictate the order in which gaps will be addressed, as additional factors must be considered (e.g., funding, property acquisition, etc.).

Furthermore, when staff receive the updated NEI information in Q1 of 2024, the prioritization list may be altered once more dependent on neighbourhood equity scoring, at which time OPL will report back to the Board as indicated in the September 2023 Board report.

Next steps

These changes will be reflected in a revised version of 10.2 Document 2 – OPL Prioritization Schedule, included as Appendix 1 to this memo. The previous version of Document 2, available as part of the September 2023 Board meeting Agenda on the OPL website, will be amended to direct visitors to the revised version in the November 2023 Board meeting Agenda.

Additionally, staff will continue the work with ONS and NEI to update the equity scores with the newest data available in Q1 of 2024.

For any questions, please feel free to contact me.

Anna Basile
Division Manager, Corporate Services
Anna.Basile@BiblioOttawaLibrary.ca