

# 10.1

**Report to / Rapport au:**

**Ottawa Public Library Board  
Conseil d'administration de la Bibliothèque publique d'Ottawa**

**September 13, 2022 / 13 septembre 2022**

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**File Number: OPLB-2022-0913-10.1**

**SUBJECT: Metcalfe Branch Reconstruction Additional Funding Requirements**

**OBJET: Besoins de financement supplémentaires pour la réfection de la  
succursale de Metcalfe**

## **REPORT RECOMMENDATION**

**That the Ottawa Public Library (OPL) Board approve the re-allocation of one capital account totaling \$180,000 to the Metcalfe capital project authority as described in this report.**

## **RECOMMANDATION DU RAPPORT**

**Que le Conseil d'administration de la Bibliothèque publique d'Ottawa (BPO) approuve la réaffectation d'un compte de capital totalisant 180 000 \$ à l'autorité responsable du projet d'immobilisations de Metcalfe, tel que décrit dans le rapport.**

## **BACKGROUND**

In keeping with the *Public Libraries Act (the Act)*, RSO 1990, c.P.44, other relevant statutes, laws, and good governance practices, the Ottawa Public Library Board (OPLB)

retains accountability for the full range of decisions affecting the organization except those delegated to the Chief Executive Officer through Board Policy 002 – OPLB, Delegation of Authority (DOA). Specifically, DOA item 8, stipulates that the Board has authority to approve additional expenditures to amend previously approved projects based on the deviation from the originally approved amount greater than 10%.

In 2019, major structural issues were identified at the existing Metcalfe (Village) branch, a facility of 1,468 sq. ft., that make the facility unusable for library purposes. A portion of the Osgoode Town Hall, home to the Metcalfe Client Service Centre, has been secured as an alternative location to ensure continued library services (1,487 sq. ft.). However, to ensure that the library could operate in the facility, renovation work was required.

In November 2019, the Board approved the 2020 budget OPLB-2019-1102, including a capital commitment of \$250K for a temporary location for the Metcalfe (village) branch as noted above. The remainder of the cost was committed by the City of Ottawa (“the City”) using forecasted lifecycle costs for the permanent facility.

In November 2021, the OPL Board received an update advising that the renovation work, originally slated for spring 2021, was delayed due to provincial shutdowns and was scheduled to begin late fall 2021.

The purpose of this report is to seek Board approval to transfer funds from one OPL capital account to the Metcalfe renovation project account to cover unforeseen expenses during construction.

## **DISCUSSION**

The former Metcalfe Town Hall, located at 8243 Victoria Street, Metcalfe, ON, was constructed in 1891, and was designed by Ottawa architect James Mather. The building underwent complete renovation, including a large addition, in 1990. The building is composed of the original council chambers building with a two-storey addition attached to its north side. The original building has a stone foundation and wood frame structure with brick cladding and cedar shingle roofing. There is a bell tower with metal roofing above the main entrance.

Renovation work to ensure the building was suitable for library services, commenced in December 2021. Despite thorough investigations and analysis pre-construction, buildings of this age often lead to unexpected problems throughout renovations. During

the demolition stage of this renovation, contractors discovered several unforeseen conditions within the facility that reached beyond the contingency fund.

- The presence of asbestos within the vinyl composite tiles that had to be remediated, followed by the installation of fire rating surrounding the reinstalled steel beams and columns.
- The existing floor joists were in critical condition throughout the facility due to dry rot. Though not uncommon to buildings of significant age, it was one of the largest impacts to the project's budget and timeline. The structural engineer was directed to evaluate the site and provide a new replacement plan for the entire floor system to ensure it would be structurally sound.
- The City's building inspector directed the construction team to install ROXUL Insulation for fireproofing within the new floor joists along with new vapour barrier to prevent moisture buildup prior to installing the floor sheathing.
- The concrete pad design to support the new exterior mechanical unit servicing the library space was found to be inadequate and the change was made to increase the concrete pad size to suit the dimensions of the unit appropriately.

The total additional funding required by OPL for the above noted unforeseen expenses is \$180K. Staff recommend transferring funding from the Facilities and Branch Improvements capital order (I/O 910217) to the Metcalfe Library project. This funding was originally intended for renovations to the Greenboro branch, however, this project has been delayed as the space to be renovated has been "on loan" to Ottawa Public Health and will continue into the foreseeable future. Staff will re-evaluate timing and include funding in a future budget request, as appropriate.

The recommended plan provides funding for the temporary location and ensures that library services to the Metcalfe Village can return as soon as possible.

Beginning in 2023, pending approval of the Facilities Framework, staff will evaluate the optimal long-term solution for service provision to the Metcalfe Village, and will explore options for the original Metcalfe branch. Board approval will be sought as appropriate.

## **CONSULTATION**

There was no public consultation during the development of this report. Consultation occurred with the City's Financial Services Unit (FSU). Other City departments such as Infrastructure Services and Planning were consulted for project insights.

## **ACCESSIBILITY IMPACTS**

OPL complies with the *Accessibility for Ontarians with Disabilities Act, (2005)* in its operations. There are no immediate accessibility impacts associated with this report.

## **BOARD PRIORITIES**

The recommendations in this report align with the Board's strategic directions and priorities #1- Redesign the Library Experience, specifically to develop the physical space experiences.

## **BUSINESS ANALYSIS IMPLICATIONS**

There are no business analysis considerations associated with this report.

## **FINANCIAL IMPLICATIONS**

The financial implications are as noted throughout the report.

## **LEGAL IMPLICATIONS**

There are no legal impediments to approving the recommendations in this report.

## **RISK MANAGEMENT IMPLICATIONS**

The risks associated with not adopting the recommendations within this report would lead to the project account falling into a deficit and the funding being drawn from the reserve accounts.

## **TECHNOLOGY IMPLICATIONS**

There are no technology implications of the recommendations in this report.

## **DISPOSITION**

If approved, staff will proceed to work the City's FSU to transfer the funds as outlined in this report.