

Report to/Rapport au:

**OTTAWA PUBLIC LIBRARY BOARD
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA**

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**Submitted by/Soumis par : Matthew Pritz
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Ref N°: OPLB-2014-0023

SUBJECT: Development Charges Strategic Framework – Projects Listing

OBJET : Le cadre stratégique relatif aux redevances d'aménagement – Liste des projets

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve the Development Charges project listing for the period 2015 – 2024 as identified in Document #1, within the revised service level cap of \$35M.

RECOMMANDATION DU RAPPORT

Que le C.A. de la Bibliothèque publique d'Ottawa approuve la liste de projets des redevances d'aménagement pour la période 2015-2024 tel qu'identifié dans le document 1, respectant le maximum autorisé de 35 millions de dollars du plafond de niveau de service.

BACKGROUND

Development charges are one-time fees levied by municipalities on new residential and non-residential properties. These charges provide funding for the growth portion of associated capital project costs as identified in the City of Ottawa's Development

Charges (DC) By-law and Background Study. Libraries are considered to be an eligible service under the City's current by-law, and as such, development charges are collected at building permit issuance on the Library's behalf.

At its meeting in January 2014, the Board established an ad-hoc working group to review future development charge capital funding priorities. The working group further recommended to the Board at its February 2014 meeting that staff be directed to develop a project listing with a maximum estimated cost of \$19M for facilities and \$14M for collections resulting in no more than \$33M overall in DC projects. This is the level of service cap.

On March 13, 2014, the Ad-Hoc working group was advised by the Planning and Growth Management Department of an increase to the level of service cap to \$35M. This increase is the result of upward adjusted population figures within the City of Ottawa.

DISCUSSION

As a result of the cap increase, the Ad-Hoc working group, following Board direction to stay within the level of service cap, is recommending an adjusted project listing in Document 1 of a total of \$35M. Project listings would now total \$21M for facilities and \$14M for collections.

Capitalizing on development charge funding is dependent on future residential and non-residential growth in the City as well as the OPL's provision of a minimum of ten percent of the total funding requested for each capital project as well as funding for associated operating pressures. This equates to a minimum of \$3.5M in capital funding contributions from the OPL over the next ten years if all projects are realized during that period. Operating pressures will be identified in future project planning. Development charges may only be used to fund capital projects specifically listed in the DC By-law schedules.

There are two categories of project listings that the Library develops at each by-law review. The first is based on materials required across all areas of the city referred to as City-Wide projects. The City-Wide project, known as "Collections," benefits from all growth experienced throughout the municipality. The second category of projects is more geographically detailed and is referred to as Area-Specific projects. In

determining Area-Specific projects there must be supporting background material such as a growth study to underscore the requirement for increased services.

In the City-Wide (collections) category library materials is defined as circulating materials including books, periodicals, CDs, and electronically available information such as well as radio frequency identification equipment and kiosks that are utilized to expand and manage circulating materials on a City-Wide basis. The project listing for library materials is intended to support continuous growth of library offerings while also supporting the facilities growth schedule.

In the Area-Wide (facilities) category, the list of projects contained in the schedule is based on the key findings of the Library Facilities Investment and Growth Planning Study from December 2011. According to the study, population growth in the next ten-year period will be greatest in suburban areas to the west, south, and then the east.

Upon approval of this schedule, OPL staff will provide City staff with the schedules for input into the DC By-law.

CONSULTATION

There were no public consultations undertaken for the purposes of this report. Key internal consultations were undertaken with staff from the City's Finance Department, staff from the City's Planning and Growth Management Department, as well as the members of the Board's Ad-hoc working group

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

There are no immediate risk implications related to this report. Long term risks include insufficient level of service ratios to support continued growth requirements in suburban and rural geographies.

ACCESSIBILITY IMPACTS

There are no accessibility implications associated with this report.

TECHNOLOGY IMPACTS

There are no technological impacts resulting from this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications resulting from this report. However, approval of the DC by-law will provide OPL with a portion of funding required for future growth related projects.

BOARD PRIORITIES

The report responds to the following Board strategic priorities:

- B. PLACES and SPACES that are Vital, Welcoming Community Hubs
- E. EXCELLENCE in Governance, Accountability and Financial Sustainability

SUPPORTING DOCUMENTATION

Reference Documents

- Board Report – 04 Development Charges Strategic Framework – Ad-Hoc Working Group Update, February 2014
- Board Report – 02 Adoption of OPL 2014 Draft Budget, November 2013
- City of Ottawa Planning Committee – Development Charges By-Law Review – Sponsors Group, February 12, 2013
- Board Report – 08 Library Facilities Investment and Growth Planning Study / Danix OPL Facilities Investment and Growth Planning Report, December 2011
- Ottawa Public Library Board – Development Charges Board Backgrounder, June 2007
- City of Ottawa - Development Charges By-law No. 2009 – 216
- Ontario Development Charge Act 1997

DISPOSITION

The Ad-Hoc working group has concluded its activities with respect to the OPL's submission of project listings. Document 1 will be submitted to the City of Ottawa, Planning and Growth Management Department for inclusion in the new City of Ottawa Development Charges by-law.