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**OAK RIDGES LIBRARY PROJECT
STEERING COMMITTEE
ORLSC#01-15**

**Monday, January 26, 2015
4:30 p.m.**

MINUTES

A meeting of the Oak Ridges Library Project Steering Committee was held on Monday, January 26, 2015 at 4:30 p.m. in the Mayor and Council Boardroom with the following members of the Committee in attendance:

Mayor Barrow
Regional and Local Councillor Spatafora
Councillor Beros
Martin Zegray - Library Board Vice Chair (in the absence of the Library Board Chair)
Margaret Roberts - Library Board member

Regrets:

David Bishop - Library Board Chair

Staff:

J. Anderton, Chief Administrative Officer
S. Fick, Acting Commissioner of Environment and Infrastructure Services
P. Caron, Director, Asset Management
D. Dexter, Director, Financial Services/Treasurer
L. Procter Maio, Chief Executive Officer, Richmond Hill Public Library
B. Ransom, Director of Service Development, Richmond Hill Public Library
S. Morgan, Project Manager, Capital Facility Assets
K. Hurley, Council/Committee Clerk

Phil Fenech, Duff Balmer and Aimee Drmic, Perkis+Will Canada, were also in attendance at the invitation of the Committee.

K. Hurley, Council/Committee Clerk, assumed the chair.

Martin Zegray, Vice Chair, Richmond Hill Public Library Board, extended regrets on behalf of David Bishop, Chair, Richmond Hill Public Library Board, and advised that in accordance with the *Public Libraries Act*, he was in attendance as Mr. Bishop's designate.

ADOPTION OF AGENDA

Moved by: Mayor Barrow

That the agenda be adopted as distributed by the Clerk.

Carried

DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest by members of the Committee under the *Municipal Conflict of Interest Act*.

SCHEDULED BUSINESS

1. Appointment of Chair for the Oak Ridges Library Project Steering Committee

Moved by: M. Roberts

That Mayor Barrow be appointed as Chair of the Oak Ridges Library Project Steering Committee.

Carried

Mayor Barrow assumed the chair at this time.

2. Extract – Council Meeting C#33-14 of December 15, 2014

Moved by: M. Roberts

That the extract from Council meeting C#33-14 held on December 15, 2014 regarding the Oak Ridges Library Project Steering Committee be received.

Carried

3. Review of Project Steering Committee Terms of Reference – verbal update by Stephen Fick, Acting Commissioner of Environment and Infrastructure Services

S. Fick, Acting Commissioner of Environment and Infrastructure Services, provided an overview of the membership, mandate and procedures for the Oak Ridges Library Steering Committee, and advised of a correction to the Terms of Reference to indicate that six (6) members are required to meet the quorum requirements for a meeting.

Moved by: M. Zegray

- Rec. 1**
- a) **That the verbal update by Stephen Fick, Acting Commissioner of Environment and Infrastructure Services, regarding the Review of Project Steering Committee Terms of Reference be received;**
 - b) **That the Terms of Reference for the Oak Ridges Library Project Steering Committee as outlined in SREIS.14.031 be amended to reflect that quorum shall comprise of a minimum of 6 Steering Committee members.**

Carried

4. Project Status Presentation – verbal presentation by Stephen Fick, Acting Commissioner of Environment and Infrastructure Services, Pat Caron, Director, Asset Management, Louise Procter Maio, CEO, Richmond Hill Public Library, and Phil Fenech and Duff Balmer, Perkins + Will Canada

S. Fick, Acting Commissioner of Environment and Infrastructure Services, provided introductory remarks regarding the Oak Ridges Library Project and reviewed the Project schedule including specific tasks and approvals regarding program development, schematic design, design development, tender and award, construction and occupancy.

P. Caron, Director, Asset Management, introduced Phil Fenech, Duff Balmer and Aimee Drmic, from Perkis+Will Canada, the successful architectural and design firm for the Oak Ridges Library, and advised that they along with himself and Steve Morgan, from the Asset Management Division, and Louise Procter Maio, Barbara Ransom and Catherine Peters from the Richmond Hill Public Library, would comprise the Project Team.

(continued)

D. Balmer, Perkins+Will Canada, and L. Procter Maio, Chief Executive Officer, Richmond Hill Public Library, made a presentation to the Steering Committee reviewing the need for a new Library; the Project's background and the details of the site. They provided a summary of the feedback received during the Staff Visioning Workshop and Public Visioning Workshop and the common themes that emerged and influenced the program priorities; and reviewed the program priorities which include an Adult Area/Living Room, Teen Area, Tween Area, Children's Area, Service Support, Public Services Area, and Multi-Purpose Rooms.

L. Procter Maio provided a detailed overview of the collection assessment for the current Library, the projected 16,000 sq. ft. Library, and the projected 19,000 sq. ft. Library, and whether the collection and people space is meeting, or would meet, demand.

P. Fenech, Perkins+Will Canada, reviewed the proposed building areas for a 19,000 sq. ft. Library, the impact the proposed 19,000 sq. ft. Library would have on the site, and the details of the parking analysis that was undertaken. P. Fenech concluded the presentation by advising that based on the analysis that was undertaken, it was recommended that the new Oak Ridges Library should include the program as presented at an area of 19,000 sq. ft. gross floor area, and reviewed the next steps in the approval process.

Discussion ensued regarding the current collection at the various Richmond Hill Library branches; the demand and need for adequate parking at the site of the new Oak Ridges Library; whether the design of the new Library included utilizing space in the basement for programming; current library trends in terms of size, collections and public spaces; and the pros and cons of increasing the proposed square footage of the Library from 16,000 sq. ft. to 19,000 sq. ft. and what would meet the future demands of the community.

Moved by: M. Zegray

That the Project Status Presentation by Stephen Fick, Acting Commissioner of Environment and Infrastructure Services, Pat Caron, Director, Asset Management, Louise Procter Maio, CEO, Richmond Hill Public Library, and Phil Fenech and Duff Balmer, Perkins + Will Canada, be received.

Carried

6. Project Financial Status – verbal update by Stephen Fick, Acting Commissioner of Environment and Infrastructure Services, and Pat Caron, Director, Asset Management

S. Fick, Acting Commissioner of Environment and Infrastructure Services, provided an overview of the financial status for the Oak Ridges Library Project including budget definitions, consulting services and construction budgets, and funding sources for a 19,000 sq. ft. building. He reviewed the proposed recommendation to increase the gross floor area of the new Library.

General discussion ensued regarding the funding sources for the new Library, whether the estimated construction costs presented would be impacted by inflation, and the impact of approving the additional square footage for the Oak Ridges Library would have on other capital projects.

Moved by: M. Zegray

- Rec. 2**
- a) **That the verbal update by Stephen Fick, Acting Commissioner of Environment and Infrastructure Services, and Pat Caron, Director, Asset Management, regarding Project Financial Status, be received;**
 - b) **That the Oak Ridges Library Steering Committee recommend to Council that the gross floor area for the Oak Ridges Library be increased from 16,000 sq. ft. to 19,000 sq. ft. to meet the program requirements for the new Library;**
 - c) **That staff report back on the updated project cost at completion of schematic design.**

Carried Unanimously

5. Project Key Milestone Dates – verbal update by Pat Caron, Director, Asset Management

Moved by: M. Roberts

That the verbal update by Pat Caron, Director, Asset Management, regarding Project Key Milestone Dates, be received.

Carried

DATE OF NEXT MEETING

The next meeting of the Oak Ridges Library Project Steering Committee will be held on February 23, 2015 at 4:30 p.m. in the Mayor and Council Boardroom.

ADJOURNMENT

Moved by: Regional and Local Councillor Spatafora

That the meeting be adjourned.

Carried

The meeting was adjourned at 6:17 p.m.