

**ACTION**

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**Subject:** New Central Library Building Program Project Update

**Prepared by:** Elaine Condos, Division Manager, Centralized and Information Services

**Prepared for:** Ottawa Public Library Board

**Meeting of:** May 14, 2007

**Date:** May 4, 2007

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**RECOMMENDATION**

**That the revised Terms of Reference for the New Central Library Building Committee be approved.**

**Background**

1. The New Central Library Building Committee met on April 30, 2007. Committee Chair Pamela Sweet led the meeting. Other Board members in attendance were: Paula Agulnik, Jim Bennett, Murray MacLean and Tony Manera.
2. Agenda items included:
  - Discussion of the new central library project in the context of the Board's strategic planning process
  - Review and approval of Revised Terms of Reference for the Committee (attached as Appendix 1)
  - Update on the Library and Archives projects (including the New Central Library Detailed Functional Building Program Project, City of Ottawa Archives Detailed Functional Building Program Project, Library and Archives Joint Synergy Exercise, and Joint Site Selection Processes Proposal)
  - Receipt of a fact sheet on the current Main Library and the Resource Planning Group's draft rationale of why a central library is needed
  - Discussion of next meeting dates
3. On February 23, 2007, Council approved a motion regarding possible linkages between the New Central Library and City of Ottawa Archives. In order to meet Council's direction for the Archives to report back in September, the Board Committee and Board will require additional meetings. Currently, meeting dates have been identified between now and the middle of July as follows:
  - June 4, 6:00 – 8:00 PM: New Central Library Board Committee Meeting to review new central library building program project parameters
  - June 18, 12:00 – 2:00 PM: New Central Library Board Committee Meeting to review site selection criteria and the Master Program
  - June 28, 4:00 PM: Board meeting. The agenda will include recommendations from the Board Committee on Project Parameters, Site Selection Criteria and the Master Program

- July 11, 6:00 PM: Special Board meeting. The primary agenda item will be a functional modelling review (both the new central library and joint library-archives)
  - Late July-early August (date TBD): Board Committee and/or Board review and approval of recommendations regarding possible library and archives collocation and efficiency opportunities
4. All of the library Board decisions made at the meetings above are required for the Archives report to Council that is scheduled for completion in late August. This report will be on the Community and Protective Services Committee Agenda on September 20, 2007 and on the Council agenda on October 10, 2007.

# OTTAWA PUBLIC LIBRARY BOARD

## New Central Library Board Committee

### Terms of Reference

Approved by the NCLBC April 30, 2007

#### Name

Ottawa Public Library Board - New Central Library Board Committee

#### Purpose of Committee

To develop the vision and guide the strategic direction for the new central library building project.

#### *Definition*

Special committee established under section 10.2 of the By-laws of the Board of the Ottawa Public Library. (By-laws approved April 24, 2001 and revised October 16, 2006)

#### *Date of Establishment of Committee*

September 10, 2001 (Board motion # 94-01)

#### *Reporting Relationships*

Reports to the Library Board.

#### *Composition*

A minimum of five Board members appointed by the Board for two years, in the first and third years of each term of the Board, one of whom shall be the Chair or Vice-Chair of the Board.

#### *Election of Chair and Vice-Chair of the Committee*

To be elected by the Committee in the first and third years of each term of the Board, normally at the first meeting of the Committee.

#### *Quorum*

A majority of committee members (Section 7.2 of the OPL Bylaws).

#### *Frequency of Meetings*

Meetings will be scheduled at the Call of the Chair.

Notification of all meetings of the Committee and agendas of all meetings will be made available to all Board members.

Board members may attend all Committee meetings as non-voting members.

#### *Record of Meetings*

All Committee meetings will be minuted.

The City Librarian's Office will ensure administrative support to the Committee.

Once approved, minutes will be distributed to all Board members and become a permanent record of the Ottawa Public Library.

## Responsibilities of the Committee

Responsibilities of the Committee will include:

- 1) Approve a two-year work plan for the Committee.
- 2) Ensure communication and outreach with the community on Libraries for Ottawa: Facilities Strategy focusing on the new central library project.
- 3) Liaise with the Ottawa Public Library Foundation Board and Friends of the Ottawa Public Library Board on matters related to the new central library project.
- 4) Participate in the development of the Functional Building Program Project by:
  - a) Receiving regular project updates from, and provide advice to, the external consultants.
  - b) Reviewing the scope of the work
  - c) Participating in critical decisions (Appendix 1)
  - d) Participating in gaming exercise (arranging the functional spaces schematically by adjacency and level)
  - e) Approving Council approved interfaces with City of Ottawa Archives relocation process including:
    - i) Review of concepts describing possible functional integration with the City of Ottawa Archives
    - ii) Review of implications resulting from possible physical co-location with the Archives
    - iii) Assistance with presentation of integrated concept to Council
  - f) Reviewing completed building program and recommending to the Board.
- 5) Participate in the development of the Site Selection Process Project by:
  - a) Receiving regular project updates from, and provide advice to, the external consultants
  - b) Reviewing the scope of the work
  - c) Participating in critical decisions (Appendix 1)
  - d) Participating in site evaluation exercises
  - e) Working with the Archives Relocation Steering Committee as required
  - f) Assisting with presentation of recommended sites to Council
  - g) Reviewing final report and recommending to the Board

Responsibilities of the Committee will be revised as required during subsequent phases of the new Central Library building project.

Appendix 1:

Critical decisions that will require Board approval include:

Pre-Design Planning Sign-offs:

- 1) Project Parameters
- 2) Master Program
- 3) Functional Modelling
- 4) Site Selection Criteria
- 5) Library-Archives Co-location and Efficiencies Recommendations (coming from staff Library Archives Management Team)
- 6) Long list of Potential Sites
- 7) Short list of Potential Sites
- 8) Site Analysis and Functional Modelling
- 9) Site Recommendation
- 10) Overall Project Structure
- 11) Proposed Project Phasing
- 12) Detailed Functional Building Program
- 13) Project Cost Estimates

Critical decisions during the Design Development Phase will include Architect Selection Process, Architect Selection, Schematic Design and Detailed Design.