

**STAFF REPORT: PLANNING & BUILDING SERVICES**



**REPORT TO:** Planning & Building Committee  
**MEETING DATE:** September 9, 2009  
**REPORT NO.:** SRB.09.19  
**SUBJECT:** 177 Bruce Street South  
**PREPARED BY:** D. Finbow, Director, Planning & Building Services

**A. Recommendations**

**THAT COUNCIL** receive Staff Report SRB.09.19 and direct Staff to defer acting on a grant, if provided, from the Ontario Trillium Foundation until such time as the Town's 2010 Budget has been finalized.

**B. Background**

The Finance & Administration Committee at its meeting of August 25, 2009 considered Staff Report PL.09.97 respecting an Ontario Trillium Foundation Application filed by the Town for 177 Bruce Street South and determined that the application be further considered as part of the 2010 Budget process as it is predicated on the continuation of the Town's Youth initiatives beyond 2010. Further, the Committee requested that Town Staff prepare a summary of anticipated annual operating costs for the use of the premises as anticipated by the application as well as an analysis in terms of other possible uses of the building.

The proposed use identified on the TGF application is noted as Recreation Department office space, with a focus on Youth Initiatives, and limited library use. This proposed use is consistent with the CAO's Report of May 25, 2009 ("allow the Town and/or the Library to put the property to good use over the next several years") and by the Library Board ("support the joint use of the building by the Town and the Library").

With respect to operating costs associated with the proposed use, Table 1 summarizes the costs of maintaining the building as well as the additional cost if the building were to be utilized for office purposes:

**Table 1**  
**Approximate Annual Operating Costs**

<b>Cost</b>	<b>Maintenance (Vacant Building)</b>	<b>Net Cost (Occupied Building)</b>
Heat (Natural Gas)	\$500.00	\$500.00
Hydro	\$100.00	\$900.00
Water & Sewer	\$468.48	\$200.00
Insurance	\$100.00	\$0.00
Property Mntc	\$500.00	\$500.00
Cleaning	\$0.00	\$3,000.00
IT (including telephone)	\$0.00	\$2,000.00
<b>Total</b>	<b>\$1,68.48</b>	<b>\$7,100.00</b>

In summary, it is approximated that an additional cost of \$7,100 would be incurred by the Town if they building were occupied.

In addition to the above, Town Staff were also asked to explore the notion of using the building for housing purposes. In this regard, the author contacted the County of Grey Housing Department to determine the following:

- Q1: Would the County be interested in managing this property on behalf of the Town as a rented residential premise (affordable/attainable housing)?
- Q2: If yes to 1, would the Town expect to incur any capital or operational (taxes, insurance, etc) costs on an on-going basis during its use as a rented residential premises?

The County's Rod Wyatt has advised that the County's interest would be predicated on the basis of available programs (even if the premises were offered to the County for use without compensation to the Town) and that he would explore this further and advise. At the time of writing, a response had not been received.

It is the author's opinion that the use of the premises for housing could be readily continued with the Town as the landlord should Council determine that this was the best use of the premises however, the Town as landlord would be assuming the obligations of a landlord (sourcing a suitable renter, bookkeeping, tracking Certificates of Insurance, minor maintenance/operating repairs, etc.). Further, it is the author's opinion that the premises could be rented for a nominal amount, say \$500.00 + Utilities (+/- \$330.00) per month.

### **Summary**

The Ontario Trillium Foundation Application, if successful, would provide much needed space for the Town's Youth Initiative as well as The Blue Mountains Public Library as set out in their minutes of August 19, 2009. Given the current status of the 2010 Budget and the related challenges before the Town as it

relates to same, it is recommended that Council receive Staff Report SRB.09.19 at this time and direct that Staff defer acting on a grant, if provided, from the Ontario Trillium Foundation until such time as the Town's 2010 Budget has been finalized.

**C. The Blue Mountains' Strategic Plan**

*"Providing a strong, well managed municipal government."*

**D. Budget Impact**

N/A

**E. Addendums**

- A. Staff Report PL.09.97
- B. Staff Report CAO.09.03
- C. Council Minutes of May 25, 2009
- D. The Blue Mountains Public Library Minutes of August 19, 2009

Respectfully submitted by:

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David Finbow  
Director, Planning & Building Services





**STAFF REPORT: Planning and Building**



**REPORT TO:** Finance and Administration Committee  
**MEETING DATE:** August 18, 2009  
**REPORT NO.:** PL.09.97  
**SUBJECT:** Trillium Grant Funding Application – 177 Bruce Street South  
**PREPARED BY:** David Finbow, Director, Planning & Building Services

**A. Recommendations**

That Council receive Staff Report PL.09.97 respecting the submitted Trillium Fund application for 177 Bruce Street South for information purposes.

**B. Background**

The purpose of this report is to apprise Council of an application filed by the Town to the Ontario Trillium Foundation (“OTF”) for proposed works at 177 Bruce Street South.

As Council is aware, work at Ravenna Hall were completed in mid-June with a portion of the work funded by an OTF grant. With the completion of the work, the Town became eligible once again to apply to the OTF for funding. Town Staff identified a few projects that would be eligible including certain works at 177 Bruce Street South. The proposed works identified for 177 Bruce Street South are effectively site works and interior alterations (barrier-free access, washroom and electrical upgrades) to enable the building to be used for office and ancillary library space. Given the timing of the completion of the Ravenna Hall works and the OTF application deadline of July 1, 2009, Town Staff were not able to report to Council on this matter prior to making application.

**Proposed Use of 177 Bruce Street South**

As Council is aware, the source of funding for the acquisition of the subject property was the Blue Mountains Public Library Development Charge Reserve Fund. In light of the OTF funding opportunity, Town Staff conducted a review of potential “government” non-residential uses of the building. Given the construction of the building, library use of it would be limited to minor and limited office space with no storage or stacking of books/material possible other than within the basement of the building (which is not recommended due to humidity levels). In light of continued concerns at Town Hall with respect to inadequate work space/stations due to space allocation, proximity and acoustics, Town Staff determined that the best use of the building would be a combination of Recreation Department Office focused on Youth Initiatives and limited library use.

Discussion has occurred with the Blue Mountains Public Library CEO as to the appropriateness of this use. These discussions have determined that the use of the building for the Recreation Department and Youth Initiatives aligns with the current and longer term vision of the Blue Mountains Public Library. The CEO has indicated that she will discuss this further with the Library Board in the near future.

It is the writer's understanding that some interest has been expressed by members of Council with respect to other uses for the building. If this is the case, Council could direct Town Staff to withdraw the application to OTF.

**C. The Blue Mountains' Strategic Plan**

- *Addressing the Town's municipal infrastructure needs.*
- *Providing a strong, well managed municipal government.*

**D. Environmental Impacts**

N/A

**E. Budget Impact**

Town Staff time will be required to manage the project if the application is successful.

**F. Attachments**

Ontario Trillium Foundation Application (truncated)

Submitted by:



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**Section A: General information**

**A1. Language preferred for correspondence (please select one):**

English       French

**A2. Type of application (please select one):**

Single organization       Collaborative  
 Unincorporated branch/chapter of a provincial/national organization

**A3. If you are applying as a collaborative, please provide the following information:**

Name of collaborative: \_\_\_\_\_

Number of years working together: \_\_\_\_\_

Number of groups in the collaborative: \_\_\_\_\_

**A4. Address and contact information:**

Organization name (in English and French, if available):  
The Corporation of the Town of The Blue Mountains

Previous name (if changed in the last five years): \_\_\_\_\_

Street address: 26 Bridge Street East

P.O. Box: 310

City: THORNBURY

Province: ON    Postal Code: N0H 2P0

Telephone: ( 519 ) 599-3131

Fax: ( 519 ) 599-2474

Website: www.thebluemountains.ca

Contact person's name: Ruth Prince

Title: Manager of Revenue

Telephone: ( 519 ) 599-3131 x 228

E-mail: rprince@thebluemountains.ca

**Section A: General information**

**A5. What is the eligibility status of your organization? (Please select one):**

- Registered charity  
 Not-for-profit corporation (not registered as a charity)  
 First Nation  Métis or other Aboriginal community  
 Municipality (20,000 or less)  Local Services Board  
 County Library Board (serving municipalities with populations of 20,000 or less)  
 Other (please specify)

**A6. If you are applying as a registered charity or a not-for-profit corporation, please provide the following information:**

Year of incorporation or charitable registration:

Incorporation or charitable registration number:

**A7. What is the main sector your organization serves? (Please select one):**

- Arts and culture  Environment  
 Human and social services  Sports and recreation

**A8. How many active volunteers and staff are involved in operating your organization?**

Volunteers: \_\_\_\_\_ Full-time staff: 82 Part-time staff: 12

**A9. What program are you applying for? (Please select one):**

- Community Program  Province-Wide Program

**A10. Application is primarily for (please select one):**

- Operating funding  Project funding  Capital funding

**Application is also for (select all others that apply):**

- Operating funding  Project funding  Capital funding



**Section A: General information**

**A11. Total amount of OTF funding requested:**

\$75,000.00 over 12 months, in order to:

(Tell us what you want to do with the OTF grant in 50 words maximum.)

Make alterations, including the construction of a barrier-free ramp, barrier-free path of travel and barrier-free washroom, to an existing Town owned building so as to facilitate its use as a Recreation Department Office housing our Youth Advisor and related/associated Recreation Department Staff.

**A12. Which, if any, of OTF's granting priorities will your proposal primarily address? (Please select one):**

- Enhanced success for students and learners
- Healthier and more physically active Ontarians
- Enhanced employment and economic potential for workers and their families
- More effective volunteers and more people engaged in their communities
- Other (select this option if your proposal does not address any of the above OTF granting priorities but otherwise meets our granting principles and assessment criteria and responds to a local or provincial need)

**Which other OTF granting priorities (if any) does your proposal address:**

- Enhanced success for students and learners
- Healthier and more physically active Ontarians
- Enhanced employment and economic potential for workers and their families
- More effective volunteers and more people engaged in their communities

**A13. What is the main sector that will benefit from the grant? (Please select one):**

- Arts and culture
- Human and social services
- Environment
- Sports and recreation

**What other sectors will benefit from the grant? (Please select all others that apply):**

- Arts and culture
- Human and social services
- Environment
- Sports and recreation

**Section A: General information**

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**A14. Some proposals are directed at residents of a community in general while others are directed at a particular group or groups.**

Is your proposal directed at residents of your community in general?  Yes  No

If you answered *no*, does your proposal primarily serve any of the populations or age groups listed below?

- |   |  |                 |  |
|---|--|-----------------|--|
| People with disabilities                      | <input type="checkbox"/> Yes <input type="checkbox"/> No | Children (0-12) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Francophones                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Youth (13-18)   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| First Nations                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | Adults (19-64)  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Métis or other Aboriginal community           | <input type="checkbox"/> Yes <input type="checkbox"/> No | Seniors (65+)   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Ethnocultural and racial minority communities | <input type="checkbox"/> Yes <input type="checkbox"/> No |                 |  |
| Women   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                 |  |

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**A15. Will this proposal benefit people living in:**

Rural or small communities (villages, towns or unorganized districts with populations of 20,000 or less)?  Yes  No

Mid-size communities (urban centres with populations between 20,000 and 100,000)?  Yes  No

Large urban centers or metropolitan suburbs (populations of 100,000+)?  Yes  No

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**A16. How did you hear about OTF? (Choose all that apply):**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> M.P.P.                      | <input checked="" type="checkbox"/> OTF staff     | <input type="checkbox"/> Public service announcement |
| <input type="checkbox"/> Newspaper                   | <input checked="" type="checkbox"/> OTF website   | <input type="checkbox"/> Word of mouth               |
| <input checked="" type="checkbox"/> OTF presentation | <input type="checkbox"/> Previous OTF application |  |
| <input type="checkbox"/> Other (please specify)      |   |  |

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**A17. If you have previously applied for OTF funding provide Request I.D. No., if available.**

9942499

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**Section B: Tell us about your organization**

If you are completing your application by hand and require more space to answer certain questions, you may provide your answers on a separate page. Please ensure you identify the number of the question you are answering.

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**B1. What is your organization's mandate and mission?**

Provision of numerous and varied services to the residents and businesses of the Town of The Blue Mountains.

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**B2. What are your organization's typical activities (e.g. programs, courses, events, services)?**

Provision of local government, fire protection, policing, water and wastewater services, recreational services, waste collection and management, community support services, etc.

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**B3. Who takes part in your organization's activities or programs or who uses your services?**

Please give the approximate numbers of current members, participants, audience members and/or clients.

The Town is comprised of 6,825 residents with 6,772 private dwellings.

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**B4. How does your organization reach out to members of your community who have not traditionally been involved in the activities you offer?**

The focus of this application is the provision of centrally accessible office space for Youth based programs and activities including the office of the Town's Youth Advisor and Recreation Department.

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**B5. What groups does your organization work with in the community?**

Provide examples of the ways you work together.

All - Residents, Businesses, Tourists, Ratepayers' Associations, Youth, Elderly, etc.

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**B6. What major challenges and successes has your organization experienced recently? How did your organization respond to these challenges and successes?**

**Section B: Tell us about your organization**

Numerous - As a local municipality we are frequently confronted with service delivery challenges. It is through our partnerships with the community that we find successes. This proposal is an extension of this very philosophy. We are attempting to reach out to the community, with a focus on the Youth in our community, by way of engaging them in the development and delivery of varied and diverse initiatives (including our first annual Youth Film Festival).

## Section C: Tell us about your proposal

**If you are completing your application by hand and require more space to answer certain questions, you may provide your answers on a separate page. Please ensure you identify the number of the question you are answering.**

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### C1. Workplan

Please complete the Workplan included on page 14 or available on the OTF website and submit it with your application. For multi-year applications, include a plan for each year of your application. A Tip Sheet for completing the Workplan is available in the *Tools and Tips* section of the OTF website.

Completed

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### C2. Explain why your proposal is important.

Clearly state how it fills a gap, meets a need, develops a skill, builds on an opportunity, solves a problem, etc. If available, provide research or statistics that demonstrate interest in or a need for your proposal.

This proposal provides much needed office and meeting space for our Recreation Department in a central location and will provide a focus for the Town's Youth Initiatives.

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### C3. Describe who, specifically, in your community will benefit from the proposal and, if you are applying to the Province-Wide Program, identify the communities you will reach across Ontario.

Many people will benefit but there is a focus on Youth (Ages 13-18).

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### C4. Describe how your proposal supports the granting priorities of the Ontario Trillium Foundation, if applicable.

Enhanced success for students and learners - broadening learning experiences for youth; helping youth remain and achieve in school; and, providing opportunities for youth to experience positive personal growth.

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### C5. Describe your organization's ability to carry out the activities and achieve the goals of your proposal.

The Town has employed a Youth Advisor for the past 14 months with the primary role of this person to engage the Youth in our community, reinforce their worth and value to the community, provide support in their skill development and learning. The Town is well placed to continue to provide these services and the provision of adequate space will assist in this regard.

The Ontario Trillium Foundation grant application

**Section C: Tell us about your proposal**

**C6. List any partner organizations involved in planning, doing or evaluating the work, if applicable.**

n/a

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**C7. How many volunteers and volunteer hours will be contributed to this proposal?**

Describe how you will track this volunteer contribution and any plans to recruit and train these volunteers.

n/a

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**C8. If part of the work you will undertake with OTF funding needs to be sustained beyond the time covered by this grant, explain how it will be continued.**

n/a

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**C9. How does your proposal make your organization's programs/services more accessible to members of your community?**

Please comment on all barriers to participation including geographic, cultural, economic, as well as physical barriers.

The proposal is to create usable and accessible space for all people in our community by constructing barrier-free elements to, and throughout, the building.





B

**STAFF REPORT:** Office of the Chief Administrative Officer



**REPORT TO:** Council  
**MEETING DATE:** May 25, 2009  
**REPORT NO.:** CAO.09.03  
**SUBJECT:** Acquisition of 177 Bruce Street,  
Thornbury, Ontario  
  
**PREPARED BY:** Paul Graham,  
Chief Administrative Officer

**A. Recommendation**

**THAT** Council authorize the purchase of 177 Bruce Street in Thornbury at a cost of approximately \$244,000 as offered by the estate of the owner and;

**THAT** Council authorize the Chief Administrative Officer to arrange for the acceptance of the owner's offer and;

**FURTHER THAT** Council authorize the Mayor and Clerk to execute the necessary documents to transfer the property into the Town's ownership.

**B. Background**

The Town has been involved in negotiations for the purchase of 177 Bruce Street in Thornbury over the past several days. Representatives of the Estate for the Owner have recently brought the Town an offer to purchase this property at a price of \$240,000. This property is located immediately to the south of the L.E. Shore Memorial Library. This property is being assembled to accommodate future expansion of the Library and its parking facilities. A location map is attached to this Report for information purposes.

Town staff recently carried out an inspection of the house on this property and the building is in good structural condition. This will allow the Town and/or the Library to put this property to good use over the next several years until it is required for Library expansion.

The CAO recommends that Council proceed with the purchase of this property as recommended above.

### **C. The Blue Mountains' Strategic Plan**

Strategic Action 4.5 identifies the need to encourage and promote library services across the entire municipality. The Library Board has been considering options and is putting the final touches on a Plan. We know at this time that there will be long term need to expand the existing L.E. Shore Memorial Library in Thornbury.

The purchase of this property, which has recently become available, facilitates this long term goal.

### **D. Environmental Impacts**

None

### **E. Budget Impact**

The Library Development Charges Reserve Fund currently has a balance of \$375,662.04.

In the case of libraries, development charges can be used for property acquisition and, therefore, it is recommended that the cost of purchasing this property be taken from this Reserve Fund.

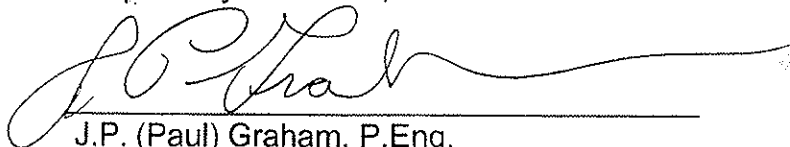
We anticipate that the total cost will be approximately as outlined below:

Purchase Price	\$240,000
Legal Fees	1,500
Land Transfer Fees	<u>2,500</u>
Estimated Total:	\$244,000

### **F. Attached**

Location map.

Respectfully submitted,

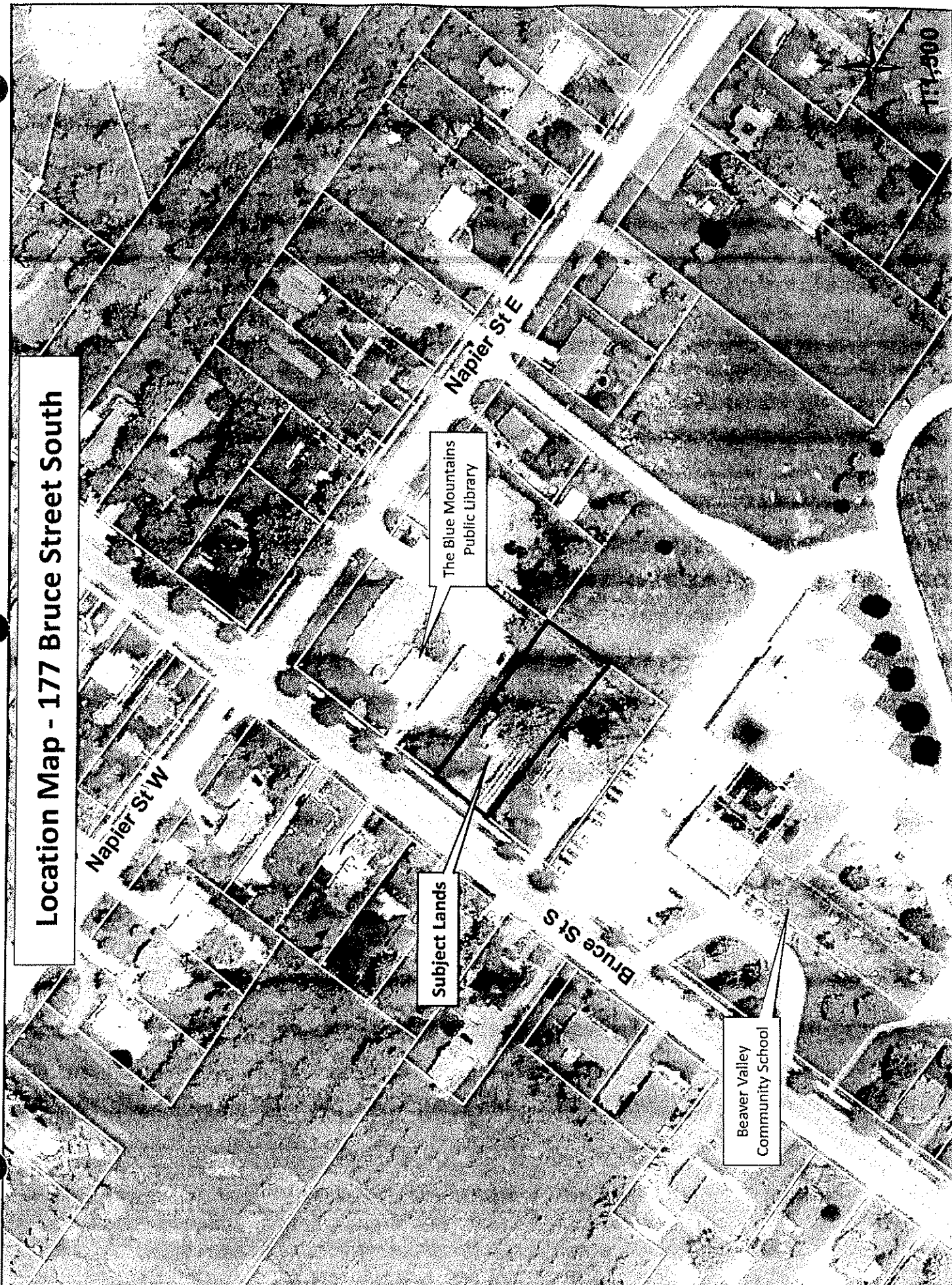


J.P. (Paul) Graham, P.Eng.  
Chief Administrative Officer

For more information, please contact:

Paul Graham  
[pgraham@thebluemountains.ca](mailto:pgraham@thebluemountains.ca)  
519-599-3131 ext. 234

**Location Map - 177 Bruce Street South**



The Blue Mountains  
Public Library

Subject Lands

Beaver Valley  
Community School

177-500



C.

THAT Council receive staff report DOR.09.30 "Georgian Trail Resurfacing Proposal" for information purposes, Carried.

**D.6 International Council for Local Environmental Initiatives, CAO.09.02**

Moved by: John McGee      Seconded by: Cameron Kennedy

THAT Council authorize the Town to join the International Council for Local Environmental Initiatives (ICLEI – Local Governments for Sustainability) as a full member and that the first year's membership fee will be a total of \$600.00 (USD) unanimously Carried.

**D.7 Acquisition of 177 Bruce Street, CAO.09.03**

CAO Paul Graham then reviewed the Report and background of the property, noting the property is being offered for sale by the Estate of Helen Carscadden, adding an internal discussion ensued to consider the purchase of the property so as to have the land to expand the library in the future. Paul noted the Library Board believes the library will need to be expanded in the future as satellite libraries are not being considered. Paul further noted the Town is currently in possession of an offer of sale for \$240,000 plus legal fees and land transfer taxes.

Councillor Gamble then recounted the history of the L.E. Shore family and of the library and noted the library should not deter from the current award winning design. Bob noted any expansion should go to the east and south of the building, adding he would not be in support of an expansion to include this property, with regard to respecting decisions of former Council and the L.E. Shore Memorial Foundation.

Mayor Anderson then questioned Bob where parking would be located if the library were expanded to the east and south of the building, Bob replying if the library wants land that it should approach the house to the east of the building.

Council then dealt with the following Resolution:

Moved by: Michael Martin      Seconded by: D.R. McKinlay

THAT Council authorize the purchase of 177 Bruce Street in Thornbury at a cost of approximately \$244,000 as offered by the estate of the owner and;

THAT Council authorize the Chief Administrative Officer to arrange for the acceptance of the owner's offer and;

That Council authorize the Mayor and Clerk to execute the necessary documents to transfer the property into the Town's ownership.

In speaking to the Motion, Deputy Mayor McKinlay responded to Councillor Gamble's concerns, noting an addition to the library would not be disrespectful to the Committee and or the L.E. Shore family, further noting a design could complement the current structure and would be an obstacle that the Town could overcome. Duncan further noted there is money in the property acquisition fund through development charges and noted this property is of value to the Town.

Councillor Martin then spoke to the Resolution as a library board member, noting any expansion would be best left to engineers and consultants and they would be

in contact with the original engineers, further noting if the Town does not take advantage of this opportunity that it may not be available in the future.

Council then voted on the Resolution, Carried.

**D.8 At the Shore: A Mayors' Collaborative Action Plan to Protect the Great Lakes, CAO.09.04**

CAO Paul Graham then spoke to the Report, noting the Town was invited by the Great Lakes & St. Lawrence Cities Initiative to participate in the preparation of an action plan to present to the Provincial Government, adding the Report summarizes the work completed and presented on May 5. Paul noted the action plan was well received by the Ministers and at the same time a discussion paper was released by the Province entitled "Healthy Great Lakes, Strong Ontario".

Council then dealt with the following Resolution:

Moved by: Cameron Kennedy Seconded by: John McKean

THAT Council endorse the Action Plan known as, "At the Shore: A Mayors' Collaborative Action Plan to Protect the Great Lakes" and;

THAT this resolution be forwarded to the Ontario Ministers of Environment, Natural Resources and Agricultural, Food and Rural Affairs and;

FURTHER THAT this resolution be forwarded to the Great Lakes & St. Lawrence Cities Initiative for distribution to its municipal members.

In speaking to the Resolution, Councillor Gamble questioned if there is any potential resolution to the algae infestation along the Georgian Bay shoreline, Mayor Anderson replying algae changes from community to community and is difficult for the Province to deal with, CAO Paul Graham spoke noting all parties recognize algae as a challenge and further noted all three levels of government need to get involved and further noted climate change is a major part of the problem. Paul noted the purpose of the work is to get all three levels of government involved and support to deal with the Great Lakes.

Council then voted on the Resolution, unanimously Carried.

Paul then noted the Town of The Blue Mountains was the first Municipality to pass such a Resolution and noted this Resolution would be circulated to others. Mayor Anderson then noted this Resolution should be sent to the Federation of Canadian Municipalities for their information.

**D.9 Cops for Cancer Event Run - Events Permit Exemption, Corr. Item C.1**

Moved by: D.R. McKinlay Seconded by: R.J. Gamble

THAT Council does hereby grant an exemption from the permit requirements of Roads Use for Events By-law No. 2005-34 for a Cops for Cancer running event from Beaver Valley Outreach on Bruce Street south to Thornbury Carquest on King Street east on June 9, 2009, it being noted police escort vehicles will be present and The Blue Mountains OPP will organize and conduct the proposed event, unanimously Carried.



## 7.2 Technology Plan

C. Cooley reviewed the Plan with the Board noting that the items were contained in the capital budget. It was noted that anything the Board did not agree with in the plan would be adjusted in the proposed budget.

M. Little commended L. Hanson and C. Cooley for the Plan.

Moved by:	M. Little	Seconded by:	J. Salvatore
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To accept the Plan as presented.

## 7.3 Bruce Street Property

C. Cooley reviewed the attachment and recommended that the Board support the joint use of the building by the Town and the Library.

Moved by:	D. Stainer	Seconded by:	M. Little
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That the Library Board support Attachment 7.3 on a fair and principled basis.

## 7.4 Evaluation Committee

C. Innes outlined the need for another member of the Board to assist with the CEO evaluation as outlined in the Bylaws. M. Little will assist. C. Cooley will forward the assessment.

## 7.5 Audited Statements

The attachment was reviewed.

Moved by:	D. Stainer	Seconded by:	M. Little
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To receive the Audited Statements as presented.

## 8. Around the Table

D. Stainer thanked M. Little for the assistance given to get to the meeting. M. Little noted that Spit and Polish day went very well and the staff really seemed pleased with the outcome. As well she noted that the atmosphere in the Library was particularly pleasant this summer. In addition she wanted to compliment Mary Lennox on the Board that she creates on Canadian material. The Board concurred.

## 9. Next Meeting Date

Wednesday September 16th, 2009 @ 7:00 p.m.

## G. Adjournment

### 6.3 Space Analysis

C. Cooley reported to the Board that the Town's policy was followed regarding the retention of a Consultant to undertake a Space Analysis. Two responses were received, one from Library Planning Consultants and one from a firm in Ontario. The responses were scored as outlined in the Tender Document. Library Planning Consultants scored higher on almost all elements and their price was \$10,000 lower than the other firm. They were awarded the contract. S. Adams, Manager of Purchasing at the Town was very helpful and assisted me in putting together the appropriate documents.

Work has already begun. Library Planning Consultants will be meeting with key stakeholders, including the Board, in October. I will be contacting everyone to set up meetings which may be in person or over the telephone.

## 7. New Business

### 7.1 Budget –Operating & Capital

The Budget process has started and we are required to have our operating & capital budgets into the Town by September 11<sup>th</sup>. C. Cooley reviewed the documents. Direction has been given to bring back budgets with a 2% increase and anything over that amount will require a separate justification. C. Cooley is recommending that we submit the budget without the bookmobile, Document C which shows budgets only slightly over the requested 2% increase, and create a separate justification document for the bookmobile showing the costs and budgetary impacts. C. Cooley noted that the Town may have a specific format in which they want to see the documents but for now she is recommending that two documents be prepared. The bookmobile was originally scheduled to come on line in 2010 and 2011. The Budget document being reviewed by the Board now has the Bookmobile coming on stream in 2011 and 2012. The Building is still in the budget for 2014 which is when preliminary work is expected to begin.

Moved by:	D. Stainer	Seconded by:	M. Little
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That we adopt Draft Document C which outlines the Operating and Capital Budgets for 3 and 5 years respectively. Further that we create a budget and justification to accompany the budget proposing that we also introduce Bookmobile Service in 2011 and bring it fully on stream in 2012.

The Board thanked C. Cooley for drawing up a realistic budget that recognized the constraints and issues the Town has to deal with over the next 3 to 5 years.



Bruce Street Property

I have spoken with Paul Graham regarding the Bruce Street property. We have discussed the use of the property over the next few years.

What we are proposing is the following:

1. The Town would like to use the property as office space for their Recreation Department, including Youth Services.
2. The Library might wish to use a portion of the space for storage and/or office.
3. The Town will undertake upgrades that are required if the house is to be used as an office. These upgrades include but are not limited to ramp access, installation of internet and telephones, possibly some landscaping.
4. The Town would be proposing to use the space until the new Town Hall is completed or the Library is ready to expand.
5. The Library would then have the option of using the building for offices. My thoughts are for office space & Parking for the Bookmobile.
6. In the short term the library and Town would apportion facility related costs, possibly based on a % of the space used.

It is my recommendation that we proceed with the use of the building as discussed with Mr. Graham. Advantages of this arrangement include:

1. The investment made in purchasing the building would see an immediate return.
2. It would assist the Town in managing their space needs.
3. It would provide more convenience and potentially more opportunities for our Coordinator, Youth & Children's Services to work with the Town's Youth Coordinator.
4. It would assist the Library in managing our space needs.

