



Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED

January 25, 2022 – in person and zoom

MOVED by KW, SECONDED by SK That Director Dan Rose chair the meeting. – CARRIED

Call to Order: 6:10pm

Present, In-person: Dana Bergen, Tanya Harmacek, Melissa Millsap (LD), Kelly Wilson, Dan Rose **Zoom:** Sorene Kampen, Krixia Padilla, Janet Wark, Skylar Hillton

Regrets: Liz Landon, Zach Sheridan-Carr, Rachel Janzen

Agenda: MOVED by KW, SECONDED by TH That the agenda be adopted. – CARRIED

Minutes: MOVED by KW, SECONDED by SK That the minutes of the November 23, 2021 regular board meeting be adopted. – CARRIED

Correspondence: Nil

Treasurer Report: Reviewed the Comparison Income Statement and the budget and fund spreadsheet.

MOVED by TH, SECONDED by KW That the treasurer report be received for information. – CARRIED

Chair – Nil

Library Director – November and December Stats. New photocopier is here. Christmas programs: 330 Senior/Elder Christmas Cards went out, 30 gingerbread houses entered into the contest, and 30 family fun Christmas kits went out. Staff training: Standard First Aid, Indigenous Awareness, Ryan Dowd homelessness and libraries, COVID-How to deal with problem behaviors, and DementiAbility. Information for staff sick policy and donation buttons for the website. Local artist is teaching guitar lessons in the library. Letter of support to the Boreal Centre for Sustainability. Preparation for yearend audit. Posting out for casual library clerk. Currently running a book sale. Strategic plan is in its final draft. Library programing: parent & caregiver and community kitchen are on hold, virtual vegan kitchen and children's programs are running. Continuation of Library on Location. Family literacy week is the end of January, this years' theme is "Let's Connect". Update on Grant submissions and reporting. Staff notes.

Thank you to the library board members for their time and commitment. Thank you to Peace River Hydro Partners, West Fraser Mills, and Matthew Peasgood for their generous donations. Thankful to be grant recipients from PRRD and Dawson Coop for the Senior/Elder Christmas Pen Pal Program, BC Hydro Go Grant and United Way Northern BC for the AlphaBITES program and the BC Hydro Agricultural Grant for the Community Gardening Literacy Project. Thank you to the various students and library program children for doing the Christmas cards. Thank you to Darlene Campbell with the Moccasin Flats Metis Society for funding the baby welcoming gifts, a toy lending library, and setting up Cree lessons at the library.

A memorial fund has been set up in loving memory of Yvonne Elden for the new library; donations can be made through the North East Regional Community Foundation.

(NELF) North East Library Federation Representative – Nil

District of Chetwynd – Budget time 73% of Chetwynd residents are now vaccinated for Covid 19. The Tansi Friendship Centre has leased the concession at the Chetwynd & District Rec Centre. Confirmed that the 73% is based on the first dose(vaccine).

Peace River Regional District – Budget time and moving forward with the conceptual obligations for the new library. Celtic Construction will be the general contractor for the new library project.

Library Project Committee – Report Attached

Children’s Area Upgrade Planning Committee – Nil

Fundraising Committee – Nil

Friends of the Library – Nil

MOVED by TH, SECONDED by KP That the reports be accepted as presented. – CARRIED

New Items:

MOVED by KW, SECONDED by TH That we accept the amended sick day policy as per the Employment Standards Act – CARRIED

MOVED by JW, SECONDED by SK That we approve the creation and implementation of a “Donate Now” button on the CPL website. – CARRIED

Discussion to ensure charitable receipts issued, and a list of library initiatives be included on the page so donors have the ability to donate funds to areas of their preference.

Old Items:

MOVED by KW, SECONDED by SK That we defer the approval of the strategic plan to the next regular board meeting. – CARRIED

Diary Items:

Library hours of operation – discussion on keeping the hours where they are at this time, and Cree lessons in the library after hours.

Director Dan Rose recessed the regular board meeting

Skylar Hillton left the meeting at 7:02pm
Entered into in-camera meeting at 7:03pm
Resumed regular meeting at 7:14pm

Adjournment: MOVED by DR, SECONDED by SK to adjourn the meeting at 7:14pm. – CARRIED

Next Meeting: Tuesday March 01, 2022 at 5:30pm

Board Chair

Library Director

Chetwynd Library Advisory Committee Report

Meeting on December 8th

- Review and finalize building plan for the new library
- Discussion on what appliances would be included in the new café facility. This has been a long discussion and part of several meetings and needed to be finalized so that the building plans could be presented to PRRD for approval and not impeded construction timelines.
 - Plans did not include an oven for the café facilities within the library.
 - Costs of \$30-90 K were provided by the architect for a basic oven with ventilation to an industrial type kitchen set up.
 - The committee removed the 90 K option and voted on the addition of an oven and ventilation of the \$30 k range. Of the voting members present it was voted in favour 4 to 1 of the appliance's addition to the plan.

January 10th

Received an email from Director Rose, PRRD, that he was preparing his report for the PRRD for the acceptance of the building plans, and it would not include an installed oven with ventilation. Draft copy of Directors Report and recommendations to the PRRD Board has been attached with permissions.

Director Rose did include in the report that consensus was not reached with regards to the inclusion of the oven appliances, as requested by Chair of the Committee. As well, as also requested, Director Rose, provided his reasons for not presenting an oven as part of the recommendations.

January 19th Meeting of the Committee

- Elections/appointments made
 - Kelly Wilson to remain as chair of the Committee
 - Tanya Harmacek – appointed as Vice Chair
- Reviewed Director Rose's draft report with the committee
- Library Director – Melissa discussed with PRRD Manager Trish and Bryna about which grants the Library would apply for, "Soft grants" and what the PRRD would be applying for. Want to recognize the PRRD for helping with the grant identification and application process.
- Counsellor Wark, informed the committee she would no longer be the District's representative on the committee, that Counsellor Mel Deck would now be in that position. Thanks Counsellor Wark for your work with the committee, and welcome to Counsellor Deck.
- Library Director Melissa, brought forward the possible of a "Library Construction Fund" for persons, companies etc., that wished to make donations towards the construction/outfitting of the new library.
- Did not discuss the new children's play structure etc.
- It was discussed if the new lease agreement for the café facility could be discussed at this committee, but it was recommended to go back to the Library Board

January 27th – PRRD Board Meeting

- Director Rose to make report to the PRRD on the acceptance of the building plans and start of construction.

Next Advisory Committee meeting Tentatively set for : February 23th at 5 pm

- Expect that we will learn what the next steps are with regards to construction timelines and next steps for the committee, from design choices, soft furnishing, children's play structure. Etc.



DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-BRD-028

From: Dan Rose, Director

Date: January 27, 2022

Subject: New Chetwynd Library – Approval of Conceptual Design

PURPOSE / ISSUE:

To approve the conceptual design of the new Chetwynd Public Library prior to proceeding to the schematic design phase.

RECOMMENDATION / ACTION:

That the Regional Board approve the conceptual design of the new Chetwynd Library, that will form the basis of the schematic design and construction of the new facility; further, that the new library include the following features:

1. Approximately 8,600 square feet
2. Adult, children and teen stacks
3. Storytelling space
4. Dividable multipurpose room
5. Children's program room
6. Makerspace & virtual reality room
7. Main floor storage
8. Café with space for countertop cooking appliances only
9. Outdoor patio

BACKGROUND/RATIONALE:

In 2021 the Peace River Regional District (PRRD) issued a request for proposals for the design and construction of a new Chetwynd Library, to be constructed on the grounds of the Chetwynd Recreation Centre. As a result, a contract was issued to Field Lievers Architecture Inc. to first work with the Chetwynd Library Advisory Committee to develop the conceptual design plan and assist with public consultation on the proposed design. In late October 2022 and early November public consultation was completed and overwhelmingly those who responded to the surveys were in favour of the library design presented. 51 surveys were received with positive comments about the design. (Please see the attached public engagement report).

Please note that for the most part there has been consensus within the Advisory Committee with respect to the features of the new library, however, the one area that the Committee has not been able to find consensus on is with respect to the café facilities and the extent to which to build out the space. A number of members of the Advisory Committee would like to see a stove and oven included in the design. In order to meet the NFPA 96 Fire Code standards, it would mean the inclusion of a commercial stove and oven, interlocking fire suppression system and additional ventilation, which could raise the budget as much as \$95,000.

While I am generally in support of a café in the new library, as the Electoral Area E Director I am not in favour of a fully equipped commercial kitchen, similar to that which is inside the Chetwynd Recreation Centre, albeit on a smaller scale. Instead, I am in favour of café that serves hot and cold drinks, sandwiches, soups and confections that can be prepared using small commercial countertop appliances (such as crockpots or a panini press) for the following reasons:

1. The construction budget for the library is currently set at \$5,201,500. When a new library was envisioned in Chetwynd the original budget was set at \$2 million. The addition of a full-size commercial kitchen could raise the budget as much as \$95,000 in order to meet NFPA 96 Fire Code standards in terms of fire suppression. These standards would need to be in place to ensure that the PRRD's asset is well protected in the instance of a kitchen fire and reduce our liability.
2. In 2017 a feasibility study was conducted that examined the programs and services currently offered at the library and ultimately made recommendations on how big a new library should be. The study recommended that given the size of the service area, a library around 7,100 square feet (inclusive of meeting space) could be constructed that would meet the needs of the community now and for the next 20 years. However, recognizing the opportunity to construct the library, and the feedback from the Advisory Committee and the public, the proposed design is approximately 8,600 square feet. To accommodate a full kitchen, it would require even more space to isolate noise and fumes from the rest of the library.
3. The cost to operate a fully equipped commercial kitchen is not insignificant including heating the make-up air and annual maintenance of increased fire suppression.
4. The new library will be on the same grounds as the Chetwynd Recreation Centre, only a short walk across the parking lot, where patrons can find a full-size commercial kitchen that serves a wide variety of foods and refreshments.
5. In terms of library programming that integrates cooking (e.g., Books to Cooks), there are two other commercial kitchens in the banquet rooms in the Rec Centre, that could be permitted for these types of programs. They are only used for large events and could be used during daytime hours for programming. This is a model that is used in other areas of the province, where libraries offer off-site programs in partnership with recreation centers in their communities.
6. There are a number of commercial restaurant spaces within the District of Chetwynd that are currently unleased and adding another space to the inventory at this time does not seem like a good investment for the taxpayers, who will be paying for the construction of the facility.
7. Once the café space is constructed, the PRRD will issue a public tender to find an operator who can provide food services. The space must be leased at fair market value (so as not to provide "assistance to business") and if a fully equipped commercial kitchen is included in the space, the price of the lease will need to be higher to reflect the added value.
8. The library staff has voiced concerns that they may not be able to provide fresh snacks for children's programming if there is no stove or oven in the kitchen, however, the café operator could partner with the library to provide a variety of fresh fruits and vegetables and snacks for children's programming which would not require the use of a stove or oven.

Further \$2 million in Electoral Area E grants (Gas Tax and Peace River Agreement funds) have been allocated to this project in order to minimize any significant tax increases. It is my responsibility, as the electoral area director, to ensure that they funds are spent appropriately.

While I respect the views and concerns raised by the Advisory Committee regarding this aspect of the design, I have also received feedback from community members that are equally concerned about creating competition for tax-paying businesses in the community, the possibility of overbuilding the facility, and increased costs to taxpayers. We have tried hard to walk the line between providing a building that is going to meet the needs of the community without hurting the tax base that continues to support it by providing space for businesses to thrive on an even playing field.

For these reasons, I am not in favour of increasing the scope of the design to include a fully equipped commercial kitchen.

I am proud of the work that the Advisory Committee has done with Field Lievers Architecture. I know that the new facility will be a great addition to the community.

STRATEGIC PLAN RELEVANCE:

- ☒ Partnerships
- ☒ Collaboration with Local and First Nations governments

OTHER CONSIDERATIONS:

Chetwynd Library Advisory Committee (the Committee) Terms of Reference:

The Terms of Reference for the Committee state that it will provide recommendations, advice, input, and feedback to the Board of the Peace River Regional District from a stakeholder perspective at key milestones during the planning and development process for the design and construction of the multi-purpose Chetwynd Public Library. Further, the document states that the project must meet the objectives and timelines of the PRRD, and that the project must be completed within budget. The financial implications of decisions related to the Project must be balanced with the opportunities related to construction of a major community facility intended to serve the residents over the long-term. The Committee is advisory and recommendations will be forwarded to the Board for approval. The Committee has committed to adhering to the legislative and regulatory requirements of the *Local Government Act* and any applicable bylaws.

Background and Recommendations from the Chetwynd Public Library Advisory Committee

June 22, 2021

MOVED Director Rose, SECONDED by Councillor Wark

That the Chetwynd Library Advisory Committee recommend that the programming priorities below be forwarded to the Project Architect;

1. Rounded/L shape circulation desk similar to District of Chetwynd Office; factoring in greeting patrons first and sightlines within the building.
2. Separate cataloguing space, which would provide proper working space for staff.
3. Staff workplace behind the circulation desk with separate office(s), separate staff room and staff washroom.
4. Usable outdoor space with covered area, with a space for children to play.

5. Separate staff kitchen area that depending on budget, is equipped with a sink, outlets for appliances, a fridge, microwave, oven, and dishwasher.
6. Windows that will provide the views of the skate park, main road, and/or towards the splash park.
7. Storage space with adequate shelving/storage, lighting, and spacing (suggestion is a crawl space or small basement), depending on what the architect can design that is within the budget.
8. Separate janitor room with a sink and at minimum plumbing for a stackable washer and dryer, and a utility sink.
 - a. Washer and dryer could also be plumbed into the mechanical room, whichever space has the room.
9. Double meeting room which can be partitioned off. With a sink and storage for tables and chairs, depending on the design.
10. Children's area near the proposed outdoor space with children's structure from Enbridge (TBD) and furniture, easy access to outdoor space and storage options for supplies.
11. Windows that open, pending the HVAC Requirements.
12. Identification of a cultural space

Discussions at this meeting included the minimum requirements for preparing, storing, and serving food. At this point, the café had been conceptualized as more of a 'Starbucks' or 'Booster Juice' style café, where food was brought in from outside the library, and stored and prepared for customers.

July 20, 2021

It was noted in the July 20, 2021 Chetwynd Library Advisory Committee meeting minutes under the Field Lievers Architecture Update that at this time, the Committee was considering two kitchen options
1) a smaller kitchen with spaces for dishes, prepping and cooking with seating within the library, and
2) a smaller 'café counter' with no cooking equipment just a space to put food items together, and a space to serve drinks.

A verbal update was provided at this meeting stating that the Ministry of Municipal Affairs indicated that a "restaurant" is not considered a library service. It was noted that a space could be constructed as a separate and distinct space next to the library for a bistro or any other business, but that space would have to go out to public tender to find a tenant that will pay fair market value to lease the space. The tenant would also be responsible for all (or the majority) of equipment and improvements. This would be the same as when you see a Booster Juice in a recreation centre. Booster Juice leases the space and then does all the improvements to the space to be able to operate their business – installs their own appliances, décor, etc. They then will pay the fair market value to lease that space. To do so otherwise would mean that we are providing assistance to a business which is prohibited under legislation.

November 18, 2021

MOVED by Chair Wilson, SECONDED by Committee Member Millsap,

That the Chetwynd Public Library Advisory Committee look into having a stove added in to the café design, and that Amy Lievers (Field Lievers Architecture) investigate the cost for a stove, options for stoves, and any safety or cost or room implications from adding a stove.

December 8, 2021

Three options were provided by Field Lievers.

Option 1: Standard Residential Style Kitchen Equipment With a standard residential style range, oven and vent hood, the occupant is able to cook in the oven and on the stove-top, this would require only small mechanical upgrades to the floorplan. This residential style, and does not conform NFPA 96, and does not have any fire suppression equipment. No greasy items can be cooked with this design, and air is vented directly to the outdoors. Cost: Estimated \$5,000

Option 2: Commercial 8' Hood To go to a NFPA 96 standard level, the next jump is having an 8' wide hood range constructed and have the cooking appliances underneath (stove, oven, etc.). This option would need a dedicated make up air unit, which would also need space in the mechanical room or on the roof, and have large chimney outside. Cost: Estimated \$40,000

Option 3: Commercial 8 ½' or Larger Hood If large amounts of greased items (burgers, bacon, and etc.) are being cooked regularly, it would require commercial 8 ½' or larger hood range. This option, or larger, would have more controls for ventilation, such as the hood turning on automatically when the cooking appliances are turned on. This option would also have to comply with National Energy Code Standards of demand control ventilation, which would add the cost of controls onto the hood. Would have the same make-up air and chimney as option 2. Cost: Estimated \$95,000

MOVED Committee Member Wilson, SECONDED Committee Member Harmacek,

That the Chetwynd Public Library Advisory Committee recommends that a proper stove and proper ventilation (commercial kitchen), which is needed to cook items such as chicken, baking items, soups, bacon, etc., be included in the project design and budget, and that it be to the NFPA 96 Standards. Further, that the option be only for \$30,000 or less for the full commercial kitchen.

MOVED Committee Member Wilson, SECONDED Committee Member Harmacek,

That the Chetwynd Public Library Advisory Committee schedule a meeting on January 5th, 2022 to review the updated project budget and associated contract report, and make the recommendation to the Regional Board for the January 13, 2022 Board Meeting.

Attachments:

1. Conceptual Design
2. Schematic Design Report
3. Building Programme
4. Public Engagement Report

External Links:

1. [2017 Chetwynd Library Feasibility Study](#)