DISTRICT OF SECHELT
COMMITTEE OF THE WHOLE MEETING
AGENDA

Wednesday, June 26, 2024, 3:00 pm
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt
and Via Zoom Online Meeting Platform

PLEASE NOTE:
The public is welcome to attend meetings in person or by electronic communications, as follows:
District of Sechelt's YouTube channel: https://www.youtube.com/user/SecheltMedia
Zoom: https://zoom.us, join Meeting ID: 819 5115 0747 and Password: JUNE2024
Phone: 1-778-907-2071, with Meeting ID: 819 5115 0747 and Password: 75673478

Pages

1. **LAND ACKNOWLEDGEMENT**
    The District of Sechelt is located on the traditional and unceded territory of the shíshálh Nation. We respect the histories, language and culture of the people of the shíshálh Nation, whose presence continues to enrich this community.

2. **CALL TO ORDER AND DECLARATION OF CONFLICT**

3. **ADOPTION OF AGENDA**

4. **DELEGATIONS & PROCLAMATIONS**

5. **BUSINESS ITEMS**

    5.1   Municipal Hall and Library Remediation   2
          Request for Decision

6. **ADJOURNMENT**

REQUEST FOR DECISION

TO:	Committee of the Whole	**MEETING DATE:**	June 26, 2024
FROM:	Julie Maerz, Engineering Project Manager		
	Kirn Dhillon, Director of Engineering and Operations		
SUBJECT:	**Municipal Hall and Library Remediation**		
FILE NO:	5210-01 2022-01		

RECOMMENDATION

That a maximum of two options for the Municipal Hall and Library Remediation project be selected on June 26, 2024, for further consideration; and

That one of the two options be selected no later than the regular Council meeting of July 17, 2024.

PURPOSE

The purpose of this report is to present the building envelope remediation strategy along with expansion opportunities for the Municipal Hall and Library. The goal of this report is for Council to receive the options provided below to advance the remediation project and select a maximum of two options for further consideration prior to a final decision at the July 17, 2024 Regular Council Meeting.

This report ensures that mandatory remediation efforts align with potential future expansion plans and presents the Library's Preliminary Needs Assessment Report, which identifies the need for an expansion of at least 2/3 to meet optimal space requirements for the current population size.

OPTIONS

A. Minimum Mandatory Requirement: Keep the Tower and Adjacent Walls
$950,000 range

The tower and adjacent walls will architecturally remain the same but will include a full replacement of the building envelope elements including windows, cladding, wall assembly

(complete with rainscreen), and roof. This option is mandatory to repair the existing building envelope damage unless another option is chosen.

    B. Remove the Tower with Small Expansion
        $3,500,000 range

The removal of the tower and the addition of a new wing of the building. This would be constructed over the footprint of the removed tower. This would allow for further expansion on the tower side of the building, in future.

    C. Large Expansion for Library and Municipal Hall
        $18,500,000 range

The addition of a significant extension of the building including retention of the tower's steel structure (removal of exterior shell only) adding substantial capacity to Municipal Hall and Library. This in turn would aid in meeting our existing and future space requirements for both Staff and the Library. This option provides a high-level example of what a long-term, large expansion would possibly look like.

    D. Tower and Adjacent Walls plus Community Engagement and Feasibility Study for Future Expansion
   **$950,000 range + $100,000 for the consultant's fee**

Address the current state of the tower and adjacent walls (Phase 2) to prevent additional damage to its structure and interior finishes. Additionally, conduct in-depth community engagement and perform a feasibility study to explore various options for increasing available space. This would prolong its life and provide more time to consider options.

DISCUSSION

Summary

Since the last Committee of the Whole review, February 28, 2024, the Sechelt Library engaged the TOAD Architecture team to conduct a Space Needs Assessment. The findings revealed that the Library is significantly undersized for its serving population, necessitating an expansion to maintain an elevated level of service to the community.

The expansion options are closely tied to envelope improvements to prevent redundant and costly efforts. The challenges are ensuring that these improvements do not impede the building expansion option. This aligns with the growing Community's needs outlined in the Municipal Hall Needs Assessment report (presented to Council in 2022) and the Library Needs Assessment completed in June 2024. Staff's goal is to avoid costly remediations that would later need to be removed or altered if Council chooses the option of expanding the existing building.
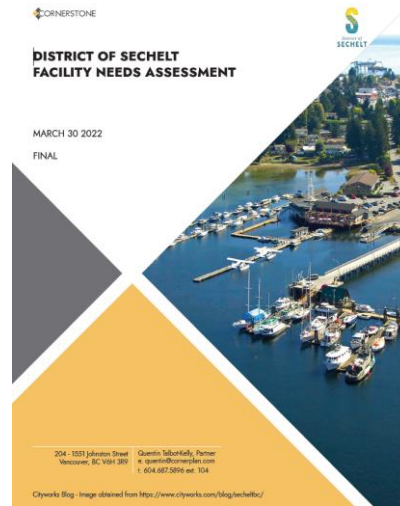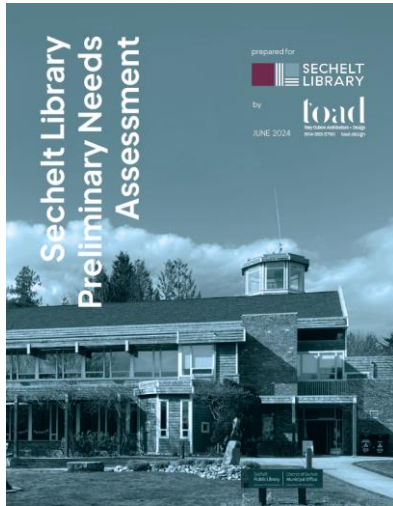
The Sechelt Library Needs Assessment and the District of Sechelt Needs Assessment reports emphasize that our current space falls significantly below acceptable standards. Presently, the library operates within only one-third of the optimal space recommended for the current population it serves.

Staff and SR Engineering have worked together to initiate a remediation strategy to repair Municipal Hall and the Library. The remediation works are currently phased over five years to accommodate budget constraints. The areas are phased according to remediation urgency and budget. Staff delayed Phase 2 remediation from 2024 to 2025 to combine it with Phase 3, this was to allow Council time to explore all the options. However, a decision on the remediation of Phase 2 and Phase 3 must be decided by September 24, 2024, to meet the schedule of the remediation repair.

Phase 1 South Elevation, project phase started in 2023 — Budgeted (Revised)

Phase 2 Tower Elevation, project phase to start 2025 — Not Budgeted

Phase 3 East Elevation, project phase to start in 2025
Phase 4 North Elevation, project phase to start in 2026
Phase 5 West Elevation, project phase to start in 2027 — Not Budgeted

Phase 2 of the remediation plan includes the tower section of the building. Phase 3 of the remediation plan includes Council Chambers and the Community Room area. To define the scope of work for Phase 2, a decision on the tower remediation strategy is required so that it can be repaired with Phase 3 of the project.
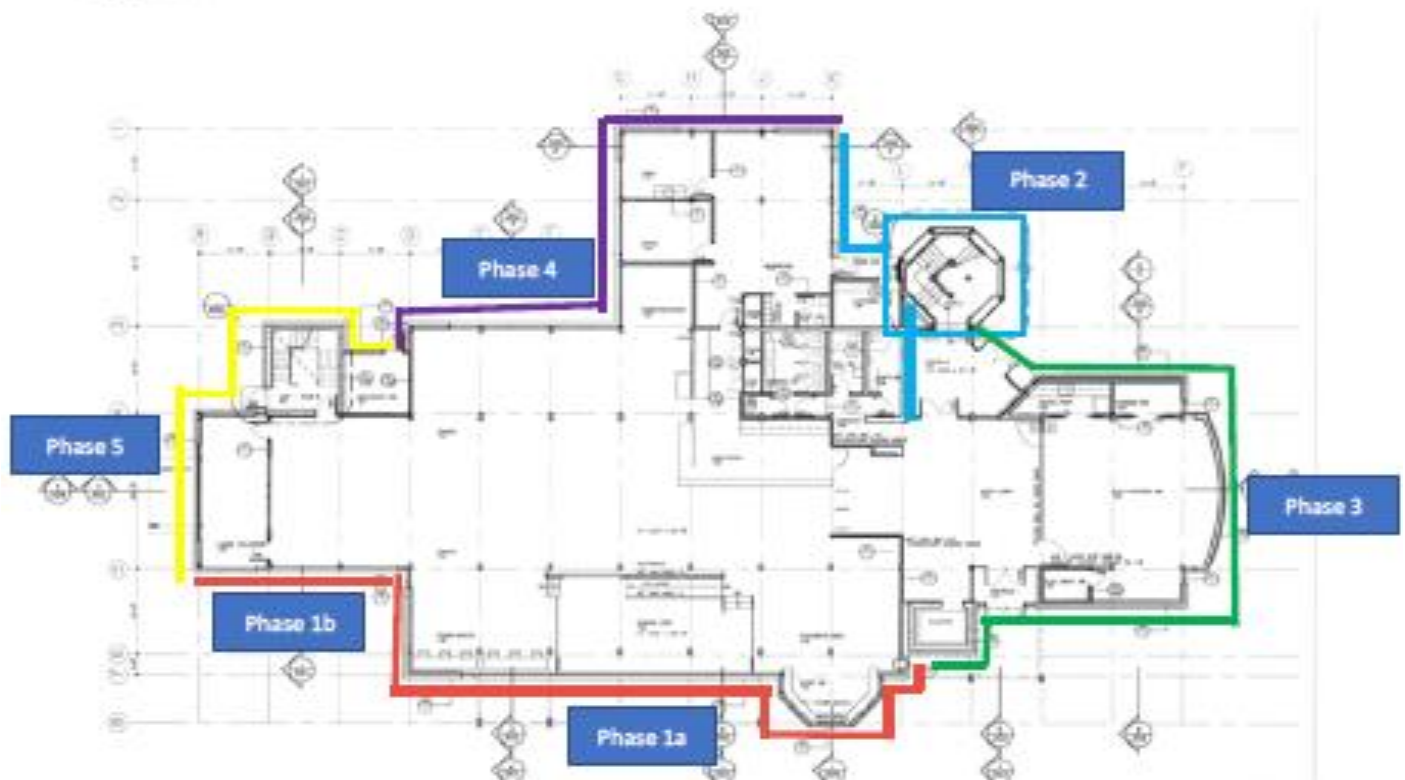
The design options presented to Council by Tony Osborn, from TOAD Architecture are conceptual and high-level. Staff are prepared to launch a public engagement campaign and seek community feedback on each option, if directed by Council.

Each option provides a direction and allows for potential modifications. For instance, if Council chooses to remove the tower and pursue a small expansion (Option B), the actual expansion area may differ from what is shown in the options.

Additionally, a large expansion option has been included to give Council a general sense of what an extensive expansion might entail if that direction is explored.

A Decision on the Options is Required by Regular Council Meeting of July 17, 2024.

Background

In June 2020, Hamilton Fine Homebuilding provided a memo to the District of Sechelt outlining the problem areas in need of remediation at the Municipal Hall. In August 2022, SR Engineering completed a Building Envelope Condition Assessment of the Municipal Hall and Library identifying the failing condition of the building and remediation recommendations. This report was taken to Council on January 18, 2023, by the Director of Engineering and Operations. In conjunction with these memos and reports, the Facilities Maintenance Technician has serviced the building, repairing areas where feasible and within his abilities.

In September 2022, SR Engineering and Staff organized the remediation works in a Phased Work Plan to address the recommendations within the SR Engineering Building Envelope Condition Assessment dated August 17, 2022. This was suggested to assist with budgeting and planning of the works of this project. These areas have been phased according to remediation urgency and necessity. In 2023 Council approved the Municipal Hall Remediation Phased Plan starting with the most urgent phases. Phase 1 and Phase 2 are the most critical repairs and therefore were approved in the 2024 capital works budget. The remaining phases will be brought forward to Council in the future.

In addition to the above, Cornerstone Consultants provided the Facility Needs Assessment report dated March 2022, identifying space limitations in accommodating both the current and future needs of the District of Sechelt office space. Options included construction of a new space, as well as leasing, expanding, and renovating the existing space. Cornerstone recommended that a 6,829 square foot addition would be required to house current and future District Staff.

In June 2024, TOAD Architecture conducted a Needs Assessment report for the Sechelt Library. Since its establishment in 1967, the Sechelt Library has served the District of Sechelt as well as the shíshálh Nation, Halfmoon Bay, Roberts Creek, Pender Harbour, and Egmont. Under the Library Act, the Sechelt Library is a public library association (not a municipal library) and currently has non-profit status.

The Library's current location (main level of Municipal Hall and Library Building), has been used since 1997, which no longer adequately accommodates the Community's needs. Despite being considered sufficient when built twenty-six years ago, the space now falls short due to a growing collection, increased staff, programming demands, and evolving roles of libraries in the community. The assessment carefully evaluated existing limitations and projected future space requirements. TOAD has revealed that the library's current size is only one-third of what would be recommended for the current population it serves. After thoughtful consideration of optimal size, financial feasibility, and land constraints, TOAD's final conservative recommendation is to expand the library floor by an additional 10,213 square feet.

Details on Options:

❖ **Option A: Minimum Mandatory Requirement: Keep the Tower and Adjacent Walls**

The tower and adjacent walls will architecturally remain the same but will have a full replacement of the building envelope elements including windows, cladding, wall assembly (complete with rainscreen), and the roof. This option is mandatory unless another option is chosen. This option does not provide any additional floorspace for the Library or Municipal Hall, and only repairs the existing tower and adjacent walls in the current configuration with no additional functionality. Staff want to ensure that if this option is selected, we obtain clear guidance from Council regarding how to address the space limitations faced by the Library and Hall.

❖ **Option B: Remove the Tower with Small Expansion**

This option involves removing the tower and adding space to the building in its footprint. The tower has architectural significance and is a known landmark in Sechelt but at present, access is locked, and it provides no function. Addition of floor space can assist in the short-term space requirements for the Municipal Hall and Library, but it is limited. The design and floor plan are included in the presentation for Council consideration.

The new space would be in the range of 1,200 square feet and would benefit both Municipal Hall and the Library. The floorplans, including square footage, are subject to change but will consider the needs of the Municipal Hall, the Library, and the community. This additional floor space could be used for much needed workspaces, meetings, and community-use rooms. It is labeled as "medium-term" as it promotes modest space expansion on a modest budget, however, it is less than ideal floor space for existing and long-term use for the building as a municipal hall, library, and community space.

If this option were to be selected, it should be noted that it would be highly impactful on the existing operations of the Library and Municipal Hall during the construction phase, and alternatives for re-location of some spaces will need to be considered and planned.

❖ **Option C: Large Expansion for Library and Municipal Hall**

The significant expansion of the building including retention of the tower (steel frame only) and supporting the space requirements identified in the Cornerstone and TOAD Architecture Consultant report. This option addresses the current and long-term space requirements for the Municipal Hall and Library.

The expansion would be built utilizing greener building practices aligning with Council's sustainability objective of investing in existing infrastructure in the Sechelt downtown core. This would include energy efficient design, renewable energy sources, sustainable materials, water conservation, waste reduction, recycling, and environmental education. Sustainable libraries and municipal halls can serve as models for sustainable practices within their communities.

The plan would also improve accessibility and inclusivity for all community and staff members including accessible washrooms, increased aisle widths for maneuverability and safer access to all.

The plan would include expansion of collaborative workstations, flexible programing/meeting rooms, library collection expansion (kids, teens, adults, seniors), community rooms, and shared spaces.

Gross Floor Area	Existing	Expansion	Total Proposed
Library Floor	8,859 sf	10,213 sf	19,063 sf
Municipal Hall	6,727	6,830	13,557
Total	**15,557**	**17043**	**32,620**

Option C was provided as a concept only for what an expansion could entail to address one of the options noted in the Needs Assessment Report for Municipal Hall and Library. The option presented is a high-level conceptual design only.

If Option C is selected, a parking strategy would be required including developing an alternative transportation plan. These measures can address limited parking, enhance accessibility, reduce environmental impact, and promote sustainable transportation options for the community. It should be noted that, if Option C were to be chosen, it would be highly impactful on the existing operations of the Library and Municipal Hall during the construction phase and alternatives for re-location will need to be considered and planned.

❖ **Option D: Tower Remediation, Community Engagement and Feasibility Study of Future Expansion**

Remediate the tower and adjacent walls (mandatory Phase 2 project) in its current state, to ensure no further damage is done to the structure and finishes inside. This would prolong its life and give us the time to consider our future options.

Conduct a feasibility study of the different spaces to increase options:

- o Expansion of Existing Building (Option B or Option C): estimate costs, construction time, and potential disruptions during expansion.
- o New Building Construction: analyse the feasibility of the construction of a new building for the Library or Municipal Hall, evaluate land availability, costs, design, and environmental impact. Compare benefits with drawbacks.
- o Leasing space elsewhere: explore nearby properties for lease, consider proximity to downtown core, suitability for our needs, and lease terms.

In-depth community engagement:

- Develop a community engagement plan with Council.
- Plan may include a variety of engagement strategies such as surveys, information sessions and dialogue opportunities both in-person and online.
- A broad spectrum of community members will be included, such as residents of diverse age groups and backgrounds, community groups, businesses, school district, neighbouring local governments (including the shíshálh Nation) and advisory bodies such as the Accessibility Advisory Committee.

As the District of Sechelt continues to grow, it is important that any plans to renovate Municipal Hall and the Library factor in both the anticipated growth and future space requirements.

POLICY AND BYLAW IMPLICATIONS

Capital projects shall be included in the five-year financial plan.

SUSTAINABILITY PLAN IMPLICATIONS

1. Social Sustainability and Community Well Being
5. Planning for Climate Change
6. Sustainable Community Growth and Development

STRATEGIC PLAN IMPLICATIONS

1. Effective Growth
3. Community Safety and Wellbeing
6. Fostering a Vibrant Downtown Core

FINANCIAL IMPLICATIONS

Below are preliminary budget estimates based on our current tender project for Phase 1 and the analysis by a qualified quantity surveyor. As the project progresses, staff will work with the consultants to refine the cost estimates by detailed design and specifications, quantities, and measurements, updated quotes and bids, and value engineering.

	Estimated Budget Including Contingency	Funding Source
Option A-Tower and Adjacent Wall Remediation (Phase 2)	$950,000	Capital Reserve, PW Op and Maintenance Reserve, Growing Community Fund
Option B-Remove Tower and Small Addition	$3,850,000	Borrowing and Potential Grants
Option C-Large Expansion	$18,500,000	Borrowing and Potential Grants
Option D-Tower and Adjacent Wall Remediation) with Feasibility Study and Community Engagement	$950,000 + $100,000	Capital Reserve, PW Op and Maintenance Reserve, Growing Community Fund

(*) The above estimates do not include taxes and archeology fees. The figures provided above are high-level budget estimates and will be further refined by a qualified Quantity Surveyor as we develop one of the options.

The District has borrowing capacity available for Options B, C, and D. Additionally, Staff are actively exploring grant opportunities, including the Green Municipal Fund (GMF), to enhance funding for the Library and Municipal Hall expansion. By aligning with funding opportunities and highlighting the library's impact, successful grant acquisition becomes more feasible.

If the District decides to borrow either part or all the funds for either option, and depending on the amount, *Community Charter,* and bylaw requirements for borrowing, a public process may be necessary. The Finance Department can provide more funding and process details as we engage in the next steps of this project depending on what option is chosen.

Other Funding Opportunities:

- Strategic Partnerships: educational institutions, healthcare providers, arts and cultural groups.
- Space Utilization: rent out conference rooms and gathering spaces to local groups, host community events.
- Community Partnerships: the library has such a significant impact on the community and involving donors as partners can be a viable option.
- The Library has a non-profit status, and as such there may be possibilities for other grant opportunities.
- The Library is currently receiving funds from three local government partners, the District of Sechelt, Sunshine Coast Regional District, and the shíshálh Nation Government District. As such there may be potential to have them be contributing partners.

Funding the Project in Phases:

Phase 1 (Planning):

Develop a detailed project plan, including cost estimates, timelines, and design considerations.

Secure initial funding for planned activities.

Phase 2 (Construction):

Secure funding for construction materials, labor, permits, and re-location.

Monitor progress and adjust as needed.

Phase 3 (Furnishing and Operations):

Allocate funds for furniture, technology, and other set up costs.

Plan for ongoing operational costs

COMMUNICATIONS

Staff have connected with the Library and will continue to as the project moves forward. Once Council approves an option, a communications plan will be put in place that will engage with the community through various online and in-person events. For any option, the public will be notified through the District's social media page, website, and the local paper.

When funding a new project, it is essential to communicate effectively and engage with the community, stakeholders, and potential donors. The following are the steps we would take to communicate with those listed above.

Clear Communication:

Project Vision: Clearly articulate the vision for the Library and Municipal Hall project. Explain how it aligns with community needs, education, and cultural enrichment.

Phased Approach: Describe the phased approach, emphasizing that it allows for manageable steps and flexibility.

Stakeholder Engagement:

Community: Engage with residents, library users, and local organizations. Seek their input on priorities and preferences on aspects of the selected option. Option D provides the most opportunity for meaningful community engagement.

Local Businesses: Discuss potential partnerships or sponsorships.

Government Officials: Keep them informed about progress and seek their support.

A thorough communication and public engagement strategy will be developed as we move forward on the Library and Municipal Hall Project.

Respectfully submitted,

Julie Maerz   Kirn Dhillon
Engineering Project Manager   Director of Engineering and Operations

Attachments:

1- Sechelt Library Preliminary Needs Assessment Report
2- SR Engineering Presentation
3- Toad Architecture Presentation

Sechelt Library Preliminary Needs Assessment

prepared for

SECHELT LIBRARY

by

toad
Tony Osborn Architecture + Design
604-363-3790   toad.design

JUNE 2024

Sechelt
Public Library
Main Floor, 5797 Cowrie Street,

District of Sechelt
Municipal Office
Second Floor, 5797 Cowrie Street,

Outline

Executive Summary

Since it's founding in 1967, the Sechelt Library has provided services to the District of Sechelt and the entire region. It has been serving the community from its current home since 1997 but that service has become compromised by the physical limitations of the space. Given the region's growth, the space is no longer adequate to serve the community well.

The focus of this study is to assess the physical needs of the library in the context of a growing population with specific demographic needs, and to quantify modifications that will enable the library to continue serving its community for the next 20 years.

The Sechelt Public Library is struggling to maintain a historically high level of service as it responds to the evolving needs of a growing community, shifting demographics and the expectations of a modern public library in the creation economy.

These challenges are three-fold: First, the physical collection is at its limit and needs to grow in order to serve the growing population. Second, the collection of public spaces the library offers doesn't align with the demands of similar contemporary library facilities (like study, meeting & community rooms of various sizes and a variety of seating options). Finally, the staff spaces are now inadequate to efficiently operate.

This needs assessment report suggests that an overall footprint increase of about 10,213 sf would suffice to address the increased need for space of the Library.

Given the Municipal Hall's need for expansion, a feasibility study should be conducted to assess the possible expansion of both uses in an an addition to the existing building.

Land Acknowledgment

District of Sechelt is built on the unceded traditional territory of the **shíshálh people** and the traditional keepers of their land. Thank you for allowing us to live, work, and play on your lands.

Changes In Sechelt

Background / Context

The District of Sechelt (DOS) is a municipality located around the center of the Lower Sunshine Coast on the traditional lands of the shíshálh First Nation. It is one of two main town centers in the region and is a municipality within the Sunshine Coast Regional District (SCRD). In part because of its beautiful natural surroundings Sechelt has experienced a sustained population growth over the years.

At the time of its construction in 1997, the library was designed to serve a population of 7,000 people with space for 5 staff.

Now, the District and surrounding library catchment area is nearing a population of 21,000 people, the physical space of the library is maximized, with no additional area in which to expand the collection, or offer varied community spaces. The staff has grown to 16 staff (12–13 Full-Time Equivalent (FTE))staff and, despite a recent expansion of the staff zone, they still do not have enough space to operate efficiently.

Egmont +
Pender Harbour

Halfmoon Bay

A

B

West Howe Sound

F

District of Sechelt

shíshálh Nation
Government District

D

E

Roberts Creek

Town of Gibsons

Elphinstone
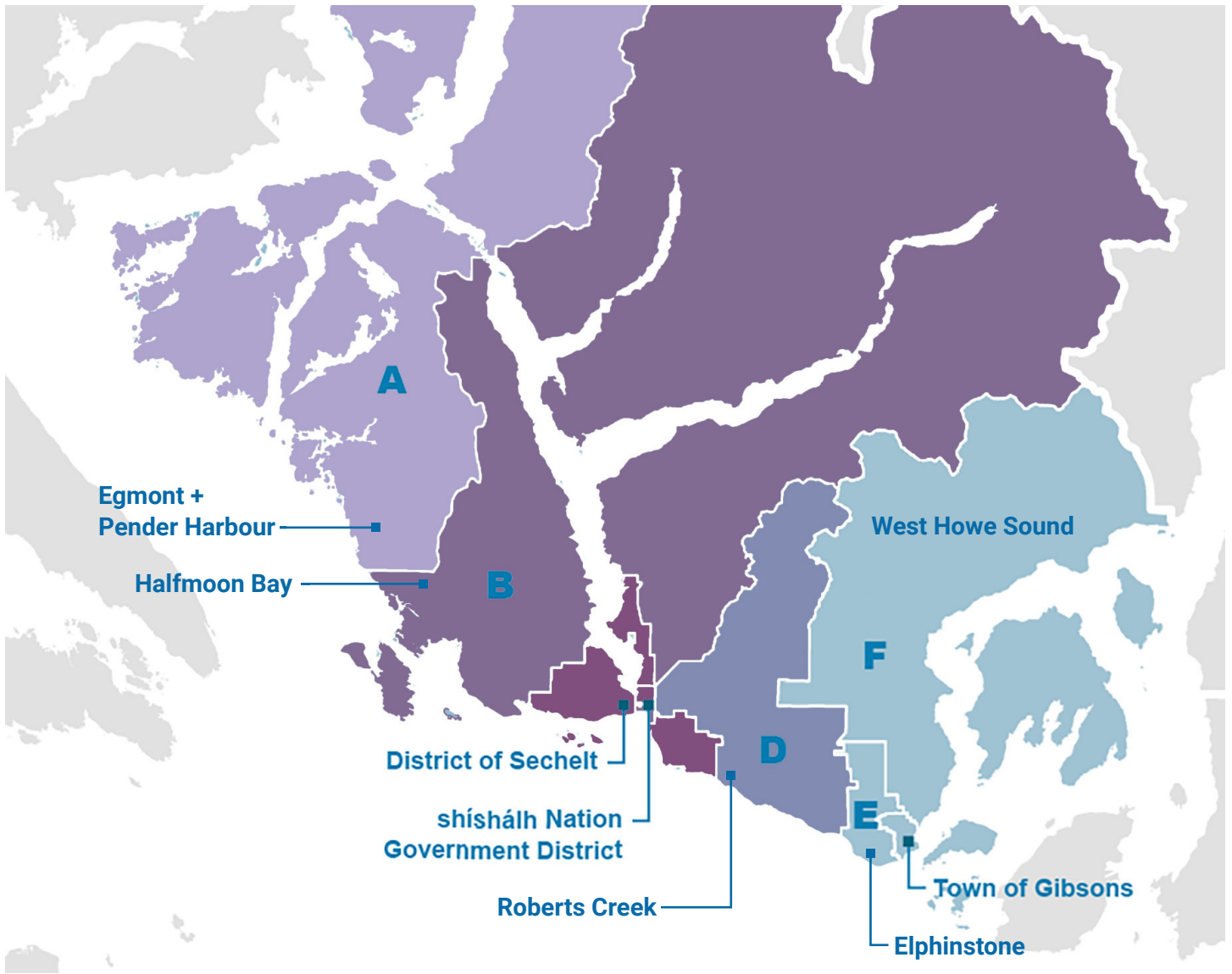
Service Catchment Area

The Sechelt Library Serves a population beyond the District of Sechelt. The only other public library facility serving the Sunshine Coast is located in the Town of Gibsons – a 30 minute drive east. For the purpose of this study, bounds of the library catchment area are Egmont & Pender Harbour Halfmoon Bay, Sechelt, shíshálh Nation, and Roberts Creek. Everything east of this zone is part of the Gibsons Library catchment area.

Sechelt Library Catchment:

SCRD A – Egmont Pender Harbour	3,039
SCRD B – Halfmoon Bay	2,969
Sechelt (DOS)	10,847
shishalh Nation	765
SCRD D – Roberts Creek	3,523
	21, 143

Gibsons Library Catchment:

SCRD E – Elphinstone	3,883
SCRD F – West Howe Sound	2,407
Town of Gibsons	4,758
	11,048

Sechelt Library Catchment Area – Population Growth chart. Total Catchment values: 21,143 (2021), 22,437, 27,351, 33,340 (2044). Sechelt + shíshálh values: 11,612 (2021), 12,323, 15,021, 18,311 (2044).
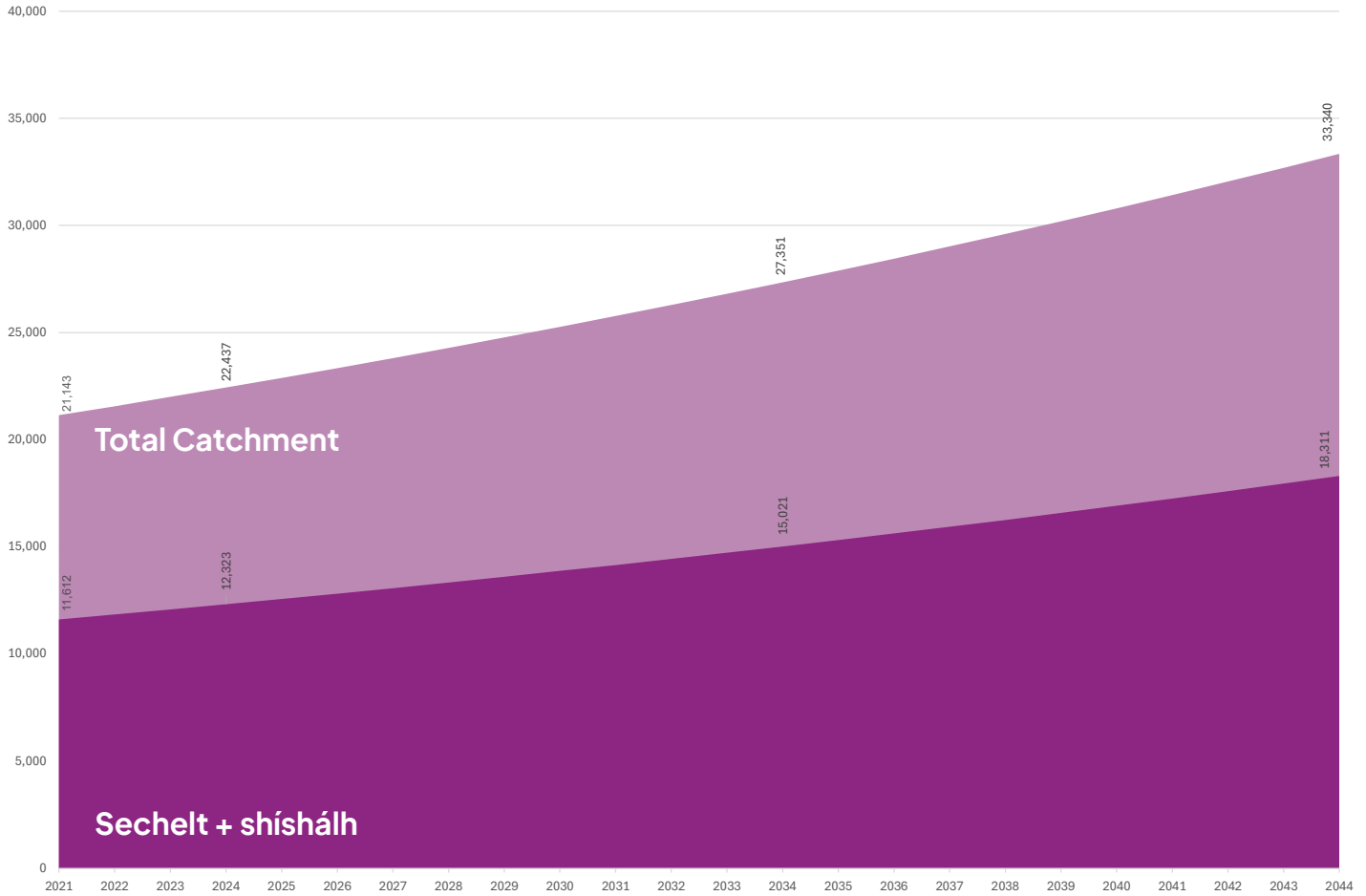
Population Growth

This study aims to quantify the spatial needs of the library from the present until to 2044 - a 20 year spatial needs analysis. The District of Sechelt (DOS) population has grown from 6,123 in 1991 to 10,847 in 2021. This averages out to about 2% growth per year and the District is expected to grow at a similar rate. Using this growth rate we can estimate that today (in 2024) the District of Sechelt (including the shishalh First Nation) has grown from 11,612 in 2021 to 12,323, and the Catchment Area has grown from 21,143 to 22,437 people.

The graph above shows the population growth projected over the next 20 years at the same growth rate. The population in the Catchment Area is expected to increase from 22,437 today to 33,340 in 2044. Sechelt & shishalh will increase from 12,323 to 18,311.

Demographics

The demographics breakdown by age points to Sechelt having an above-average population of older residents. This is especially relevant when considering the spatial requirements associated with universal accessibility - especially those with mobility assisting devices.

Changes in Libraries

Shifting Roles of the Public Library

Traditionally a place of knowledge archiving and distribution, the role of the library is shifting in an environment of evolving technological, social and economic realities. In order to assess the current and future spatial needs of the Sechelt Public Library, an understanding of the changing needs of the library more generally will serve as a guiding compass.

In her paper, Study of Future Public Library trends & Best Practices, Marie Palmer (2022) posits that many of these shifts can be understood under the broader transition from a place of knowledge distribution to one of facilitation. With a decreased focus on the storage of physical media, the library will place more weight on

"facilitating the sharing of knowledge through reference services, workshops and community presentations" (Palmer, 2022, p. 84).

With this shift, the future public library must allocate new spaces to accommodate evolving trends in knowledge sharing. While a decreased focus on physical media might allude to decreased spatial needs overall, Palmer (2022) argues that this shift frees up space for much-needed, financially-accessible spaces for much-

needed community activities and a growing trend of 'libraries of things' that require extra space. Indeed, the Ontario Ministry of Tourism, Culture and Sport argues that the public library's vital second role is that of the community hub. Drawing from Jochumsen et al.'s (2012) four spaces model , Palmer (2022) contends that the future library must allocate spaces for collaborating, quiet working or studying, socializing, presenting/meeting in a large group, and creation or using technology. Recognizing the sometimes-conflicting needs of these spaces, Palmer (2022) maintains that "flexible , modular design" (p. 87) could address the challenge of housing these divergent spaces under one roof.

Perhaps the most future-oriented of Jochumsen et al.'s (2012) four spaces is the performative space. With digital natives (eg. a person who grew up with digital technology) comprising a growing number of library patrons (American Library Association, 2019) and users more generally interested in the use of new technologies in libraries (Horrigan, 2015), Palmer (2022) suggests that this represents a shift from a place of consumption to one of creation. According to Levien (2011), so-called maker spaces house the necessary technical and artistic equipment for library users to engage in creative pursuits.

Applying the Research (Process)

Recognizing that the library will take a more facilitative role in aiding the public to both access and create knowledge, it is important to understand how these general trends can inform an application to the future spatial vision of the Sechelt Public Library. To begin the process of research translation, we will consult the Guidelines for Rural/Urban Public Library Systems from the Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO, 2017) to quantify general space needs for the growing population of Sechelt. Drawing on work from the Massachusetts Board of Library Commissioners (MBLC) (2020) which suggests that a building program should be "done by a librarian in consultation with the library staff and the trustees" (p. 140). we aim in a second step to draw on the rich first-hand experience of staff and users by consulting the Needs List for Sechelt Library created by Leianne Emery, Director of Sechelt Library.

Guidelines for Rural/Urban Public Library Systems (ARUPLO)

Serving a district population of 10,847 (Statistics Canada, 2021) and a wider catchment area approaching 22,000 the Sechelt Public Library would be considered a "large branch" (serving 10,000 to 35,000 people) according to the ARUPLO Guidelines for Rural/Urban Public Library Systems (ARUPLO, 2017). Although ARUPLO admits that additional factors "such as programs, special collections, and other add-on functions" (p. 6) help define a library's size for assessment purposes, this general classification will serve as a guiding principle in estimating the library's spatial needs. ARUPLO breaks down minimum needs for large public libraries as follows:

Types of Spaces
Needed in a Contemporary Library

Emery's first-hand account (L.Emery, pc, March 20, 2024) is a helpful tool to help translate the future-oriented four spaces model (Jochumsen et al., 2012) into a concrete needs assessment based in Sechelt's local needs. Jochumsen et al. (2012) notes that the four spaces are not necessarily mutually exclusive and are likely to overlap, manifesting in 5 types spaces which may be for:

1 COLLABORATION

2 QUIET STUDY

3 SOCIALIZING

4 LARGE MEETINGS

5 CREATION/TECHNOLOGY

This then overlap's with MLBC's framework of space types which can help us in creating, classifying and benchmarking the functional program.

A)	**Collection Spaces**
B)	**Program Spaces**
C)	**Staff Spaces**
D)	**General**

1 COLLABORATION

B)	Program	C)	Staff

Two 6–folk Meeting Rooms
Two 4–folk Meeting Rooms
Four 1 to 2–folk Booths for zoom calls & meetings
Activity Rooms (see below (4) Large Meeting Rooms)

2 QUIET STUDY

A)	Collection	B)	Program

Magazine / Newspaper reading zone
Quiet Study / Reading Room
Study Areas / Desks w/ plugs and/or computers

3 SOCIALIZING

A)	Collection	D)	General

Library Entry Hub (Entry Hub & Lobby)
Public Seating (in Lobby & throughout the space)
Area to play games (Seating)
Areas w/ a unique aesthetic and identity
    (Children's, Teen's, First Nations, Local Authors)

4 LARGE MEETINGS & EVENTS

B)	Program	C)	Staff

40 to 50–folk Activity Room with kitchen & storage
    (Multi-Purpose separate from Council Chambers)
12–15–folk Activity Rm

5 CREATION/TECHNOLOGY

B)	Program	D)	General
		A)	Collection

15' x 15' Makers' Space
Storage areas and 1 small room for tech equipment
Computer Access (or enabled) areas / desks

In summary, the Library needs to provide more space for patrons to be able to collaborate, study, make, gather and read as we do in our current technology enabled world. In contrast to the existing facility, the type of spaces missing from the functional program are desk-type seating (laptop friendly), meeting rooms, and small rooms for both staff and patron video calls and meetings.

The Community Multi-Purpose room sharing agreement between the Library and the Municipal Hall does not seem to work for either party as there is often scheduling conflicts and the room is not flexible enough, nor does it have enough storage. The room is designed primarily to function as Council Chambers, with rigid tables and a very institutional feel.

Existing Building
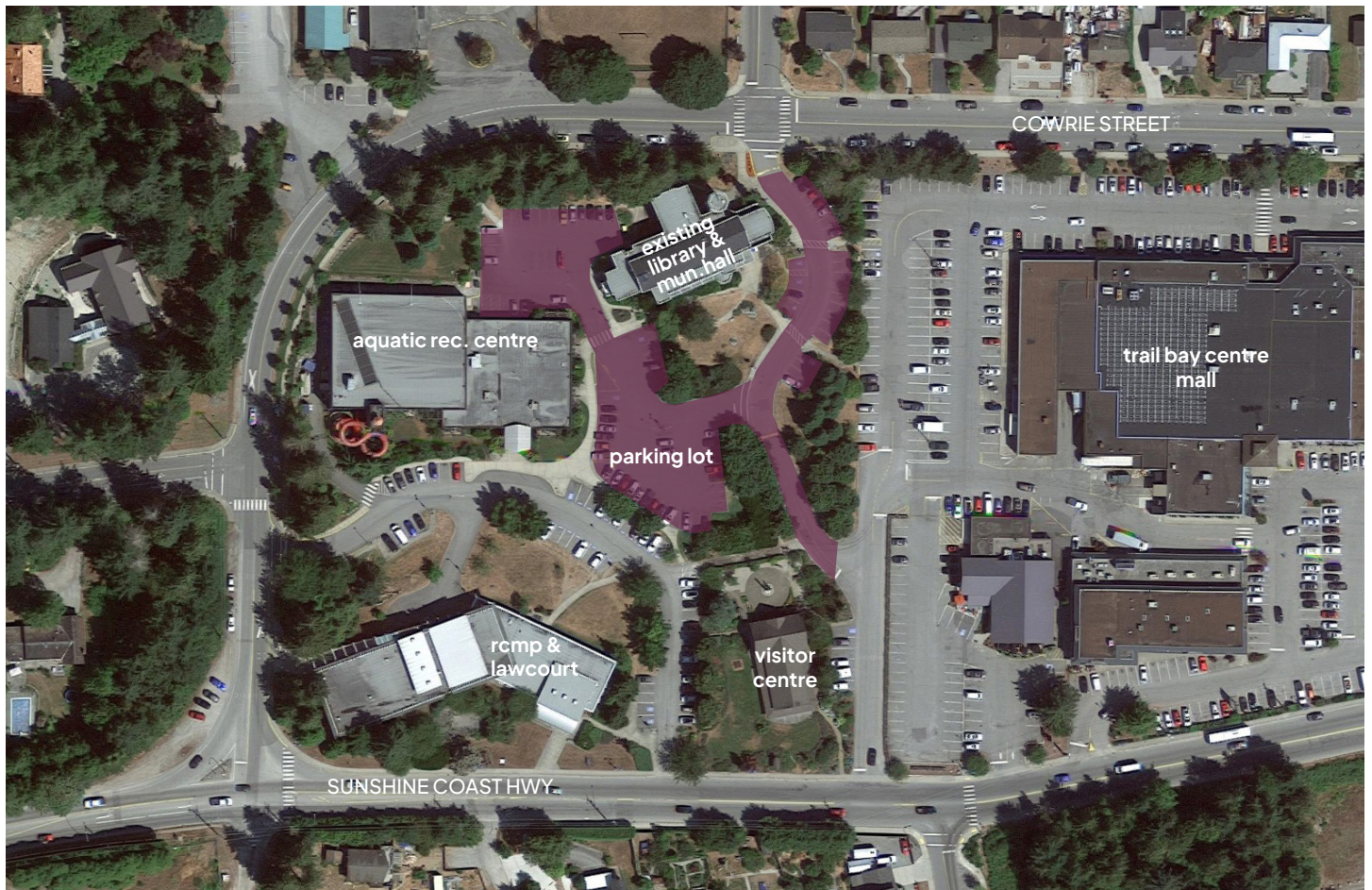
The municipal complex is located on the west end of downtown Sechelt with the Library & Municipal Hall Building at the north -east corner of the site at 5795 Cowrie Street. It shares the site and parking with the Aquatic Centre, Visitor Centre, and RCMP / Lawcourt Building. The existing building was built in 1997 and accommodated the Library on the ground floor as well as a Municipal Hall on Level 2. It has a lawn / park space to the south, with two main entrances on the east end of the building.

A paved parking lot surrounds the building with 58 unmarked parking stalls and varied landscaped areas.

The original building structure is a wood glulam post & beam frame with light wood-frame floor and walls, on a concrete foundation. The posts and beams are exposed and are an integral part of the interior architecture.

A) Collection
B) Program
C) Staff
D) General
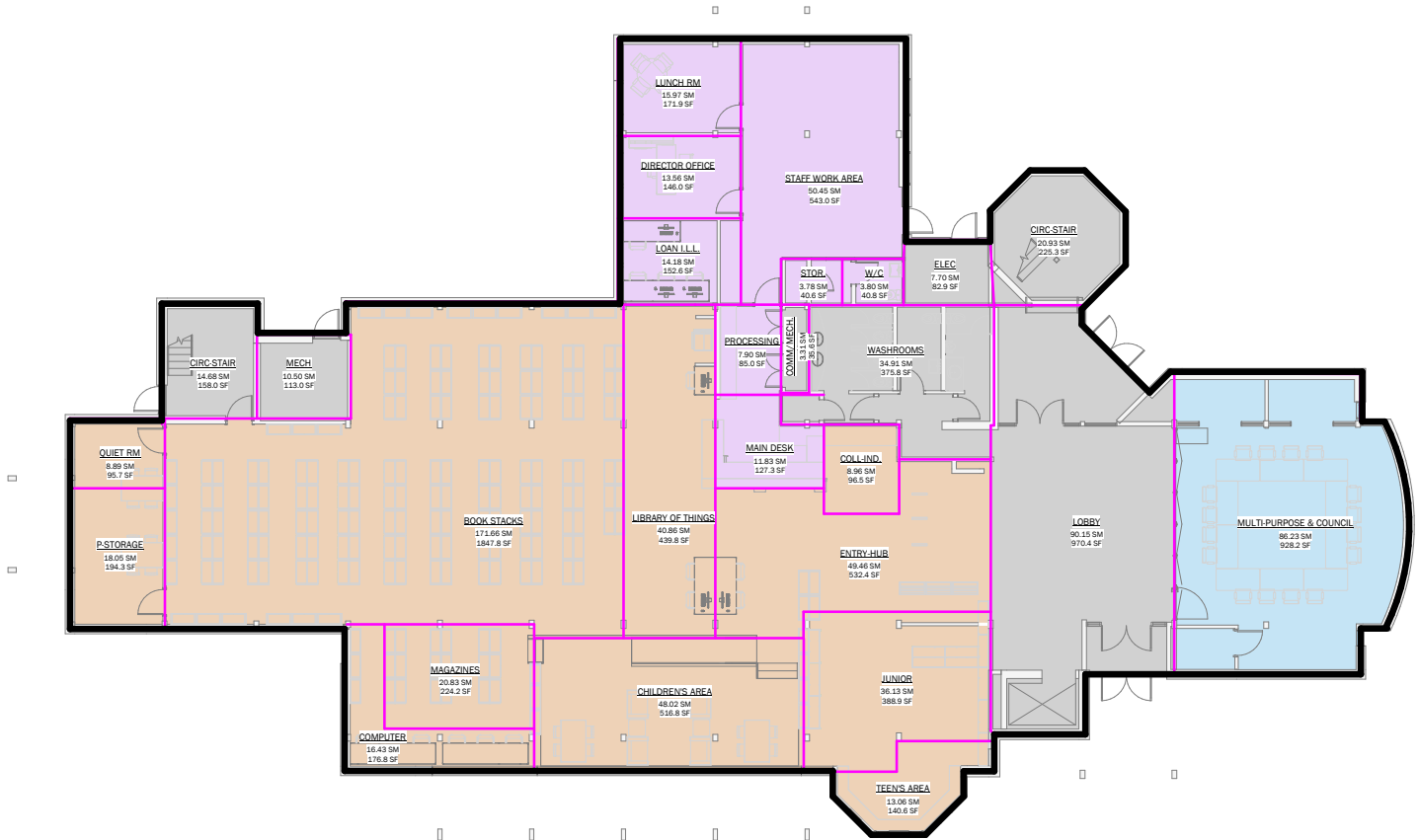
Existing Spaces

The exiting gross floor area of the ground level is 8,849 sf of which the Library comprises 7,419 sf (excluding factored-down spaces). Of this, the public-facing portion of the Library (Collection & Program Spaces) is only 5,581 sf (gross).

The Multi-Purpose room and the Lobby from which the former is accessed are shared with the upstairs Municipal Hall at a 50–50 rate. As are the building services and staircases serve the upstairs only.

The above plan shows the ground floor broken into the 4 different program types.

QUIET ROOM 96 sf
STORAGE 194 sf
COMPUTER 177 sf
INDIG. 97 sf
TEENS 140 sf
JUNIOR 388 sf
CHILDREN 517 sf
THINGS 441 sf
ENTRY / HUB 533 sf
SEATING 532 sf
BOOK STACKS 1540 sf

MULTI-PURPOSE (COUNCIL CHAMBERS) 928 sf

PROCESSING 85 sf
LOAN I.L.L. 153 sf
MAIN DESK 127 sf
STAFF WORK AREA 584 sf
STAFF W/C 41 sf
LUNCH RM 172 sf
DIRECTOR 146 sf

STAIR 225 sf
STAIR 158 sf

COMM + MECH 36 sf
ELEC 83 sf
MECH 113 sf
WASHROOMS 376 sf
LOBBY 970 sf

A)	Collection	B)	Program	C)	Staff	D)	General

Existing Spatial Program

Above is a visual summary of the existing Library separated by the 4 program types (Collection, Program, Staff & General).

Below is the Area Summary table, showing the total area of each component space. The stairs are excluded from the gross floor area, as these provide access to the second floor and do not serve the library. The Multi-Purpose Room has been factored down to 50% based on its shared use.

Of note is the lack of Program type spaces that are a cornerstone of the contemporary library today – like conference rooms of various sizes and quiet study areas, and a multi-purpose space that is dedicated to the library's use.

Existing Area Schedule (Program Breakdown)

Space	Area		Type – Notes	% of Total
Quiet Room	8.9 m²	96 sf	COLLECTION	1.1%
Program Storage	18.0 m²	194 sf	COLLECTION	2.2%
Computer	16.4 m²	177 sf	COLLECTION	2.0%
Indigenous Collection	9.0 m²	97 sf	COLLECTION	1.1%
Teen Area	13.0 m²	140 sf	COLLECTION	1.6%
Junior Area	36.0 m²	388 sf	COLLECTION	4.6%
Children's	48.0 m²	517 sf	COLLECTION	5.8%
Library of Things	41.0 m²	441 sf	COLLECTION	5.0%
Entry / Hub	49.5 m²	533 sf	COLLECTION	6.0%
Seating	49.4 m²	532 sf	COLLECTION – throughout stacks space	6.0%
Book Stacks	143.1 m²	1,540 sf	COLLECTION – incl. Magazines	17.4%
COLLECTION:	**432.3 m²**	**4,653 sf**		**53%**
Circulation Stair West	14.7 m²	158 sf	GENERAL - Excluded (not used by Library)	2%
Circulation Stair East	20.9 m²	225 sf	GENERAL - Excluded (not used by Library)	3%
Elec	7.7 m²	83 sf	GENERAL – shared @ 50%	1%
Comm + Mech Closet	3.3 m²	36 sf	GENERAL	0%
Mech	10.5 m²	113 sf	GENERAL – shared @ 50%	1%
Public Washrooms	34.9 m²	376 sf	GENERAL	4%
Lobby	90.2 m²	970 sf	GENERAL – shared @ 50%	11%
GENERAL:	**146.6 m²**	**1,577 sf**	(excl. Stairs)	**18%**
Multi–Purpose (Council Chambers)	86.2 m²	928 sf	PROGRAM – shared @ 50%	10%
PROGRAM:	**86.2 m²**	**928 sf**		**10%**
Main Desk	11.8 m²	127 sf	STAFF	1%
Processing	7.9 m²	85 sf	STAFF	1%
Loan (I.L.L.)	14.2 m²	153 sf	STAFF	2%
Staff Work Area	54.2 m²	584 sf	STAFF – incl. Storage 3.8m²	7%
Lunch Rm	16.0 m²	172 sf	STAFF	2%
Director's Office	13.6 m²	146 sf	STAFF	2%
Staff WC	3.8 m²	41 sf	STAFF	0%
STAFF:	**121.5 m²**	**1,308 sf**		**15%**
GROSS TOTAL (Ground Floor):	**822.1 m²**	**8,849 sf**	**incl. Stairs** (Ground Floor total)	**100%**
Total (less stairs)	786.5 m²	8,466 sf	less Stairs	
LIBRARY TOTAL:	**689.2 m²**	**7,419 sf**	**(less 50% Shared Spaces & Stairs)**	**84%**

Current Functional Challenges

The Library Director's report indicates the following functional challenges and desires for the future:

Collection Size & Floor Space
Increase to expand physical collection size and improve maneuverability. Currently aisles are too narrow. Collection is at zero growth.

Accessibility
Increase Floor Area for aisle maneuverability. Limit us of highest shelf for easier + safer access to all.

Seating
Increase Seating number & Choices: Soft & Desk seating

Access to Power
For laptop & technology use throughout the space. Currently very limited.

Lobby
Currently shared with Municipal Hall and provides access to Elevator, Community Room & Washrooms. Ideally Lobby has dedicated space to be utilized by Library for programming, seating or library collections.

Security Entry Gate
Currently no space for security gates for accessibility standards — need 6ft clear around.

Multi-Purpose Room
(non-flexible, and shared with Municipal Hall). Need to have a dedicated large room for library separate from Council Chambers. Different functionality, furniture, flooring & aesthetics.

Meeting Rooms
Need acoustical privacy for collaboration, tele-conferencing, programming, meetings, webinars, & studying. No such space in current library.

Conference Pods
Acoustic privacy to allow these.

Public Washrooms
Current stalls are too tight (less that 3ft wide) (need accessibility and comfort improvement – would need to grow by 20%), and need to grow the count of stalls with the building expansion.

Staff Washrooms:
Need better ventilation and privacy (2 stalls). Currently 1 small stall in the middle staff work area.

Maker Space:
Space with workbenches, tables, storage, sink and place for equipment and tools.

Staff Needs

Currently 16 full & part-time (12 Full-Time Equivalent) staff work at the library and the number would be expected to grow.

- Assessed need for up to 20 lockers:
  There are many non-staff that transit through staff area, and there is currently no secure coat area

- Individual work spaces:
  20 Individual desks w/ some privacy in a staff work area. Currently completely inadequate.

- Collaborative spaces:
  2 Collaborative tables for project use (height adjustable)
  2 small Meeting rooms for zoom meetings / webinar & group projects (up to 4 ppl)

- Separate office for Library Director (same as current)

- Adequate Lunch/Break Rm with kitchen (with acoustic separation from work area, adequate food storage for programs & staff, eating table and recycling space.

- Ideally 2 Staff WCs separate from work area and improved ventilation.

- Storage: generally a shortage of storage in current staff work area.
  (processing, programming, and office supplies, files, etc.)

Gap Analysis: Program Space

(Population vs. First–Hand Survey)

In order to assess the spatial needs of the library, industry best-practice guides were cross-referenced with the library director's assessment of the buildings current spatial and service shortfalls.

The first approach to calculating the necessary floor area for the Library compares two guidelines (the ARUPLO & MLBC documents) to effectively benchmark the necessary spaces based on the population of the Library catchment area. The documents effectively prescribe a population range for effective serviceability relative to library floor area. A simple ratio of 1 person served to 1sf of library space represents the ideal, although most community libraries fall short of this ratio.

In addition to the benchmarking described above, the library's spatial needs were also tested against the physical requirements described in the library manager's Needs List. Each of the spatial requirements were quantified to determine the floor area required for the library to adequately provide each service.

0.6 – 1.0   sf /person considered acceptable overall range

0.6 – 0.8 beginning to overcrowd	0.8 – 1.0 comfortable range
0.6	0.8	1.0
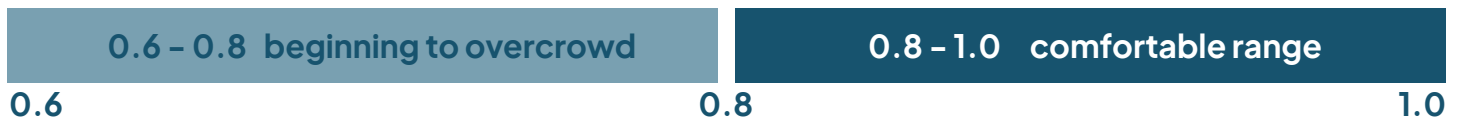
By Population

The tables below compare the levels of serviceability based on the population served compared against the library floor area. These compare the different catchment area scenarios.

What this analysis shows is that even if we were to benchmark the immediate catchment areas (scenario b) of District of Sechelt, shishalh First Nation and Halfmoon Bay and compare the projected population to the floor area needs that would serve that number of people, we would have a total space of 17,245 sf, a +132% increase over the existing area of 7,419 sf.

If we use the wider catchment area of Egmont to Roberts Creek that is in line with historic data serving 21,143 people (scenario a), the optimal size of total Library building would be 25,005 sf or an increase by +237%

What this data is showing us is that the Library of Sechelt is under serving its population and immediate need for growth is well justified.
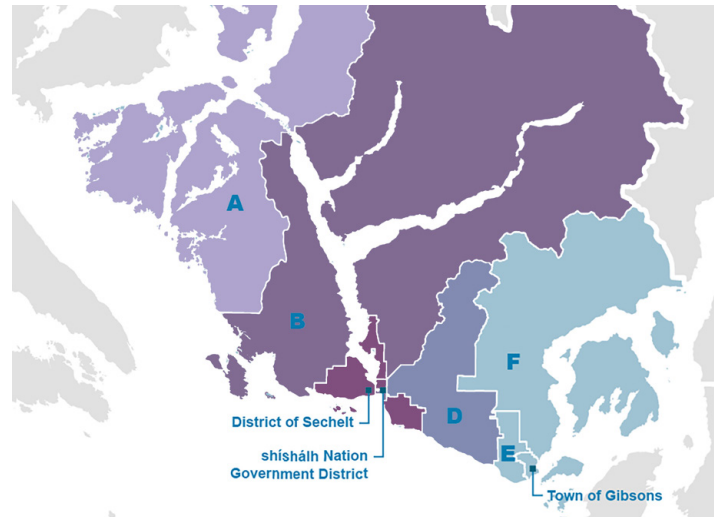
(a) FLOOR AREA NEEDS 21,143 people (DOS, shishalh, Egmont PH, Halfmoon Bay, Roberts Creek)

	Population	Area Exstg	(0.75) Area Need	(1.0) Area Need		Δ	Growth	Notes
2021	21,143 ppl	7,419	(excl. Stairs + 50% Shared Spaces)				0.35	for current population
2024 – Current Need	22,437 ppl	7,419	16,828	22,437	sf	15,018	202%	
2034 – 10 years NEED	27,351 ppl	7,419	**20,513**	**27,351**	**sf**	**19,932**	**269%**	0.82 ratio for 2044 pop'n
2044 – 20 years NEED	33,340 ppl	7,419	25,005	33,340	sf	25,921	349%	
OPTIMAL SIZE	33,340 ppl	7,419	0.75	**25,005**	sf	17,586	**237%**	0.75 of 2044 population

(b) FLOOR AREA NEEDS 14,581 people (DOS, shishalh, Halfmoon Bay)

	Population	Area Exstg	(0.75) Area Need	(1.0) Area Need		Δ	Growth	Notes
2021	14,581 ppl	7,419	(excl. Stairs + 50% Shared Spaces)				0.51	for current population
2024 – Current Need	15,473 ppl	7,419	11,605	15,473	sf	8,054	109%	
2034 – 10 years NEED	18,862 ppl	7,419	**14,147**	**18,862**	**sf**	**11,443**	**154%**	0.82 ratio for 2044 pop'n
2044 – 20 years NEED	22,993 ppl	7,419	17,245	22,993	sf	15,574	210%	
OPTIMAL SIZE	22,993 ppl	7,419	0.75	**17,245**	sf	9,826	**132%**	0.75 of 2044 population

Future Building

Future Spaces

Referencing the Library Director's input and the ARUPLO Guideline a spatial program was synthesized for a building expansion, prioritizing growth in the spaces that need them.

Based on the above assessment, certain types of spaces had to grow at an increased rate as compared to others. Specifically, the 'Program' type spaces like meeting rooms and the maker space. The below total also includes a new dedicated Council Chambers space that would continue to serve the Municipal Hall, which has been be accounted for in its Needs Assessment.

	COLLECTION	PROGRAM	STAFF	GENERAL

EXISTING

COLLECTION: **4,653 sf** — 53%

PROGRAM: **928 sf** — 10%

STAFF: **1,308 sf** — 15%

GENERAL: **1,961 sf** — 18%
incl. Stairs

8,849 sf

PROPOSED PROGRAM with 10% GROSS UP

COLLECTION: **8,993 sf** — 47% / +76%

PROGRAM: **2,695 sf** — 19% / +189%
1,021 sf Council Chambers

STAFF: **2,885 sf** — 15% / +56%

GENERAL: **3,469 sf** — 15% / +48%
incl. Stairs & Shared Spaces

19,063 sf
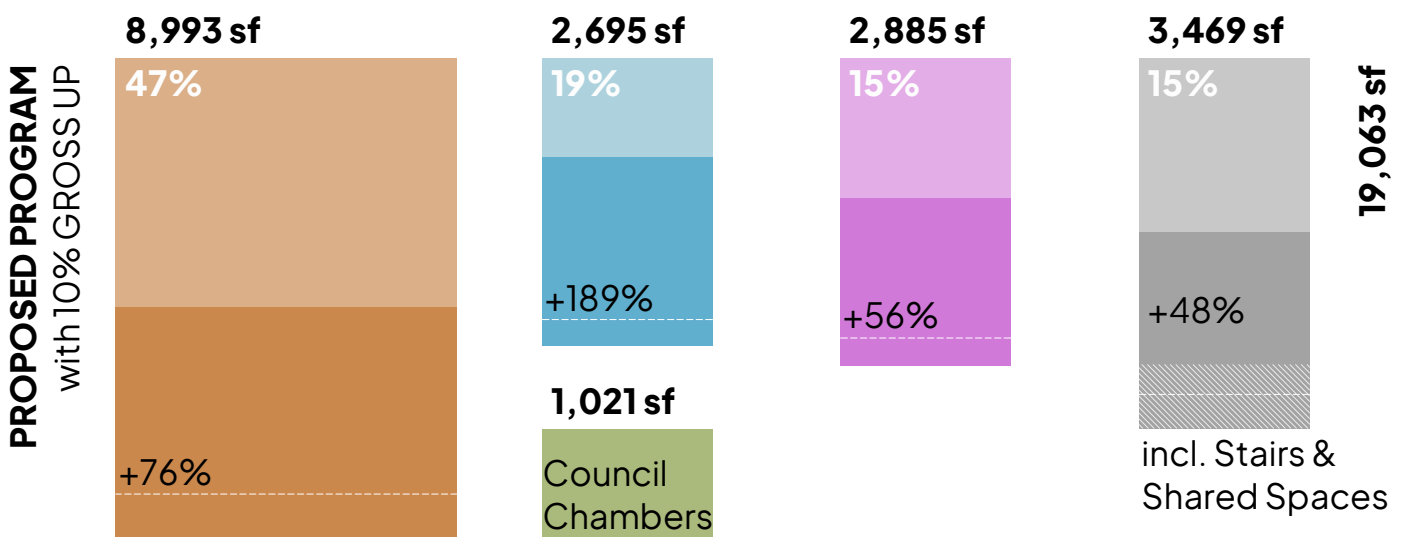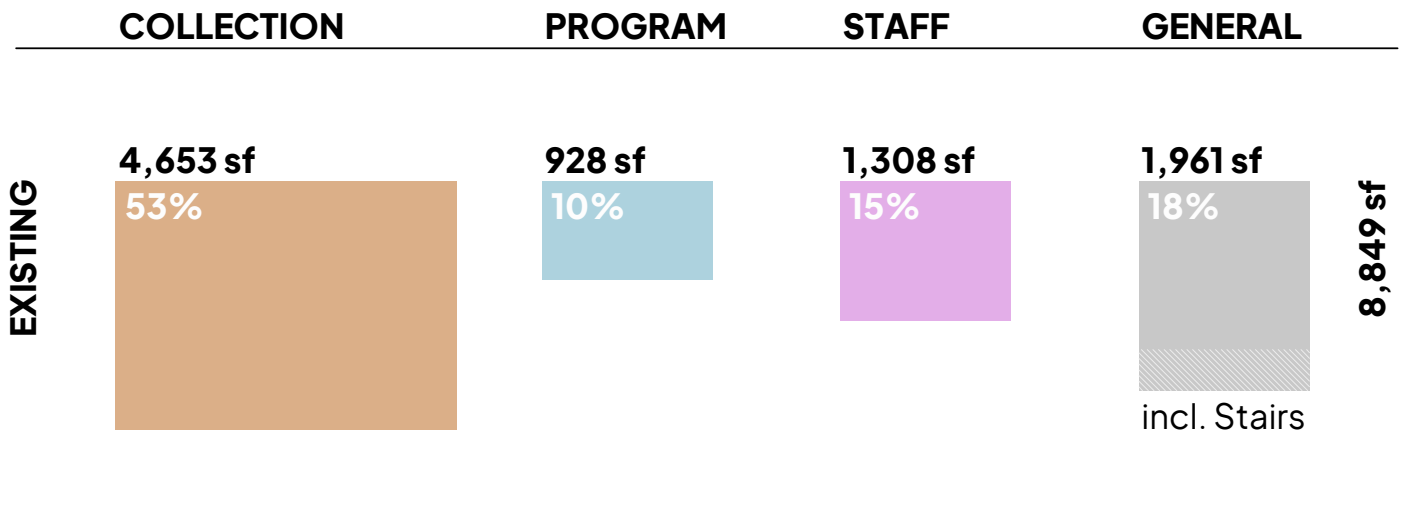
Spatial Program — Existing & Proposed

This visual summary shows the total gross ground floor area needed (proposed) for the Library compared to the existing. For simplicity, this includes a new dedicated Multi Purpose Room (in lieu of Council Chambers) & all the shared spaces without factoring them down to represent the building footprint.

Below are more detailed summary table (p.22) and visual spatial program break down by space (p.23).

Existing Gross Area:	8,849 sf
Increase of:	(+115%) +10,213 sf
Proposed Gross Area:	**19,063 sf**

With shared spaces factored down and stairs and Council Chambers excluded:

Existing Net Library Area:	7,419 sf
Increase of:	(+122%) +9,038sf
Proposed Net Library Area:	**16,457sf**

Proposed Area Schedule (Program Breakdown)

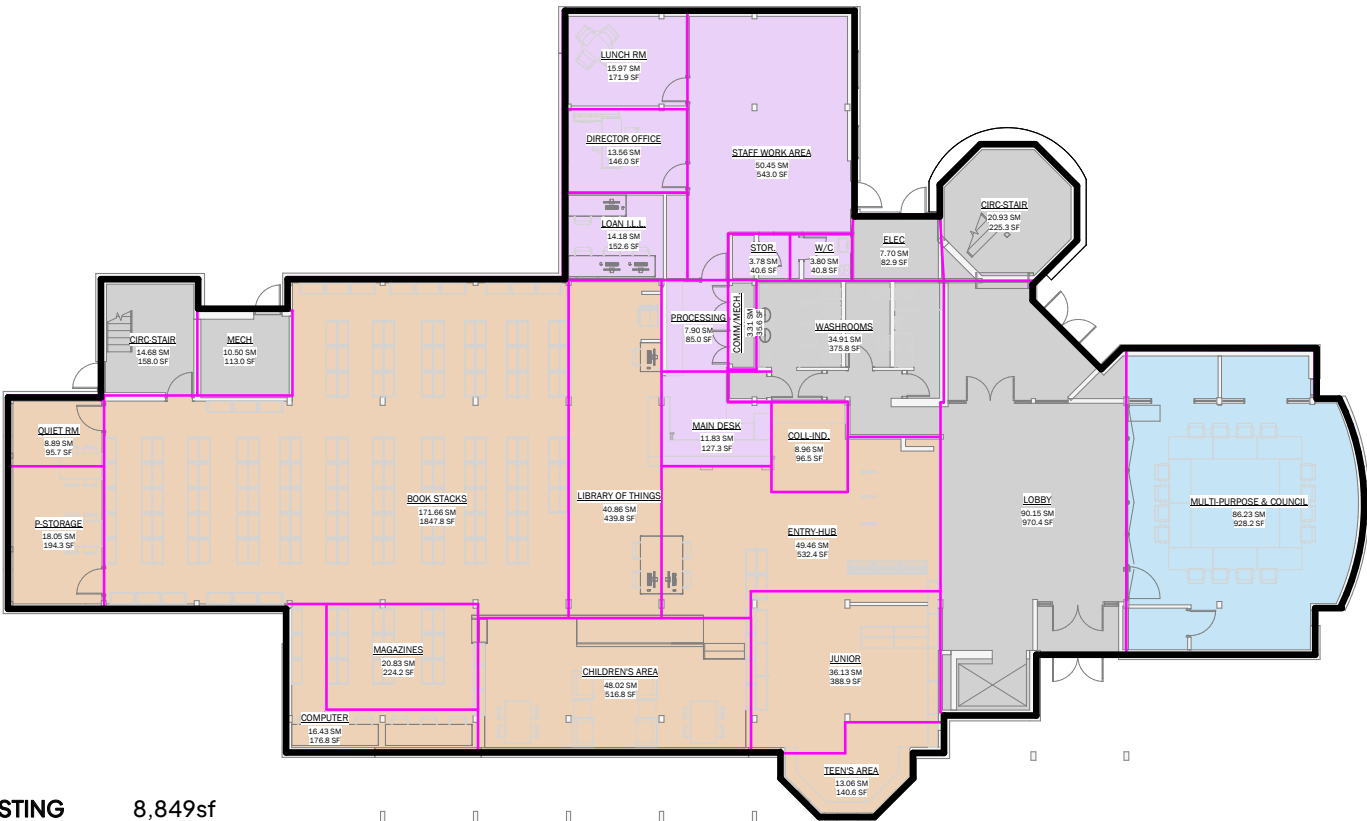| Space	factor increase / #	Area		Type	% of Total
Quiet Room	2.09	18.6 m²	200 sf	COLLECTION	1%
Program Storage	1.75	31.5 m²	339 sf	COLLECTION	2%
Computer	1.75	28.7 m²	309 sf	COLLECTION	2%
Indigenous Collection	1.75	15.8 m²	170 sf	COLLECTION	1%
Teen Area	1.75	22.8 m²	245 sf	COLLECTION	1%
Junior Area	1.75	63.0 m²	678 sf	COLLECTION	4%
Children's	1.75	84.0 m²	904 sf	COLLECTION	5%
Library of Things	1.75	71.8 m²	772 sf	COLLECTION	4%
Entry / Hub	1.75	86.6 m²	932 sf	COLLECTION	5%
Seating	1.75	86.5 m²	931 sf	COLLECTION	5%
Book Stacks	1.75	250.4 m²	2,695 sf	COLLECTION - incl. Magazines	16%
COLLECTION:	**176%**	**759.5 m²**	**8,176 sf**		**47%**
Circulation Stair	2.00	29.4 m²	316 sf	GENERAL - Excluded (not used by Library)	2%
Circulation Stair	1.00	20.9 m²	225 sf	GENERAL - Excluded (not used by Library)	1%
Elec	1.75	13.5 m²	145 sf	GENERAL - shared @ 50%	1%
Comm + Mech Closet	1.75	5.8 m²	62 sf	GENERAL	0%
Mech	1.75	18.4 m²	198 sf	GENERAL - shared @ 50%	1%
Washrooms	2.00	69.8 m²	751 sf	GENERAL	4%
Lobby	1.50	135.2 m²	1,456 sf	GENERAL - shared @ 50%	8%
GENERAL:	**166%**	**242.7 m²**	**2,612 sf**	(excl. Stairs)	**15%**
					0%
Maker Space	1	23.2 m²	250 sf	PROGRAM	1%
32-person Multi-Purpose Room	1	74.3 m²	800 sf	PROGRAM - Library Dedicated Community Room	5%
12-15 Person Activity Room	1	27.9 m²	300 sf	PROGRAM	2%
2-Person Meeting	4	18.6 m²	200 sf	PROGRAM	1%
4-Person Meeting	3	27.9 m²	300 sf	PROGRAM	2%
6-Person Meeting	2	55.7 m²	600 sf	PROGRAM	3%
Council Chambers (Multi-Purpose)	1	86.2 m²	928 sf	100% Dedicated to Municipal Hall	5%
PROGRAM:	**364%**	**313.8 m²**	**3,378 sf**	incl. Council Chambers (2,450sf total Program)	**19%**
Main Desk	1.54	18.1 m²	195 sf		1%
Processing	2.02	16.0 m²	172 sf		1%
Loan I.L.L.	1.21	17.2 m²	185 sf		1%
Staff Work Area	2.31	125.4 m²	1,350 sf	incl. Storage	8%
Lunch Rm	2.44	39.0 m²	420 sf		2%
Director's Office	1.02	13.9 m²	150 sf		1%
Staff WC	3.69	14.0 m131	151 sf	75sf (in Work Area)	1%
STAFF:	**201%**	**243.7 m²**	**2,623 sf**		**15%**
SUBTOTAL:		**1,610.0 m²**	**17,330 sf**	incl. Stairs	
Gross up of 10%		161.0 m²	1,733 sf	For Wall thicknesses, circulation and service spaces.	
GROSS TOTAL (Ground Floor):		**1,771.0 m²**	**19,063 sf**	grossed up by 10% , incl. Stairs	
LIBRARY TOTAL:		**1,528.9 m²**	**16,457 sf**	(less 50% Shared Spaces, Stairs & Council Chambers)	

SECHELT LIBRARY   toad

2x QUIET ROOM 200 sf — x2.1
P. STORAGE 339 sf — x1.75
COMPUTER 301 sf — x1.75
INDIG. 170 sf — x1.75
TEENS 245 sf — x1.75
JUNIOR 678 sf — x1.75
CHILDREN 904 sf — x1.75
THINGS 772 sf — x1.75
ENTRY / HUB 932 sf — x1.75
SEATING 931 sf — x1.75
BOOK STACKS 2695 sf — x1.75

MAKER SPACE 250 sf — +250 sf
12-FOLK ACTIVITY 300 sf — +300 sf
2-FOLK MEETING 4 x 50 sf — +200 sf
4-FOLK MEETING 3 x 100 sf — +300 sf
6-FOLK MEETING 2 x 150 sf — +300 sf
32- FOLK MULTI-PURPOSE 800 sf

PROCESSING 172 sf — x2.00
LOAN I.L.L. 185 sf — x1.23
MAIN DESK 195 sf — x1.50
MEETING (4) / MEETING
STAFF WORK AREA 1350 sf — x2.50
STAFF W/C 151 sf — x1.89
LUNCH/BREAK RM 420 sf — x2.50
DIRECTOR 150 sf — x1.03

COUNCIL CHAMBERS (MUNICPAL HALL) 926 sf

STAIR 225 sf
STAIR 158 sf
STAIR 158 sf

COMM+ MECH 36 sf
ELEC 151 sf — x1.75
MECH 207 sf — x1.75
WASHROOMS 913 sf — x2.00
LOBBY 1453 sf — x1.90

A) Collection	B) Program	C) Staff	D) General

Spatial Program — By Individual Space

SECHELT LIBRARY

COLLECTION
+4,340sf

PROGRAM
+1,767sf

STAFF
+1,577sf

GENERAL
+1,508sf

COUNCIL CHAMBERS (MUN. HALL)
+1,021sf

LUNCH RM
15.97 SM
171.9 SF

DIRECTOR OFFICE
13.56 SM
146.0 SF

STAFF WORK AREA
50.45 SM
543.0 SF

LOAN I.L.L.
14.18 SM
152.6 SF

CIRC-STAIR
20.93 SM
225.3 SF

CIRC-STAIR
14.68 SM
158.0 SF

MECH
10.50 SM
113.0 SF

STOR.
3.78 SM
40.6 SF

W/C
3.80 SM
40.8 SF

ELEC
7.70 SM
82.9 SF

PROCESSING
7.90 SM
85.0 SF

COMM / MECH
3.31 SM
35.6 SF

WASHROOMS
34.91 SM
375.8 SF

QUIET RM
8.89 SM
95.7 SF

P-STORAGE
18.05 SM
194.3 SF

BOOK STACKS
171.66 SM
1847.8 SF

LIBRARY OF THINGS
40.86 SM
439.8 SF

MAIN DESK
11.83 SM
127.3 SF

COLL-IND.
8.96 SM
96.5 SF

LOBBY
90.15 SM
970.4 SF

MULTI-PURPOSE & COUNCIL
86.23 SM
928.2 SF

ENTRY-HUB
49.46 SM
532.4 SF

MAGAZINES
20.83 SM
224.2 SF

CHILDREN'S AREA
48.02 SM
516.8 SF

JUNIOR
36.13 SM
388.9 SF

COMPUTER
16.43 SM
176.8 SF

TEEN'S AREA
13.06 SM
140.6 SF

This visual compares the added program with the existing building, to gain a grasp of the overall footprint of the building the Library would require to address it's needs to serve their community.

Here is a summary of areas on the ground floor of the building:

Total Gross Existing:		8,849 sf
Total Gross Added	(+125%)	+10,213 sf
Total Gross Proposed:		**19,063 sf**
Total Net Existing:		7,419 sf
Total Net Added	(+122%)	+9,038 sf
Total Net (Library Only) Proposed:		**16,457 sf**

ADJACENCY DIAGRAM
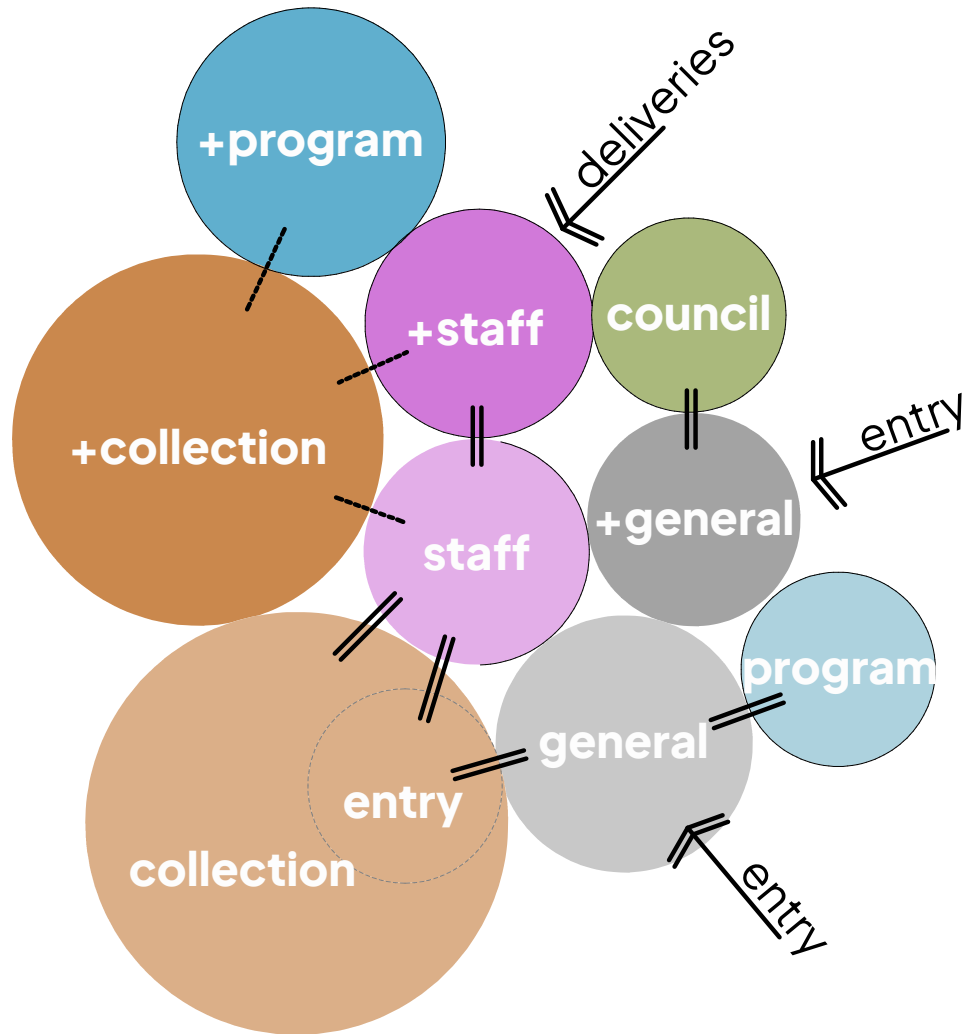
Spatial Relationships

As illustrated by the above adjacency diagram:

- Staff Main Desk needs to have a clear view of the entry and all of the collections space.
- The Processing space and Inter-Library Loan Processing need to be adjacent to the main desk, and nearby the Staff Work Area
- Staff Work Area should be nearby the Main Desk.

- The Large Meeting rooms should have access by the public after operating hours
- The Multi-purpose Room works best when it has the ability to spill out into the Lobby for larger gatherings.

Context & Next Steps

The District of Sechelt (DOS) Municipal Hall has conducted a Needs Assessment that estimates a 6,829 sf addition is required. Given the clear need for the library to expand by 10,213 sf as well, both uses would benefit from an expansion of the current building floor area. It is recommended that a Feasibility Study along with a thorough Programming exercise be completed to develop and analyze an expansion that would accommodate both of these uses and their needs. This feasibility study is an important next step along the path toward a bright future for the Sechelt Library & Municipal Hall.

References

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  DOI 10.1108/03074801211282948

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  DOI: 10.1080/01616846.2020.1868224

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  "**Guidelines For Rural/Urban Public Library Systems**" 3rd Edition

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  " **Library Space: A Planning Resource for Librarians**" Sasaki

BC Public Libraries (2023).
  "**2002–2022 BC Public Libraries Open Data**" [Data set]. Government of British Columbia.
  Retrieved April 12, 2024, from https://catalogue.data.gov.bc.ca/dataset/d03007d6–d6c7–44d7–b2f8–710ba9433617/resource/f4e06e52–6072–4123–b3cf-52d2f9782040/download/2002–2022–bc-public-libraries-open-data-csv-v22.xlsx

Building Envelope
Remediation Needs

SR Engineering Ltd.

2110 – 21331 Gordon Way
Richmond, BC V6W 1J9
E: info@srengineeringltd.com

Observations specific to Tower:
- Interior moisture damage
- Water staining on sheathing
- Air leakage at windows
- Siding and associated component wear

SR Engineering Ltd.

Figure 2-11 Fungal growth in wood

Reference:
BC Housing Research Centre (2019).
Building Enclosure Design Guide Wood-Frame
Multi-Unit Residential Buildings
Second Edition, Page 28
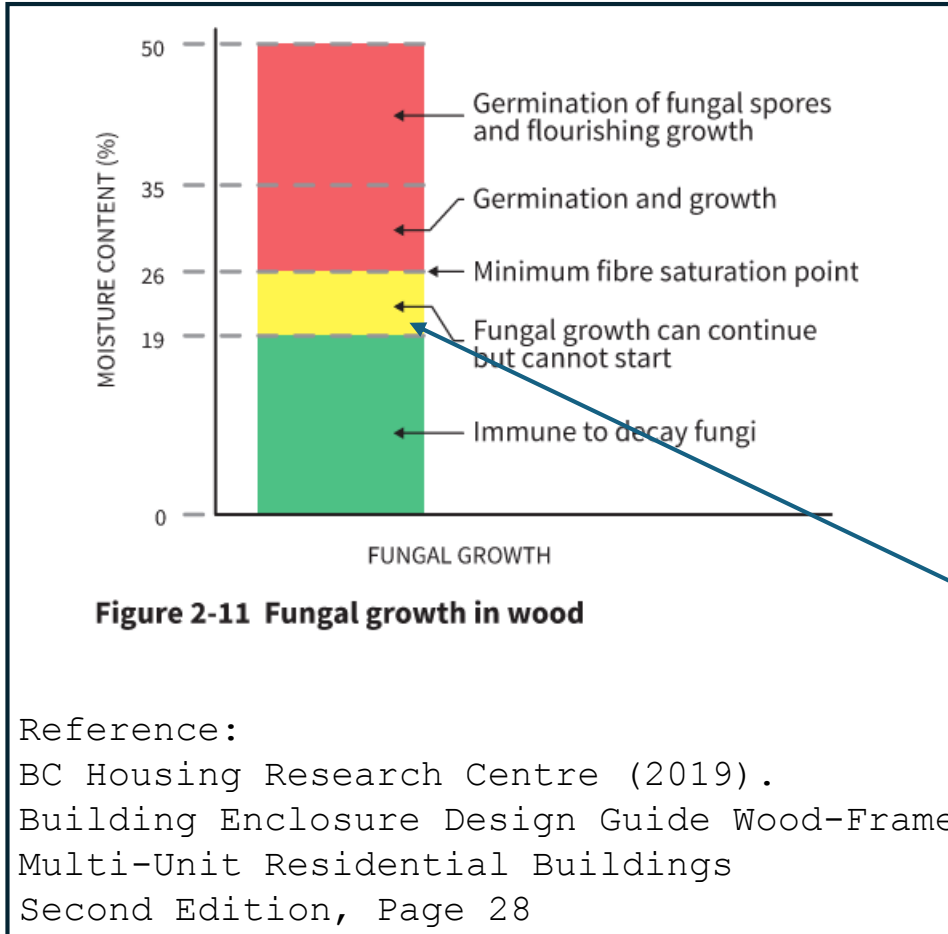
MC < 19% AND No visible damage to building paper/sheathing	🟩	Acceptable Condition: Wood has not recently been exposed to liquid water. Moisture content in the wood is less than the moisture content for wood decay fungi to propagate.
19% < MC < 26% OR Minor damage to building paper/sheathing	🟨	Cautionary Damage: Wood has been exposed to liquid water. Fungal growth can be sustained.
MC > 26% OR Sheathing deterioration is present	🟥	Deterioration: Conditions where wood decay has occurred, or where decay fungi can grow. These areas are not acceptable and should be repaired prudently.

Our observations indicate that exploratory openings were generally in this range.
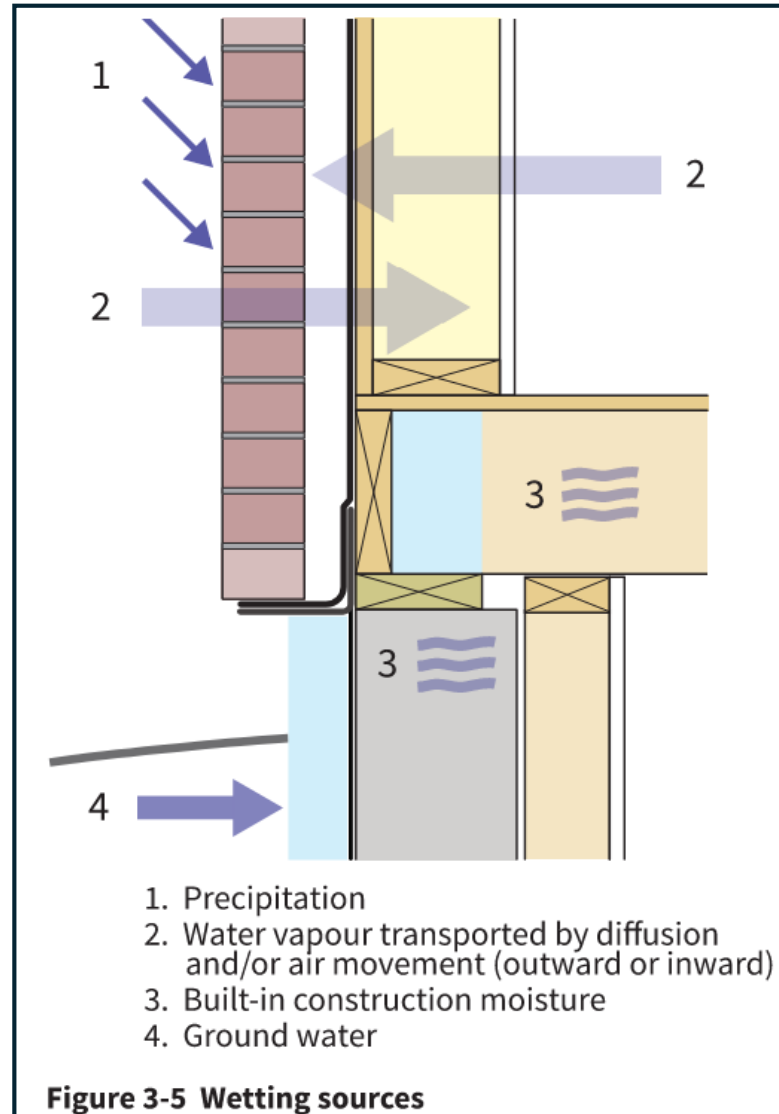
1. Precipitation
2. Water vapour transported by diffusion and/or air movement (outward or inward)
3. Built-in construction moisture
4. Ground water

Figure 3-5 Wetting sources

Reference:
BC Housing Research Centre (2019).
Building Enclosure Design Guide
Wood-Frame Multi-Unit Residential
Buildings
Second Edition, Page 48

SR Engineering Ltd.
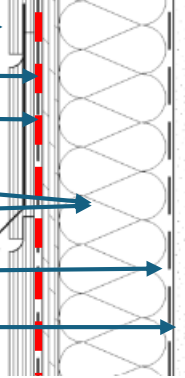
- Measured Interior Humidity – 44% RH and 18.9deg C
- Yields Dew Point: 6.4 deg C
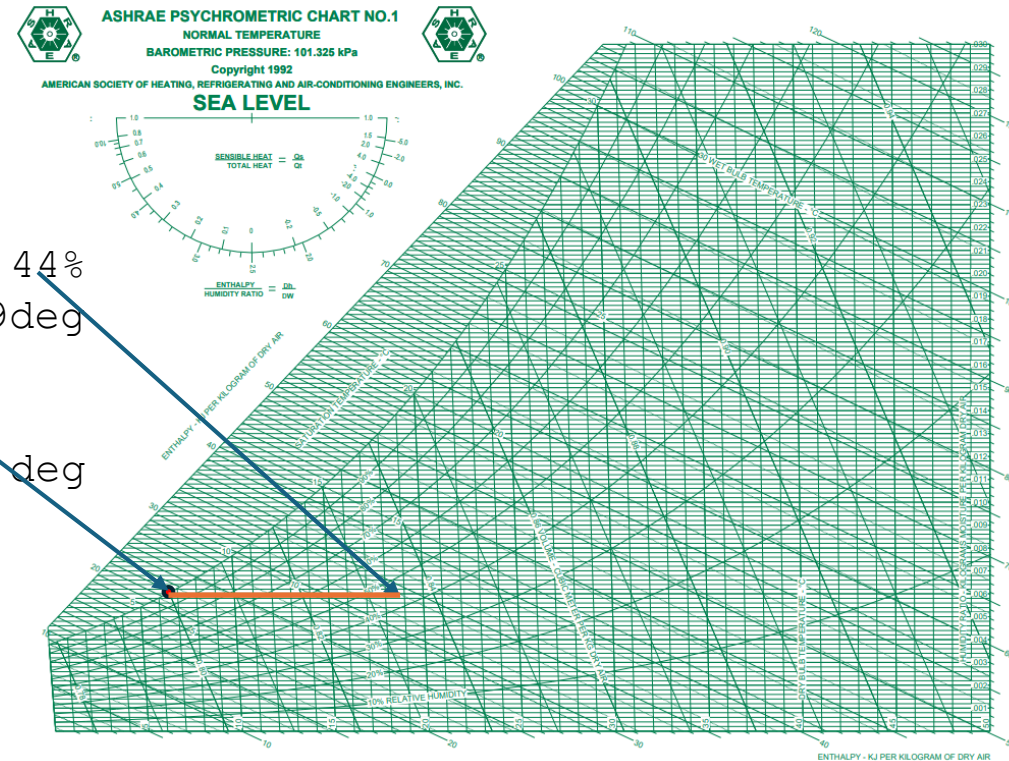
Ashrae Standard 62.1 – 2016 recommends RH less than 65%, and therefore interior humidity at Tower is considered good practice

Existing Ext. Assembly (Wood siding)

- Beveled wood siding
- Synthetic housewrap
- ½" plywood sheathing
- 2x6 wood stud/steel frame
- Fibreglass batt insulation
- 6 mm polyethylene
- Painted gypsum wall board

Insufficient detailing

Failed sealant

Missing sealant
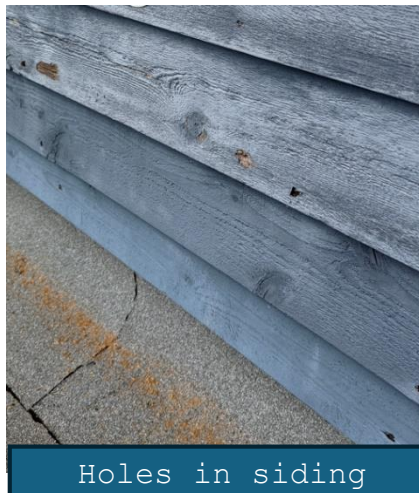
Holes in siding
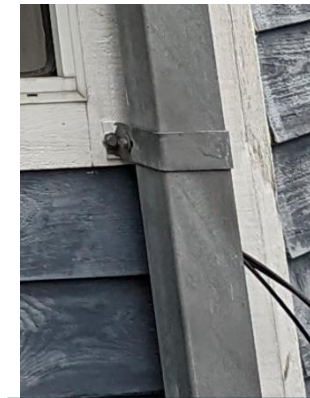
Unsealed penetrations
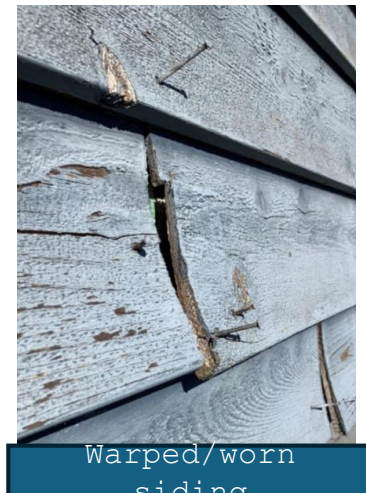
Warped/worn siding

Exposure Category: High

Project: SR Engineering Ltd. Project No.
District of Sechelt Committee of the Whole Meeting Agenda — District of Sechelt — Municipal Hall and Library
Wednesday, June 26, 2024

SR Engineering Ltd.

Page 44 of 73

Deficiency Photos of Air Leakage and Moisture Voids

Window observations:
- Double glazed aluminum windows, concealed barrier types
- It appears that in 2008, windows were replaced, with assembly modified for an installation form the interior side. This assembly inhibits the tie-in capability to the exterior wall
- Interior gaskets are loose and not continuous, air leakage observed.
- Exterior glazing tapes appear worn
- Worn mitres
- Deterioration in wood sills
- Service life is reached.

Project Section 7.0 - Committee of the Whole Meeting Agenda
District of Sechelt
Wednesday, June 26, 2024

District of Sechelt – Municipal Hall and Library

SR Engineering Ltd.

Page 45 of 73

Roof Assembly

- 2-ply SBS membrane
- 7" Expanded Polystyrene Insulation
- 3/4" Ext. Grade Plywood
- Framing structure
- Interior finishing
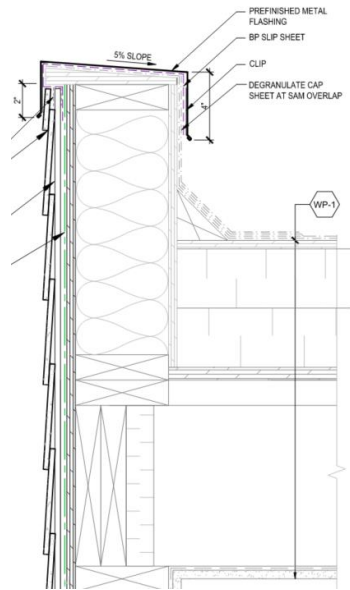
Roof Deficiency Photos of wear, voids and damage
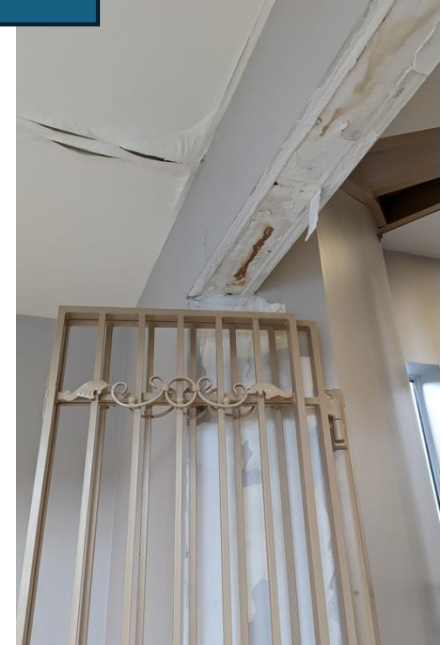
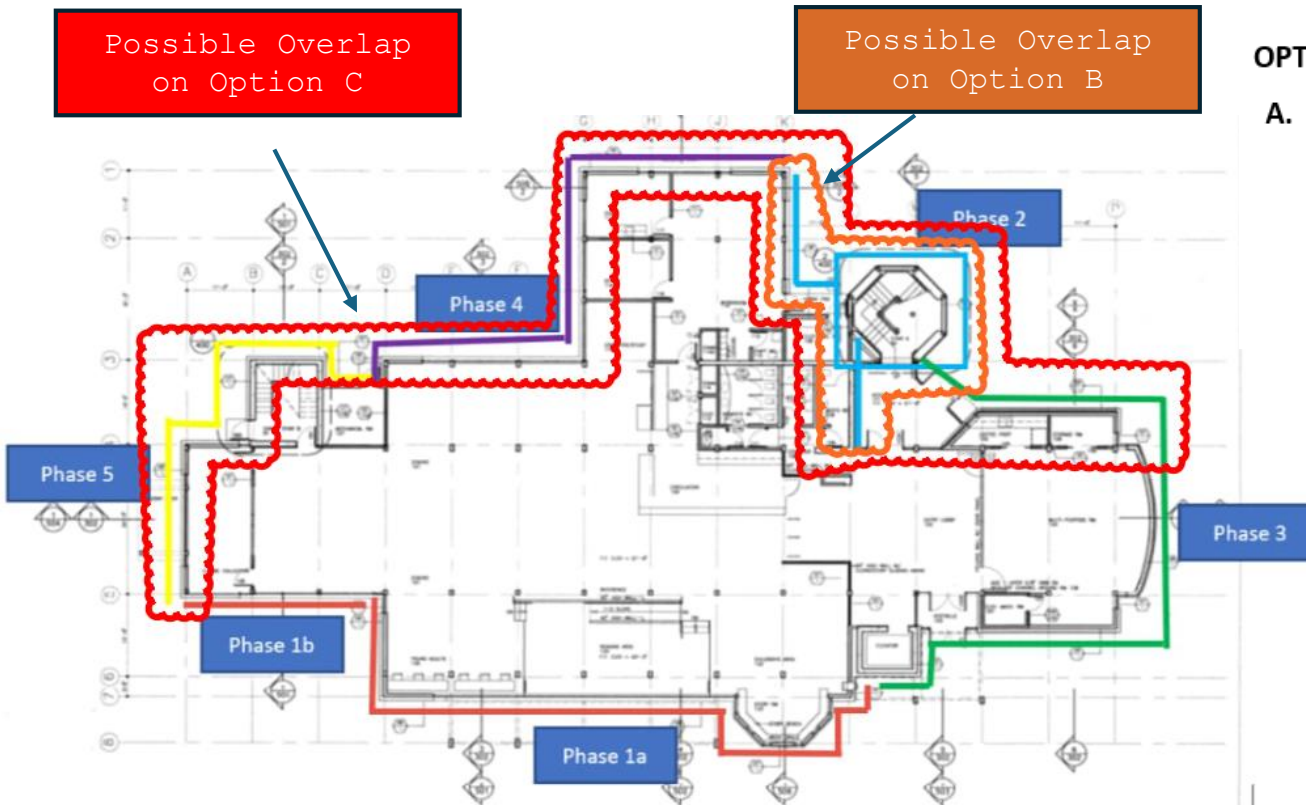SR Engineering Ltd.

All photos are of library wall

Recommendations under Option A:

- *Replace existing wood siding with new rainscreen assemblies complete with new sheathing, sealant, flashings, trims, and improved detailing. Include air barrier and insulation upgrades.*

- *Replace windows in conjunction with the replacement of the wood siding, complete with sealants, hardware, improved sealant/gasket, and rainscreen drainage designs.*

- *Replace the Lookout Tower roof waterproofing membrane with new SBS (styrene butadiene styrene rubber) torch-on roofing membrane. As part of the work, include for the extension of flashing where required and new parapet top membranes.*
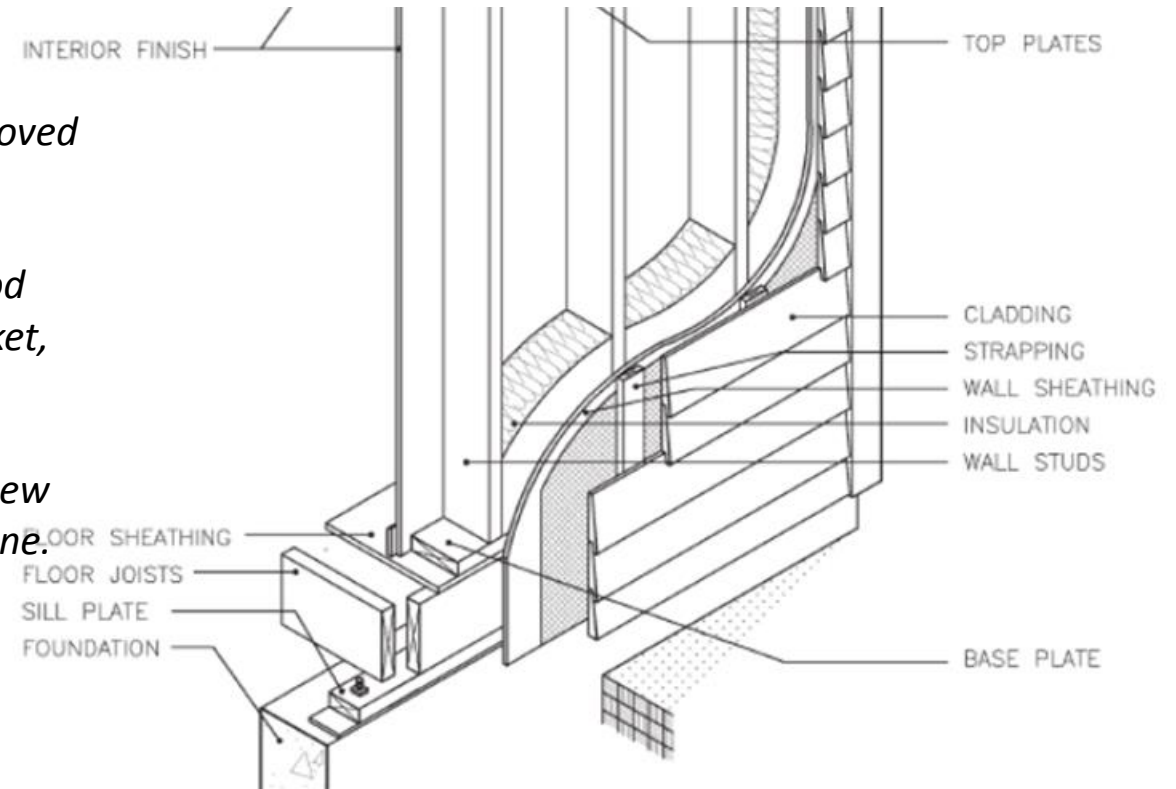
INTERIOR FINISH

TOP PLATES

CLADDING
STRAPPING
WALL SHEATHING
INSULATION
WALL STUDS

FLOOR SHEATHING
FLOOR JOISTS
SILL PLATE
FOUNDATION

BASE PLATE

SR Engineering Ltd.

Possible Overlap on Option C

Possible Overlap on Option B

Phase 2

Phase 4

Phase 5

Phase 3

Phase 1b

Phase 1a

OPTIONS

A. Minimum Mandatory Requirement: Keep the Tower and Adjacent Walls

The tower and adjacent walls will architecturally remain the same but will have a full replacement of the building envelope elements including windows, cladding, wall assembly (complete with rainscreen), and roof. This option is mandatory to repair the existing building envelope damage unless another option is chosen.

Future Savings:
Note that with both:
• Option B – Remove the Tower with Small Expansion or
• Option C – Large Expansion
Should these proceed, certain planned remediation phases would no longer be required in full, but subject to finalized expansion designs.

If expansions do not occur, the Phases 2-5 will need to eventually incur Building Envelope repair in the near future.

District of Sechelt Committee of the Whole Meeting Agenda
Wednesday, June 26, 2024
District of Sechelt – Municipal Hall and Library
Page 49 of 73

SR ENGINEERING Ltd.

DISTRICT OF SECHELT
MUNICIPAL HALL & LIBRARY

UPDATE TO COUNCIL

June 20 2024

Tony Osborn Architecture + Design Inc.
203 – 119 W Pender St, Vancouver BC V6B 1S5

604 363 3790 | tony@toad.design

toad

Option A – Repair Only

Retain and repair the tower.

toad
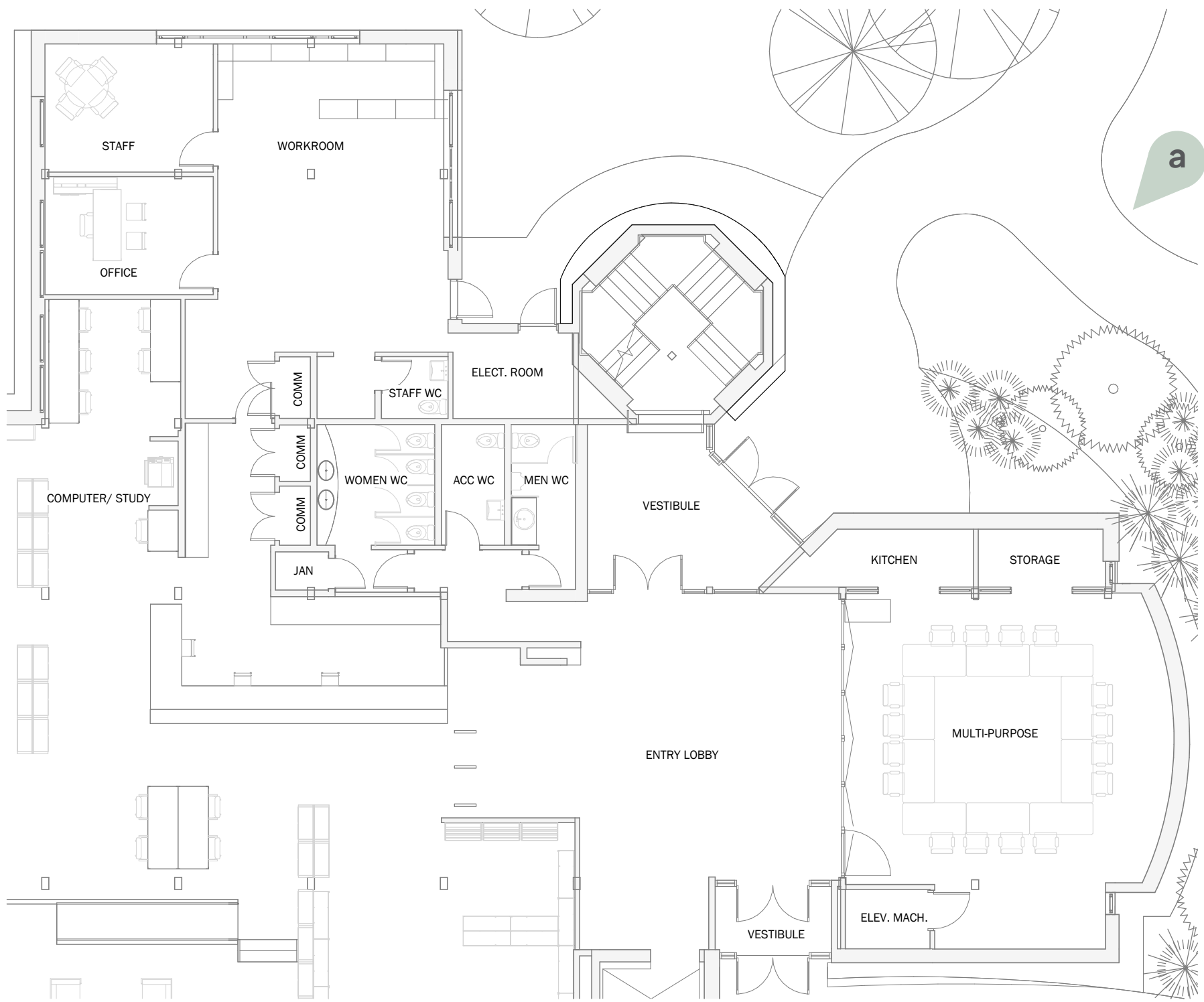
Ground Floor Plan

VERSION DATA:

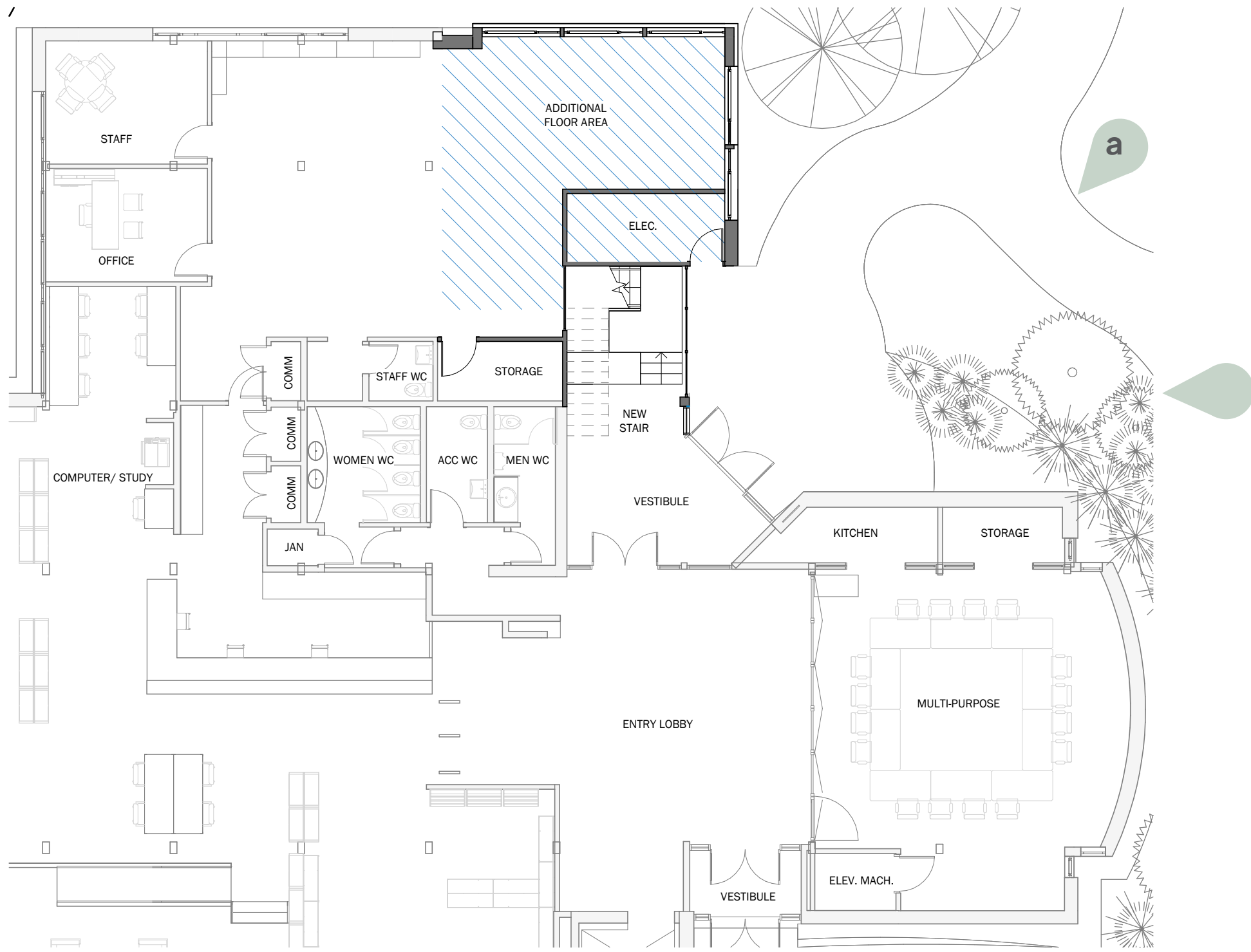Keep & Repair the tower along with rest of building envelope.

Option A – Repair

toad

Option B – Minor Addition

Remove the tower & Expand both storeys to the north east to allevieate some of the short-term staff needs.
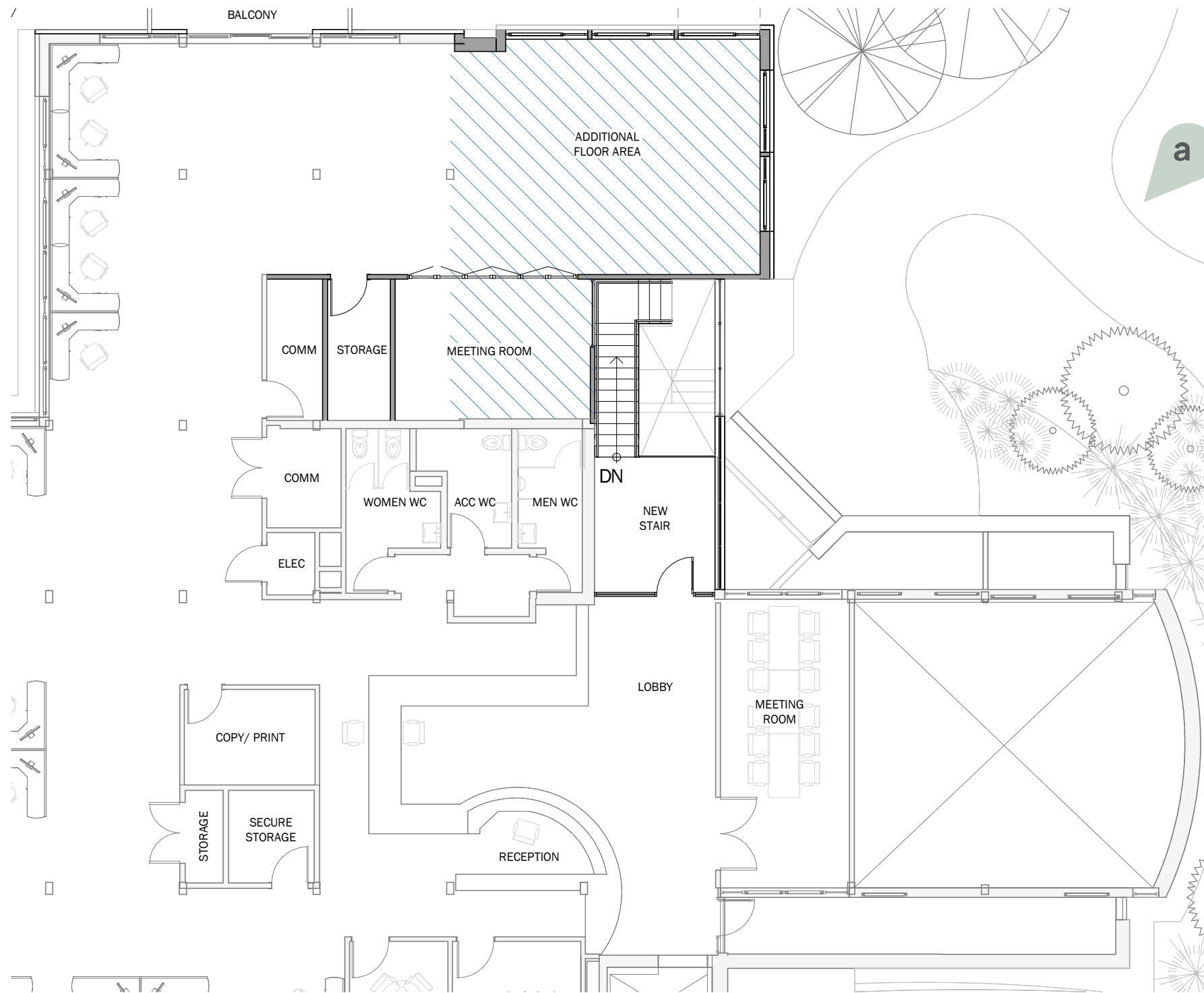
toad

Option B – Minor Addition

toad

Option B (Minor Add'n) – Site Plan

toad
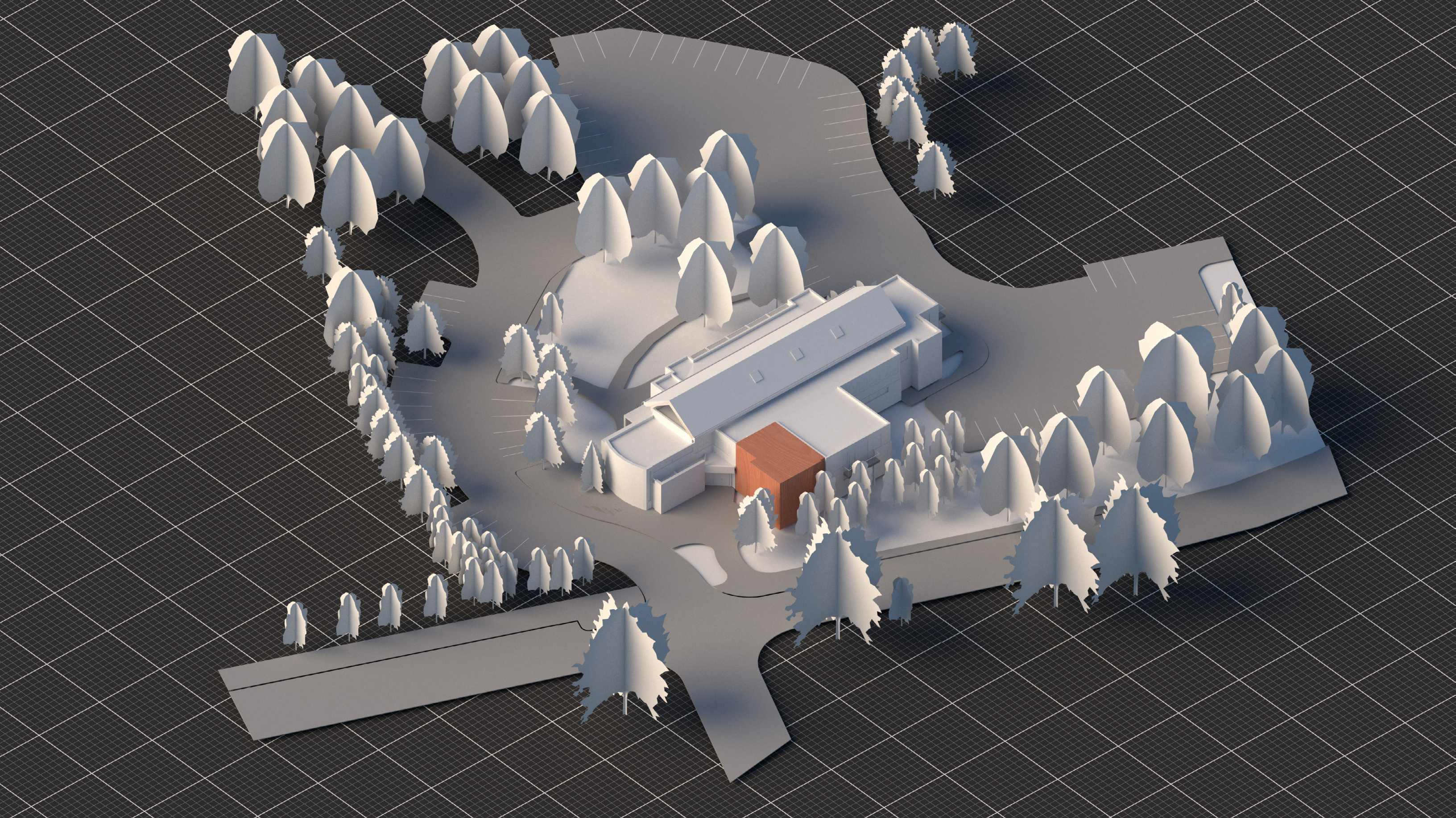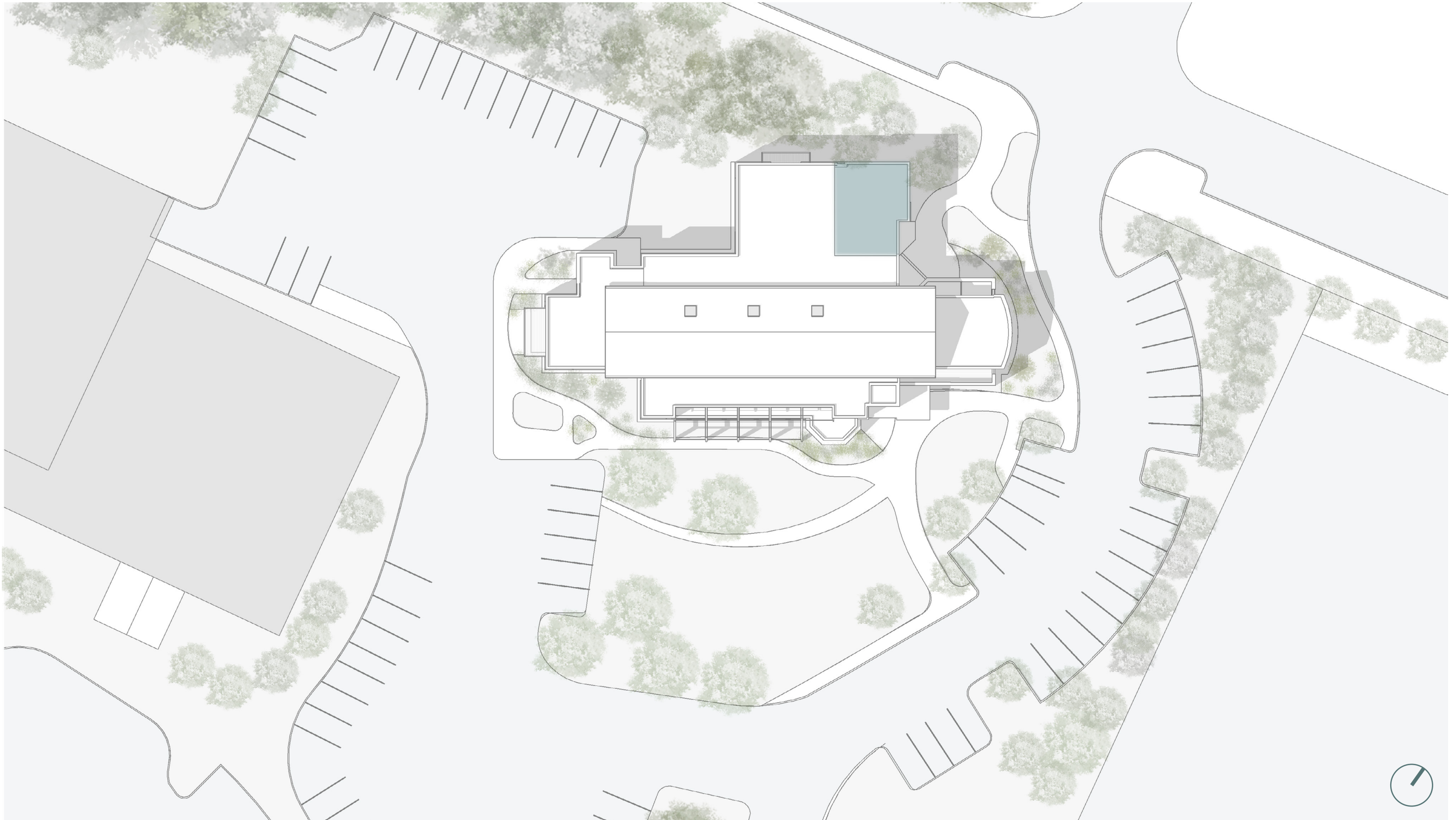
Ground Floor Plan

DESCRIPTION:

The existing tower is demolished and the office area expanded by 500 sf.

Option B (Minor Addition)

toad

BALCONY

ADDITIONAL FLOOR AREA

a

COMM STORAGE MEETING ROOM

COMM

ELEC

WOMEN WC ACC WC MEN WC

DN

NEW STAIR

LOBBY

MEETING ROOM

COPY/ PRINT

STORAGE SECURE STORAGE

RECEPTION
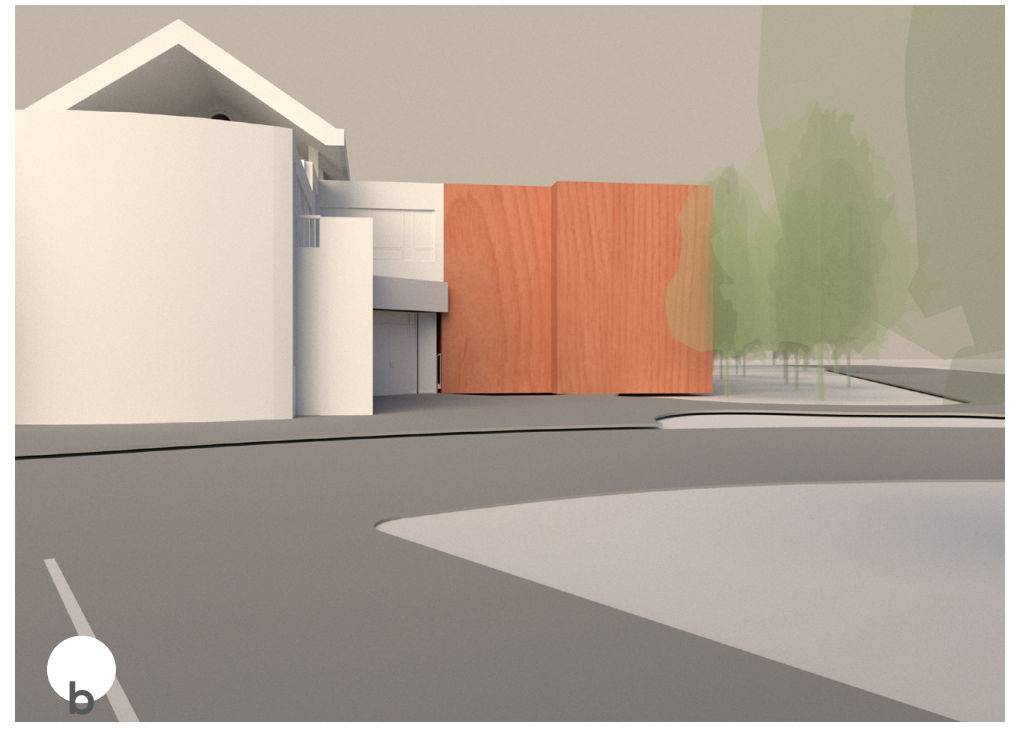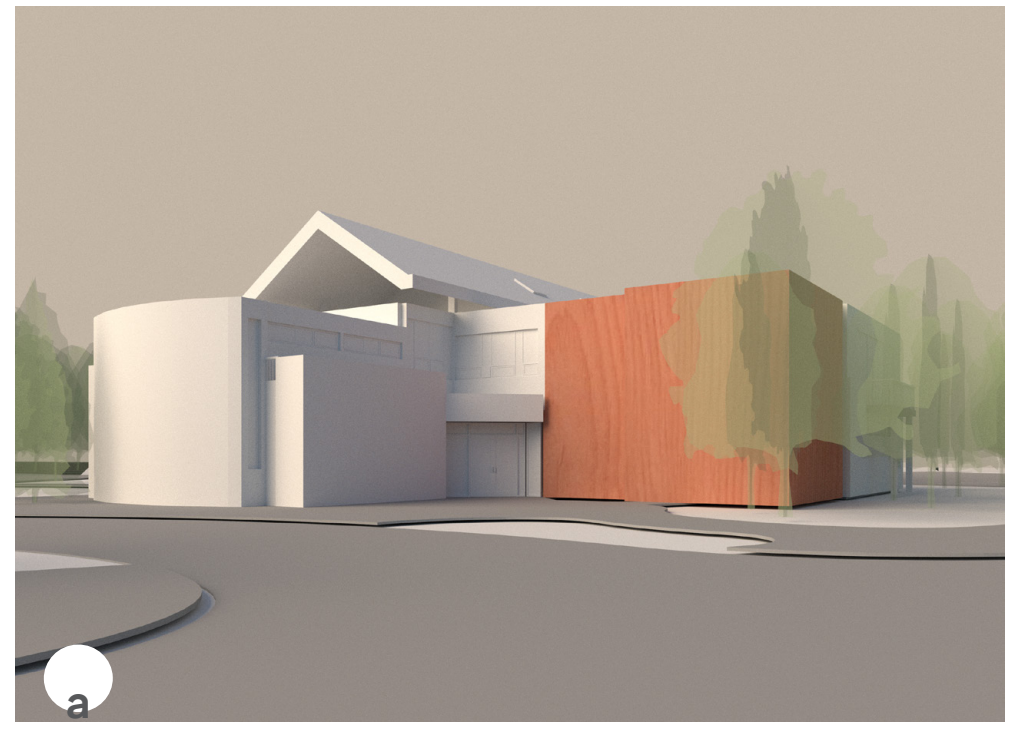
Additional Floor Area Proposed:

First floor area: 511.18 SF   (47.49 m2)
Second floor area: 630.76 SF   (58.6 m2)

Total Additional Area :   1141.94 SF   (106.09 m2)

Second Floor Plan

Option B (Minor Addition)

toad

Advantages:

- Additional office floor area (workstations, meeting room, storage) – a crucial item identified in the Facility Needs Assessment.
- Simple volume of the expansion

Disadvantages:

- By demolishing the tower the municipal hall might lose a dominant architectural landmark and a piece of its identity.
- The second exit stairs would need to be provided during construction.
- Relatively expensive: Low floor area to cost ratio.
- The electrical room would need to be relocated.
- Substantial impact of Electrical Vaults, will increase cost.

Option B (Minor Addition)

toad

Library Needs Assessment
& Test Fit

Completed by **TOAD (Tony Osborn Architecture + Design)**

toad

CORNERSTONE

District of
SECHELT
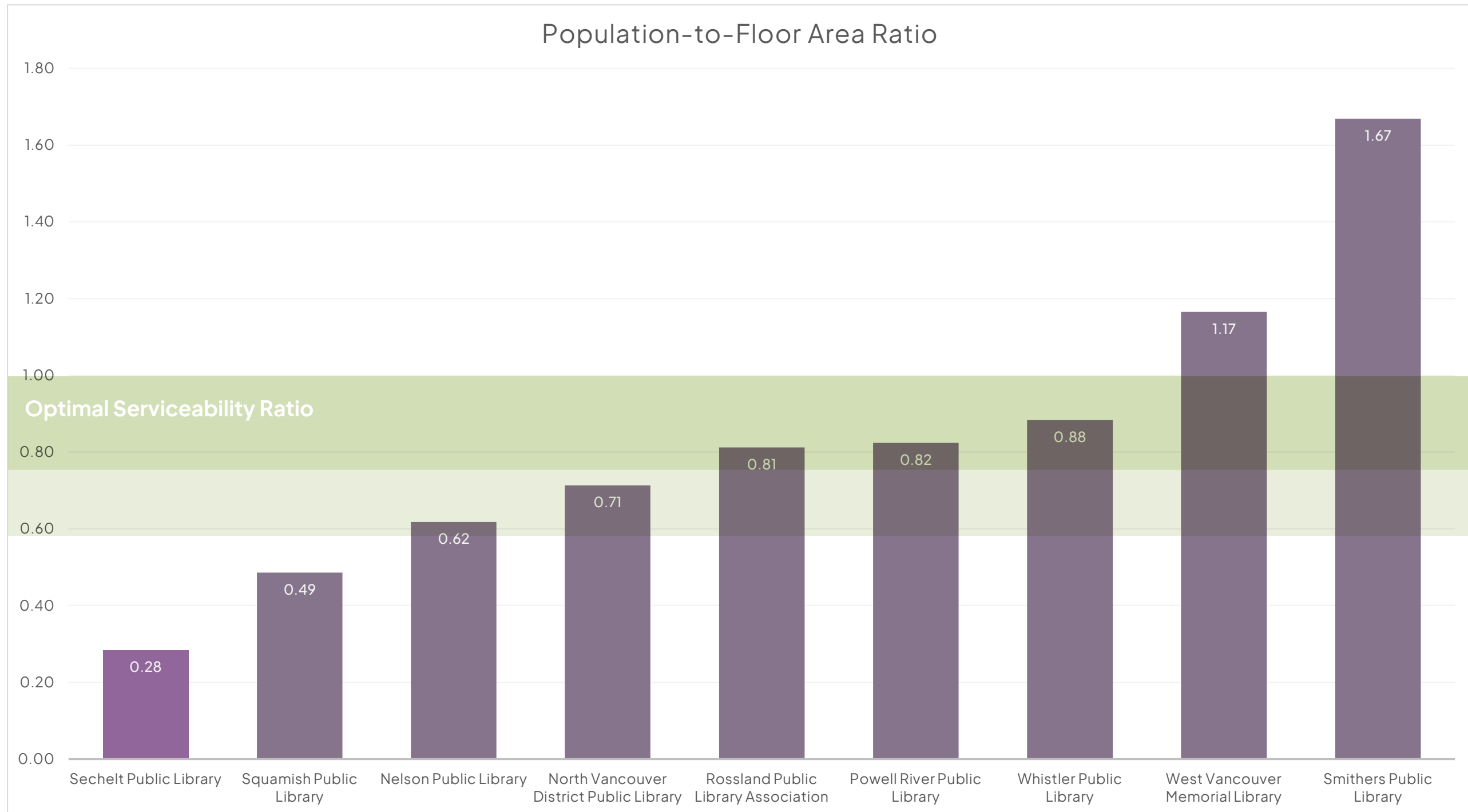
DISTRICT OF SECHELT
FACILITY NEEDS ASSESSMENT

MARCH 30 2022

FINAL

204 - 1551 Johnston Street
Vancouver, BC V6H 3R9

Quentin Talbot-Kelly, Partner
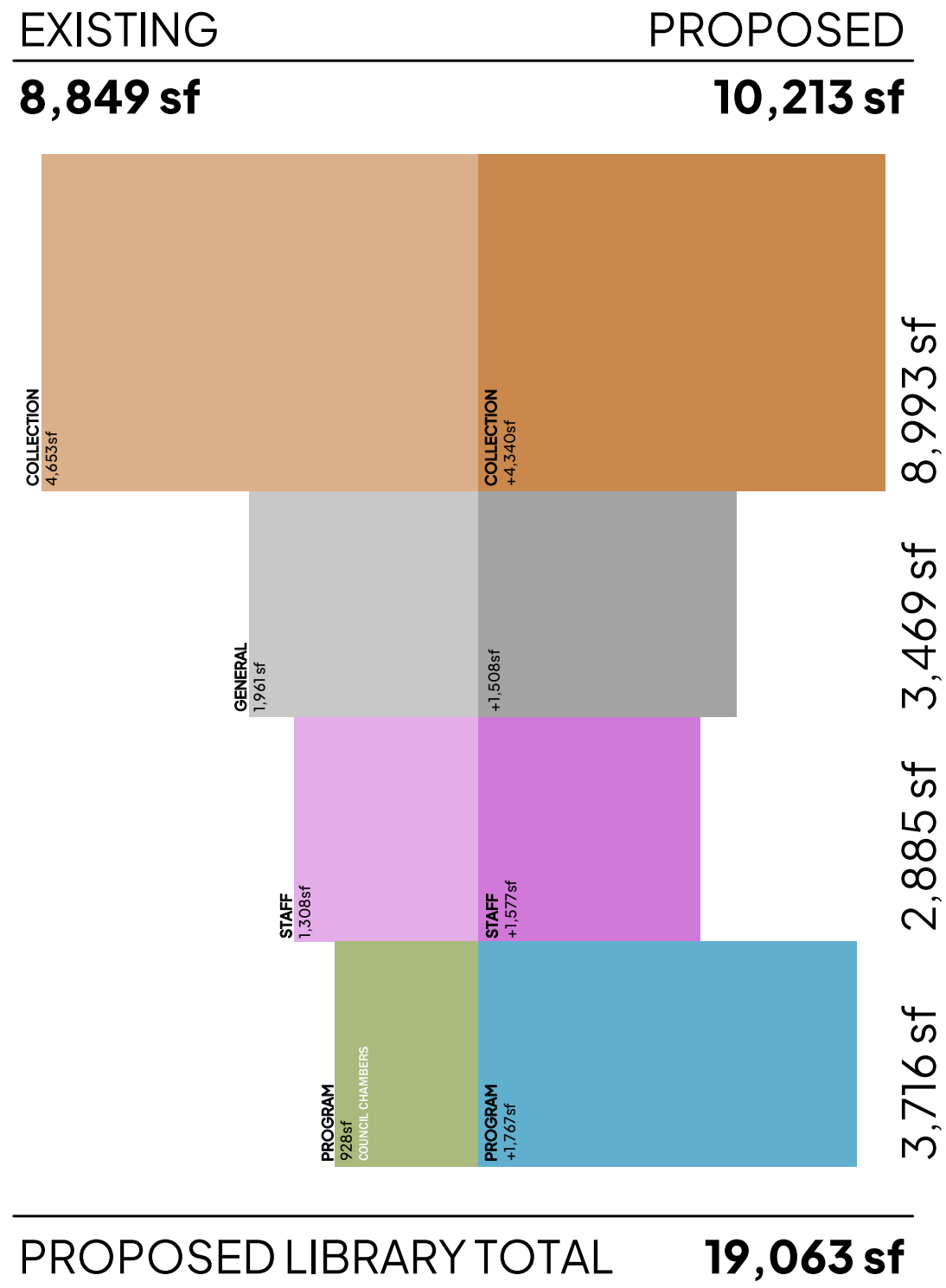e. quentin@cornerplan.com
t. 604.687.5896 ext. 104

prepared for

SECHELT
LIBRARY

by

toad
Tony Osborn Architecture + Design
604-363-3790   toad.design

APRIL, 2024

Sechelt Library Preliminary Needs Assessment

Combination of Assessments

toad

Population-to-Floor Area Ratio

| Floor Area (sf): | 5,640 sf | 12,001 sf | 12,917 sf | 66,995 sf | 3,455 sf | 17,430 sf | 12,422 sf | 55,079 sf | 13,778 sf |
| Population (2022): | 19,824 | 24,686 | 20,904 | 93,969 | 4,254 | 21,152 | 14,053 | 47,253 | 8,259 |

*data from BC Public Libraries Open Data

This chart compares the library floor areas to the population it serves. The resulting number is a serviceability ratio factor that can be used to bench mark the libraries ability to serve it's population. 0.6 to 1.0 is an acceptable ratio, while 0.75 to 1.0 is considered optimal or excellent. Any facility below 0.6 should be considering expanding their floor area to ensure adequate service.

BC Libraries Comparison

toad

EXISTING
8,849 sf

PROPOSED
10,213 sf

COLLECTION
4,653sf

COLLECTION
+4,340sf

8,993 sf

GENERAL
1,961 sf

+1,508sf

3,469 sf

STAFF
1,308sf

STAFF
+1,577sf

2,885 sf

PROGRAM
928sf
COUNCIL CHAMBERS

PROGRAM
+1,767sf

3,716 sf

PROPOSED LIBRARY TOTAL   **19,063 sf**

Existing Library   7,419 SF
Other Spaces   1,430 SF
Total Existing   **8,849 SF**

New Library Area   **9,038 SF (+122%)**
Other Spaces   +1,175 SF
Total Added   **10,213 SF (+115%)**

This visual compares the existing building with the added program footprint.

Library Needs Assessment (05.2024)

toad

Functional Component	Existing		Ideal/Future	
	Area m²	Area ft²	Area m²	Area ft²
Public Zone	46.1	496.4	159.9*	1721.1*
Work Zone	271.6	2923.2	449.7	4840.0
Shared Support	121.1	1303.1	303.1	3262.5
TOTAL (Net Area)	**438.8**	**4722.7**	**912.7**	**9823.7**
Component Gross Factor (38%)	186.2	2004.7	346.8	3733.0
Component Gross Area	**625.0**	**6727.4**	**1259.5**	**13556.7**
Net Area/FTE	10.2	109.8	13.0	140.3

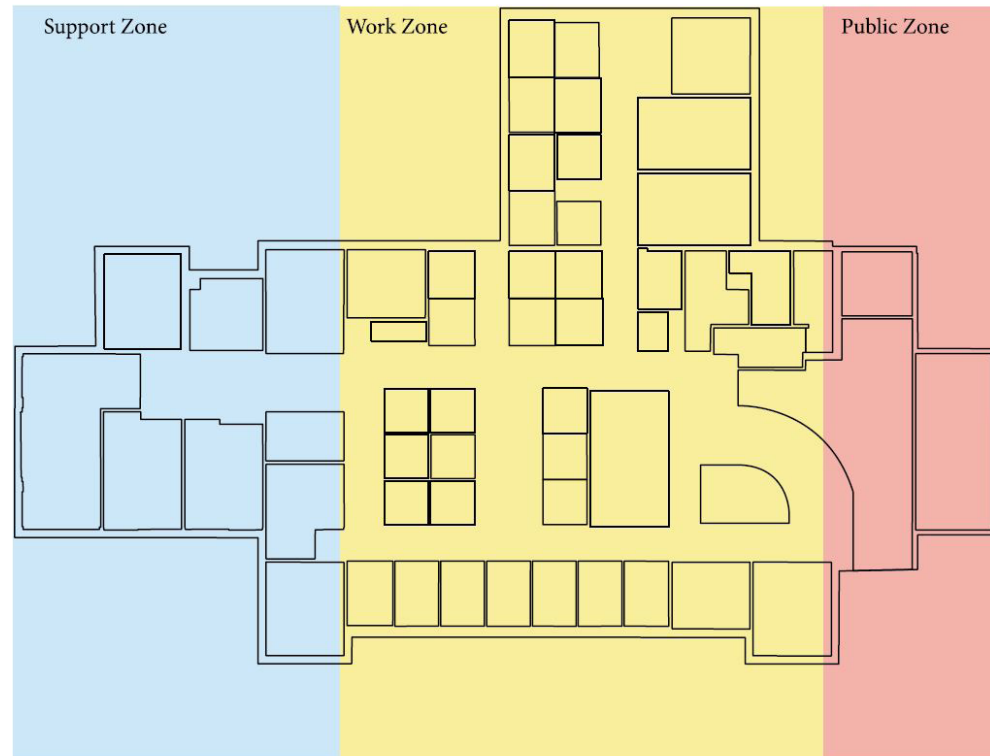*Includes an allowance for Council Chambers, whereas the existing public zone figure does not.

Figure 8 Configuration A — Floor 2

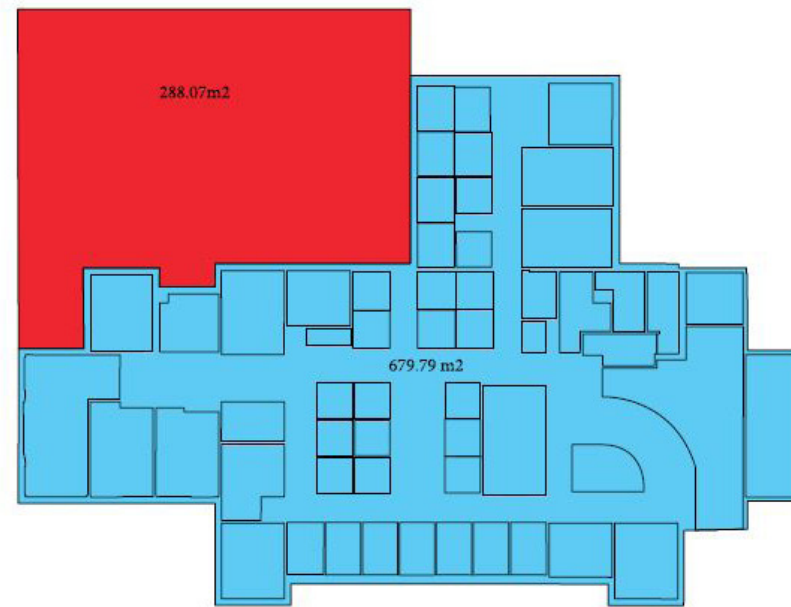Figure 9 Configuration A — Site Impact

Figure 10 Configuration B — Floor 2 — Two Storey Expansion

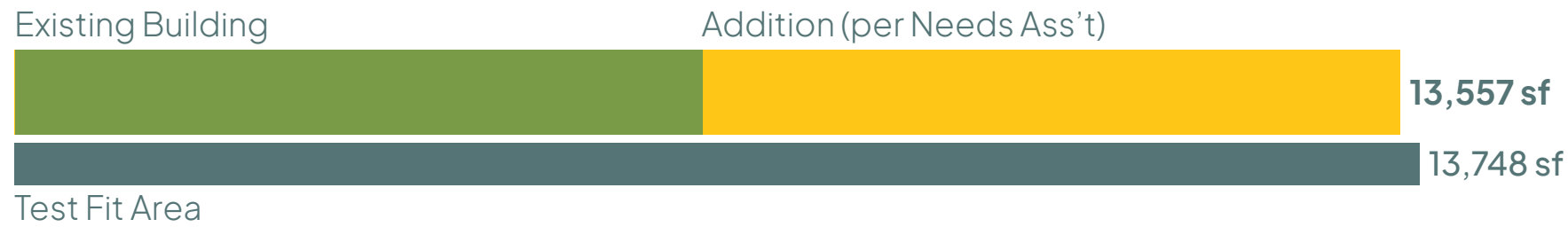Figure 11 Configuration B — Site Impact — 2 Storey Expansion

Municipal Hall Needs Assessment (03.2022)

toad

CORNERSTONE

**DISTRICT OF SECHELT
FACILITY NEEDS ASSESSMENT**

District of
SECHELT

MARCH 30 2022

FINAL

prepared for

SECHELT
LIBRARY

by

toad
Tony Osborn Architecture + Design

APRIL, 2024   604-363-3790   toad.design

MUNICIPAL HALL

Existing Building   Addition (per Needs Ass't)

13,557 sf

13,748 sf

Test Fit Area

LIBRARY

Existing Building   Addition (per Needs Ass't)

19,063 sf

20,030 sf

Test Fit Area

Assessments Test Fit

toad
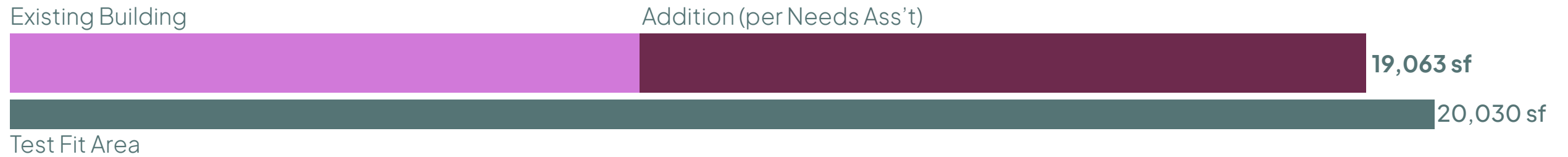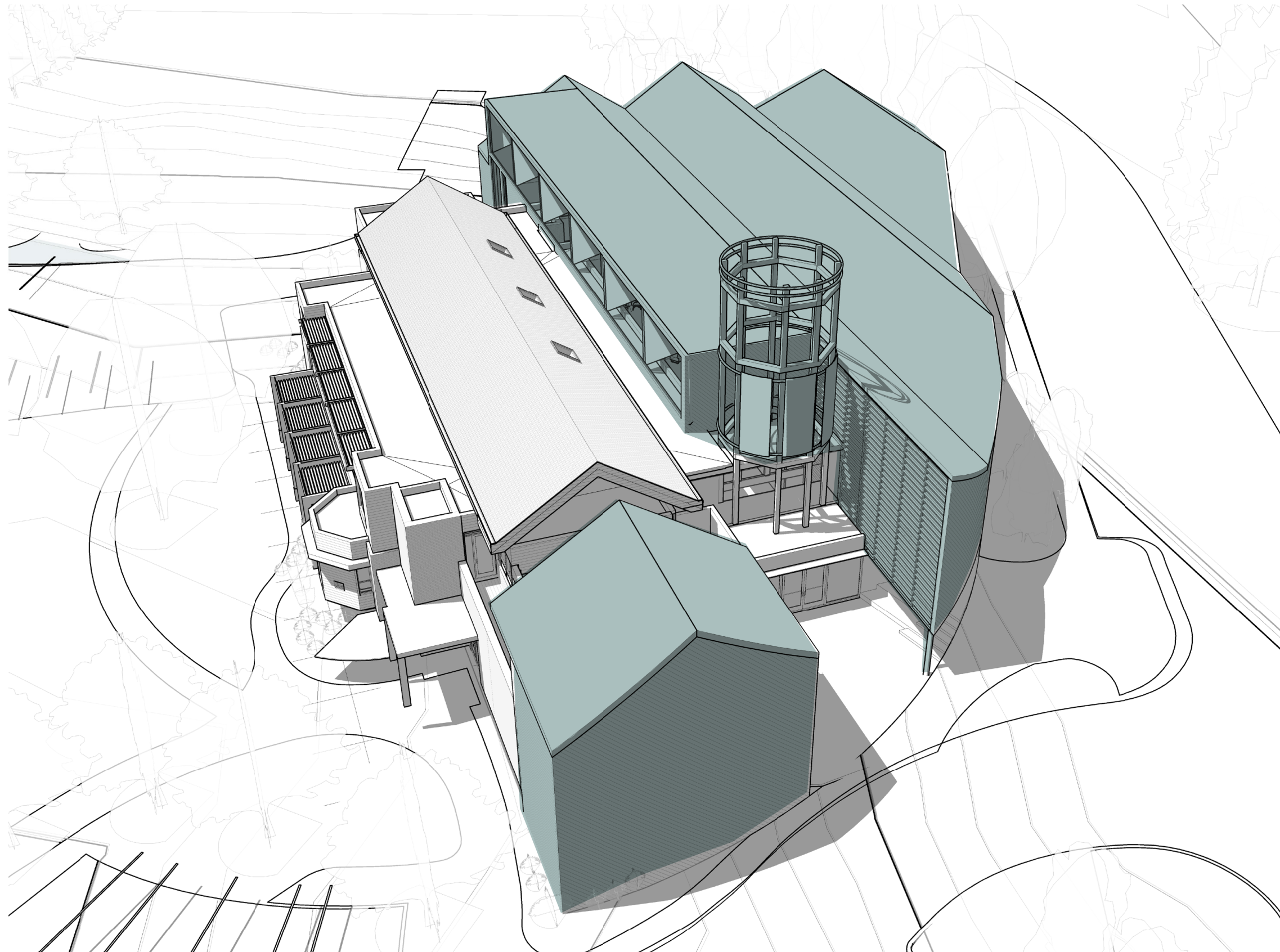
Option C – Substantial Addition

**Expand both storeys to the north, areas per
needs assessment reports.**

DESCRIPTION:

Building expansion on the north side of the existing building emphasizing renewable materials and low operating carbon design. Conceptual design shows an organization around a central atrium bridging the north and south sides.

Option C

toad

artistic rendering of conceptual test-fit

Advantages:

- A holistic view on the future expansions of the municipal hall.
- Provides significantly more floor area.
- The tower can be retained or demolished (both options feasible).
- No need for additional exit stairs during construction if the tower is retained.
- Passive house standard.
- Energy efficiency and sustainability.
- New mass timber structure (carbon sequestration).
- Optimize resources.
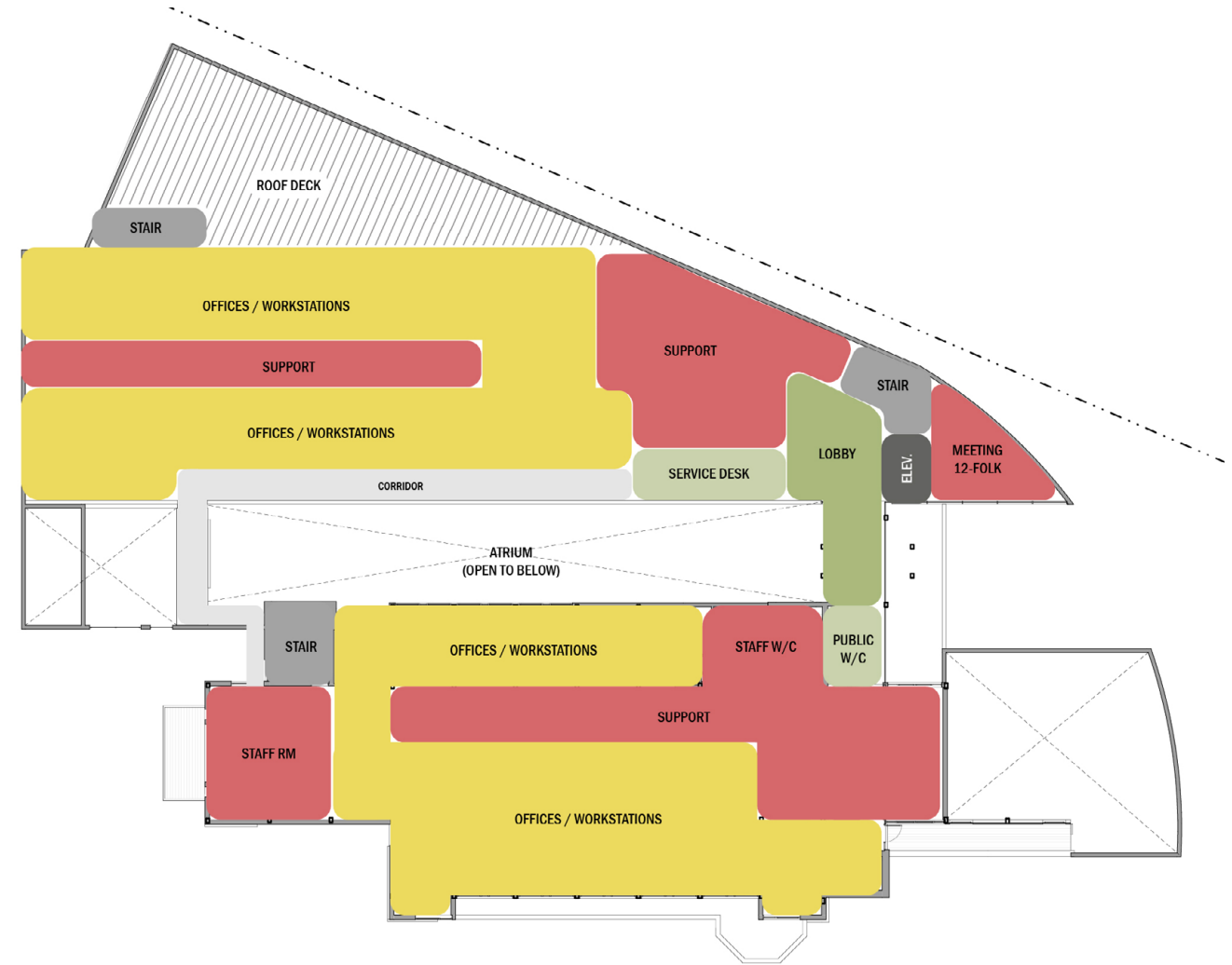- Council Chambers would be expanded by ~50%.

Disadvantages:

- Higher initial costs.
- Reduces vegetation on the north side.

Option C – North Entry Plaza

toad

Ground Floor Plan – Library

Existing Library   8,849 SF

New Library Area   **10,213 SF (+115%)**

Total Area (Ground Floor):   **19,062 SF**

*This test fit exercise is meant to prove that the areas specified in the needs assessment reports can fit on the site and be accommodated with the existing building. These are in no way final but rather are a proof of concept.

Second Floor Plan – Municipal Hall

Existing Municipal Hall   6,727 SF

New Mun. Hall Area   **6,830 SF (+102%)**

Total Area (Second Floor):   **13,557 SF**

Option C – Test Fit

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This concept ties the new building (right) addition to the exiting building (left) by creating a central atrium that delivers light to the center of the building for both the Library on the ground floor and the Municipal Hall upstairs. Illustrated by this artistic rendering above.

Central Atrium – Conceptual Rendering

toad

Option A

Description: The most straight-forward envelope repair option.
Additional area (total): n/a

Option B

Description: The most expensive per square foot addition option.
Additional area (total): 1,142 SF (106.1 m2)

Option C

artistic rendering of conceptual test-fit

Description: The best value per square foot for meeting future space needs.
Additional area (total): 17,043 SF (654 m2)

Option D

Description: Feasibility Study considering relocation, partnerships and other alternatives & tower envelope repair.

Options Summary

toad

Case Studies

Other Municipalities' Examples

**NORTH VANCOUVER
CITY HALL EXPANSION**

year: 2010–2012

area: 11,000 sf   Existing
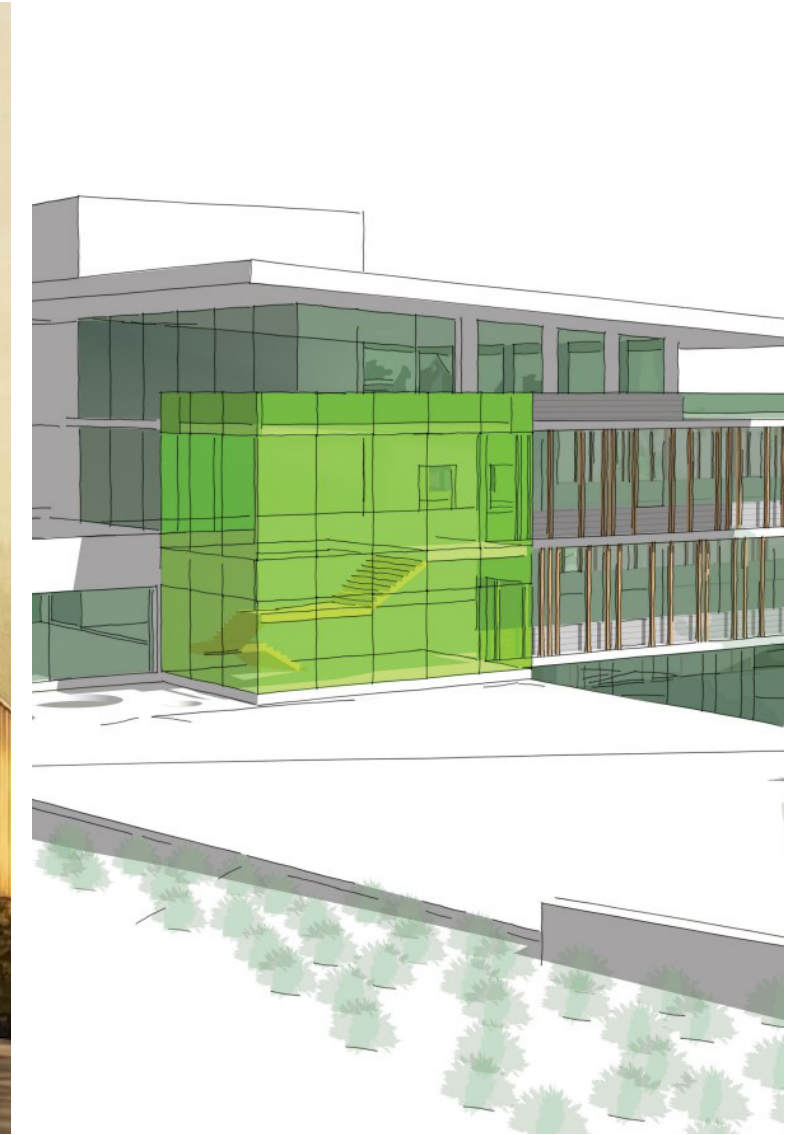   27,000 sf   Expansion

**STRATHROY-CARADOC (ON)
CITY HALL & LIBRARY**

year: study & fundraising

area: Library
             City Hall

**NELSON NEW LIBRARY
& 32 RESIDENCES**

year: in process

area: 18,760sf   Library

**WEST KELOWNA
CITY HALL & LIBRARY**

year: 2024 (finishing constr'n)

area: 30,000sf   Library
             15,000 sf   City Hall
             5,000   Other Office

Case Studies

toad

Thank You

Sechelt Municipal Hall & Library

District of SECHELT

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