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Date December 7, 2021 **Report No.** 2021-695

To Chair and Members
Committee of the Whole – Operations

From Inderjit Hans, P. Eng., PMP
General Manager, Public Works Commission

1.0 Type of Report

Consent Item ☐
Item For Consideration ☒

2.0 Topic Intent Southwest Community Centre Project – Letter of Intent

3.0 Recommendation

- A. THAT Staff Report 2021-695, Southwest Community Centre Project – Letter of Intent, BE RECEIVED; and
- B. THAT City Staff BE AUTHORIZED to sign a letter of intent jointly with the Library to the Grand Erie District School Board to indicate the intent to continue to pursue a shared facility in the southwest.

4.0 Executive Summary

This staff report is intended to provide the Committee with information on the Letter of Intent to be signed jointly by the Brantford Library and the City to the Grand Erie District School Board to confirm the intent to continue to pursue a shared facility in the southwest of the City. The Letter of Intent is critical to the School Board in order to secure the required funding from the Ministry of

Education for the school component of the joint build project so that an architect can be engaged for the design of the building and a project manager can be hired by the school board to manage this project. It is therefore recommended that City staff be authorized to sign the Letter of Intent jointly with the Library to the Grand Erie District School Board.

5.0 Purpose and Overview

To provide the Committee with information on the Letter of Intent that will be signed jointly by the Library and the City to the Grand Erie District School Board to confirm the intent to continue to pursue a shared facility in the southwest of the City.

6.0 Background

At the Committee of the Whole – Operations and Administration meeting of October 5, 2021 the Southwest Task Force Report – 2021-620 was received and approved by the committee. During the same meeting a Notice of Motion was introduced as follows:

Brantford Public Library Board – Southwest Community Centre

WHEREAS, on September 8, 2021, the South West Community Centre Task Force recommended;

- THAT Staff BE DIRECTED to put the inclusion of the library in Phase 3 of the Southwest Community Centre and Park project ON HOLD, pending approvals from the Library Board and City Council confirming whether the library portion of the project will be include;

AND WHEREAS the following Resolution was passed by the Library Board on May 20, 2021;

- WHEREAS library studies, library standards, and municipal comparisons indicate a need for library location expansion in Brantford;
- AND WHEREAS the Southwest Community Centre project provides the Library with an opportunity to meet established needs in the southwest of Brantford;
- AND WHEREAS a library facilities master plan will help to identify additional options and plans for meeting further community needs;

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- BE IT RESOLVED THAT the Library Board confirm continued commitment as a partner in the Southwest Community Centre project, in the pursuit of a shared facility with the City of Brantford and Grand Erie District School Board;
 - AND THAT Library staff be directed to provide Brantford City Council with information relating to the establishment of a new library in the Southwest Community Centre, with the goal of confirming Council's support for funding the project;
 - AND FURTHER THAT Library staff be directed to work with the City of Brantford Facilities Management and Security Department to develop a library facilities master plan, informed by the pending 2021 library planning study final report.

AND WHEREAS, a Library Planning Study was submitted to the Library Board on September 23, 2021;

AND WHEREAS, the Library Planning Study shows Brantford has the highest population served per branch out of 21 comparator libraries, indicating relatively the poorest level of service in terms of facilities;

AND WHEREAS, the Library Planning Study reports an immediate need for a new library branch in Ward 1 (southwest) of the City, with a recommended size of approximately 20,000 square feet;

AND WHEREAS, the Brantford Public Library Board supports the development of a new library branch in the Southwest Community Centre to address the need for a library in the southwest of Brantford, at a reduced footprint of 13,500 square feet shared with the Grand Erie District School Board;

THEREFORE BE IT RESOLVED

- A. THAT the City ENDORSE the inclusion of the library portion in the project; and
- B. THAT City Staff be AUTHOURIZED to sign a letter of intent jointly with the Library to the Grand Erie District School Board to indicate the intent to continue to pursue a shared facility in the southwest; and
- C. THAT City Staff be directed to work with Library Staff on the development of a new library branch in the Southwest Community Centre.

At the Committee of the Whole – Operations meeting of November 2, 2021 the proposed Resolution was moved, seconded and carried by the Committee with the intent to bring this item forward for consideration at the November 23, 2021 Council meeting.

At the November 23, 2021 Council meeting, Council endorsed the inclusion of the Library in the project and so staff have prepared this report to bring forward to the Committee of the Whole – Administration meeting on December 7, 2021 including the Letter of Intent that will be signed by the City and the Library Board and presented to the Grand Erie District School Board.

7.0 Corporate Policy Context

Council Priority #1: All neighbourhoods in the City are safe, vibrant, attractive, and inclusive.

Tier 2: i) Complete new Community Centre in partnership with School Board

8.0 Input From Other Sources

Staff consulted with Brantford Library staff in preparing this report.

City staff from various Departments including Facilities Management & Security, Legal Services and Finance offered information which is included in this report.

9.0 Analysis

The Grand Erie District School Board requires a Letter of Intent (attached as Appendix A) from the City and the Brantford Library to confirm the intent to continue to pursue a shared facility in the southwest of the City. The Letter of Intent is critical to the School Board in order to secure the required funding from the Ministry of Education for the school component of the joint build project so that an architect can be engaged for the design of the building and a project manager can be hired by the school board to manage this project.

The issue of whether the Library is to be included in the joint build project was put on hold until approved by City Council as recommended in Report 2021-296 Southwest Community Centre and Park Project Overview (attached as Appendix B).

The Brantford Library Board made the recommendation at the Committee of the Whole – Administration meeting on November 2, 2021 for the inclusion of the Library in the joint build project as noted in the Background section of this report.

The Library Board and Staff are indicating that library studies, library standards, and municipal comparisons indicate a need for a library location expansion in Brantford and that the Southwest Community Centre project provides the Library with an opportunity to meet the established needs in the southwest of Brantford. The Library Board and Staff confirm continued commitment as a partner in the Southwest Community Centre project, in the pursuit of a shared facility with the City of Brantford and Grand Erie District School Board and that Library staff will provide Brantford City Council with information relating to the establishment of a new library in the Southwest Community Centre, with the goal of confirming Council's support for funding the project. Also, the Library will work with the City of Brantford Facilities Management and Security Department to develop a library facilities master plan, informed by the 2021 library planning study final report.

City Staff continue to meet regularly with the Grand Erie District School Board who are the lead on the new School / Community Centre / Library joint build project which is Phase 3 of the overall Southwest Community Centre and Park development project. Discussions include formalizing designs for Phase 3 and preparing the submission for formal site plan application of the project which includes the public elementary school, public library, and community centre. The final design for the joint build site will also impact Phase 2 of the overall project including road access, parking and park amenity layouts.

10.0 Financial Implications

As identified in this report the Letter of Intent is critical to the School Board in order to secure the required funding from the Ministry of Education for the school component of the joint build project. Table 1 provides an overview of the components of the Southwest project and a high level range of unit costs and approximate total costs for each component. The components include the sports fields, site works and the joint build components consisting of the Community Centre, Public Library and Elementary School. The costs identified in the table are based on current concept plans and the known space requirements for each component of the joint build.

Project Component	Unit Quantity (Approx. based on current concept plans)	Range of Costs per Unit	Approx. Total Costs (Includes all soft costs and contingencies)
Sports Fields & Play Spaces (Phase 2)	1 – Soccer Field 1 – Football Field 3 – Ball/Ice Rink 1 – Playground 1 – Splash Pad	N/A	\$12,500,000
Community Centre (Phase 3) Includes Site Works	Centre/Gym/Lobby 15,600 sqft.	\$425-\$450	\$10,900,000
Public Library (Phase 3) Includes Site Works	Public Library 13,500 sqft. (Up to 3,500 sqft. dedicated to the school)	\$450-\$475	\$6,700,000
Elementary School (Phase 3) Includes Site Works	School/Gym/Library 83,600 sqft.	\$400-\$425	\$35,000,000

Table 1 - Summary of High Level Cost Estimates

11.0 Climate and Environmental Implications

Climate and Environmental impacts of the proposed joint build project will be analyzed as part of the design process once this phase of the project is initiated.

12.0 Conclusion

The Southwest Community Centre joint build project in partnership with the Grand Erie District School Board requires a Letter of Intent to be signed to indicate the intent to continue to pursue a shared facility in the southwest of the City. This report provides information on the Letter of Intent to be signed jointly by the Brantford Library and the City to the Grand Erie District School Board. The Letter of Intent is required by the School Board in order to secure the required funding from the Ministry of Education for the school component of the joint build project so that an architect can be engaged for the design of the building and a project manager can be hired by the school board to manage this project.



Inderjit Hans, P. Eng., PMP
General Manager, Public Works Commission

Prepared By:

Gord Gavrilovic, Manager of Facilities Capital Development
Rick Cox, Director of Facilities Management & Security

Attachments (if applicable)

Appendix A – Draft Letter of Intent

Appendix B - Report 2021-296 Southwest Community Centre and Park Project
Overview

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required ☐ yes ☒ no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk ☐ yes ☒ no

Is the necessary by-law or agreement being sent concurrently to Council? ☐ yes ☒ no



December 21, 2021

SENT VIA ELECTRONIC MAIL

rafal.wyszynski@granderie.ca

Grand Erie District School Board (GEDSB)
349 Erie Avenue
Brantford, ON N3T 5V3
Attention: Rafal Wyszynski, Superintendent of Business & Treasurer

**WITHOUT
PREJUDICE**

**RE: Letter of Intent
New Build in the Southwest – 346 Shellard Lane
School, Community Centre, and Library**

The Corporation of the City of Brantford ("City") along with the Brantford Public Library Board ("Library") hereby confirm our mutual interest in exploring partnering with the Grand Erie District School Board ("GEDSB") to jointly fund and construct an elementary school and community centre with a public library to be located at 346 Shellard Lane in the South West area of Brantford ("New Build").

The City and the Library hereby confirm their agreement in principle to the items set out herein, subject to the City's and the Library's further ratification and further agreements as outlined herein.

Based on discussions to date, it is anticipated that the following issues would need to be finalized and agreed upon:

(a) New Build Size Requirements:

- (i) It is currently anticipated that the City would require approximately 15,600 square feet of interior space;
- (ii) It is currently anticipated that the Library would require approximately 13,500 square feet of interior space in total, with approximately 10,000 square feet allocated as the Library's share and up to 3,500 square feet as the GEDSB share of the Library interior space.

(b) Other Infrastructure Issues:

- (i) Access Road – who will build and how will the cost be allocated;
- (ii) Utilities (including water and sewer) – who will build and how will the cost be allocated.

(c) Design & Construction:

- (i) Concept and design elements still need to be finalized in order to better understand the integration of the projects into a joint initiative that is mutually acceptable.

(d) Studies & Permits:

- (i) Determining what studies and permits are required in order to finalize the design and complete construction – and who will be responsible for obtaining them and how will the cost be allocated.

(e) New Build Capital Budget Allocations:

- (i) The City is currently considering an allocation of a capital budget of approximately \$10.9 Million for the total project, including but not limited to project management, design, fees, construction, and ancillary matters;
- (ii) The Library is anticipating requesting an allocation of a capital budget of \$6.7 Million.

(f) Land Transfer:

- (i) City has identified approximately 7 acres of land in the Southwest area that can be transferred to the GEDSB for the construction of the New Build. Such transfer would be at fair market value and subject to an agreement of purchase and sale.

(g) New Build Occupation:

- (i) It is anticipated that once built, the City would have exclusive use of the Community Centre;
- (ii) It is anticipated that the Library would have exclusive use of the Library pursuant to long term lease agreements, subject to any agreement for use of all or a portion of the Library for school purposes;
- (iii) It is anticipated there will be an agreement for the City use of the school's gym

Once these issues are conceptually agreed upon, the City and Library anticipate that the following agreements will be required:

1. Design & Construction Agreement – to address issues related to studies, design (including size of each portion of the New Build, their locations and access points, finishes, HVAC, etc.), construction, permits, related infrastructure issues, funding, and other related issues.
2. Agreement of Purchase and Sale – for the land transfer.
3. Lease Agreements – for the occupation of the relevant portions of the New Build for the City and the Library, and to address issues of maintenance and repair.
4. Space Agreements – for School use of the Library and City use of the School Gym.
5. Public Access Agreements for the adjacent park lands and field use by the school.

Nothing contained herein creates any enforceable legal rights or obligations. Such rights and obligations, if any, will be created through the negotiations, preparation and execution of future agreements.

We trust this to be satisfactory, and look forward to further discussions regarding this exciting new joint initiative.

DATED at ____ Brantford ____, Ontario,
this __21__ day of _December____, 2021

**THE CORPORATION OF THE
CITY OF BRANTFORD**

Mark Jacklyn for

Inderjit Hans, General Manager, Public Works
Commission

City Hall, 58 Dalhousie Street
Brantford, ON N3T 2J2

DATED at ____ Brantford ____, Ontario,
this __21__ day of _December____, 2021

**BRANTFORD PUBLIC
LIBRARY BOARD**

Raramburo

Rae-Lynne Aramburo, CEO/Chief Librarian

173 Colborne Street
Brantford, ON N3T 2G8