



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, April 22nd, 2021 @ 7:00 PM

Location: Teams Virtual meeting

Public Access: Interested parties please pre-register for this meeting by email aferraro@uxbridge.ca

- 1. Call to order:**
- 2. Disclosure of Pecuniary Interest and the General Nature thereof.**
- 3. Approval of Agenda**
- 4. Approval of February Minutes**
- 5. Guest Presentation:**
 - Judy Risebrough to give an update on the Uxbridge Downtown Revitalization Project: See attached presentation.
- 6. Committees:**
 - 6.1 Finance –**
 - March accounts
 - Report LIB 01-21 Eavestrough repairs
 - Report LIB 02-21 Tower Tender
 - 6.2 Governance and HR Committee**
 - COVID update (staffing)
 - 6.3 Community Committee**
 - Grab and Go – online form for children's items
 - Social Media success Spring Break – Corrinne
 - Drag Queen Storytime - scheduled date July 7th - Corrinne
- 7. New Business**
- 8. Ongoing Business / Action items**
 - Facility update (Amanda)
 - Gate is now installed



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9. Correspondence

10.Round Table

11.Council Connects

12.Date of Next Board Meeting: May 27, 7:00 PM

13.Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, March 25, 2021 @ 7:00 pm

Location: Teams Virtual meeting

Public Access: Interested parties please pre-register for this meeting by email aferraro@uxbridge.ca

Present: Dave Phillips, Gord Shreeve, Lynn Klages, Corrinne Morrison, Amanda Ferraro, Willie Popp, Agnes Croxford, Gary Ruona, Dave Barton, Martin Koolhaas, Donna Condon

Regrets: Dwight Clements

Guests: N/A

1. Call to Order @ 7:10 pm.

- Note: This is a virtual meeting and public access was provided by asking for pre-register registration to this meeting by email aferraro@uxbridge.ca.
- Agenda and pre-registration information was posted on Library website
- No requests were made.

2. Disclosure of Pecuniary interest and the General Nature thereof.

✓ No disclosures

3. Approval of Agenda

- **Addition of the Library Operating Results for 2020 under Finance**
✓ Moved by Gary, seconded by Lynn; carried

4. Approval of January Minutes

✓ Moved by Willie, seconded by Agnes; carried

5. Committees:

6.1 Finance –

- February accounts

✓ Moved by Willie, seconded by Agnes; carried

- **Library Operating Results for 2020**

- Donna presented a brief snapshot of the 2020 operating results and expressed her appreciation for the efforts of Staff and the Library Board for coming under budget. Not only did the Library deliver on the savings of \$135,550 due to COVID-19 cuts but saved additional money on top of that. Donna explained that the Library's Net surplus at the



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end of 2020 was \$89,882 and that surplus will remain in the Library budget for future use.

- Tracking over budget was the building maintenance at \$56,400 but this was pre-approved coming from savings on a vacant staff position.
- Final audited results will come to the Library Board for approval in June of July.
- Mayor Barton expressed his gratitude for the staff and the Library Board for doing such a great job in a difficult year.
- Agnes also commented that the staff were still able to provide exceptional service to the public during the pandemic and should be proud.

6.2 Governance and HR Committee

- Safety Plan for Zephyr Library
 - Dave P commented that the safety plan was excellent, and that staff should be commended for it.
 - Lynn motioned to approve the plan.

✓ Moved by Lynn, seconded by Gary; carried

6.3 Community Committee

- Social Media outreach – Corrinne provided some stats

Facebook Stats Reported at March 25 Library Board Meeting

	Reach	Engagement	Shares
Averages for Saturday Storytimes	421	48	3
Averages for Saturday Crafts	400	20	3
Averages for General Interest	277	20	0

Other highlights:

- Kathy Reid-Naiman – donated virtual class 533/65/3
- Icicle Clean-up/Fire Dept. thanks 596/32/1
- Cubelets Bundles Intro 439/33/2



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- Baby Bundles Intro 918/63/4
- Dementia Friendly Communities
 - Amanda mentioned that all Township staff did a Dementia training session on March 15th.
 - Corrinne commented on how great the Library staff were with the public and how they always take time to work with each patron to assist them. She also mentioned the Library's collection of Dementia friendly books - Marlena books and other resources.
 - Several Board members commented on how important this topic was and how close to home this topic is for many of us.

6. New Business

- Online comics/graphic novels platform for libraries (component of Cloud Library)
 - Corrinne presented this option to the board. The full package cost is \$1,500 and is within our current budget. It would fulfill a need in the community however filters would be required to separate the youth comics from the Adult comics (mature content).
 - Agnes motioned that the full package be purchased AND THAT staff work with Cloud Library to ensure a safety barrier / administrative procedure be added to ensure user compatibility.
- ✓ Moved by Agnes, seconded by Martin; carried
- Inventory update in Zephyr is on-going. Lots of weeding happening every week
- Welcome Centre signage (Red Grant) is complete and will be installed soon.

7. Ongoing Business / Action items

- SOLS Board Assemblies
 - Dave P gave a brief update.



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- Facility update
 - Amanda commented on how happy we were to have 12 interested contractors visit the site for the Tower Tender and that the Tender closes on March 30. A report to the Board will follow at the April Library Board meeting.
 - Smaller building cracks in lower level - Engineer visited on March 1.
 - None of the conditions observed are of immediate structural concern. The various cracks in the interior drywall and floor tile are generally considered normal given the age/construction of the building. Marking the extents of the cracks is recommended to better identify the rate of change/worsening.
 - The debris that has fallen from the exposed stone foundation walls at the north end of the west elevation is consistent with normal thawing process that occurs in stone foundations towards the end of the winter.

8. Correspondence N/A

9. Round Table

- Dave P commented on an article about the popularity of the Free Little Libraries in many communities.
- Lynn gave an update from the Downtown revitalization committee. They will be doing surveys shortly via survey monkey and on the streets to gather opinions. Goal is to ask residents and visitors what are their opinions on our downtown and how could it be improved. They are hoping to have hard copies available at the library

10. Council Connects

- Councillor Ruona commented on the opposition to Build on the Lower Dufferin Creek Wetlands in Pickering.



Township of Uxbridge Public Library Board Meeting Minutes

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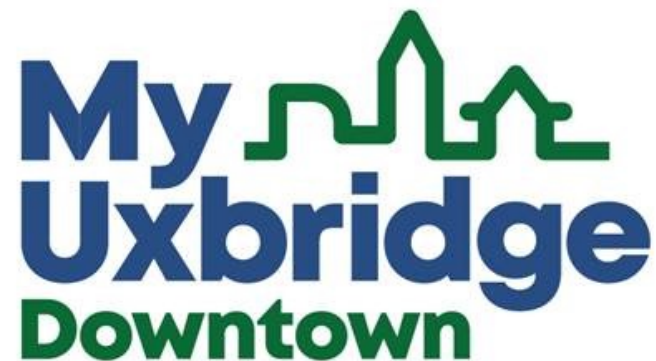
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- Mayor Barton gave an update on the Culvert. The project is going very well and should be done in June. A small road closure will happen the week of April 5th. Dave also commented on the exciting news for Reach View Village Long Term Care Home. They have been approved for a new facility and 90 more beds.
- Councilor Popp also commented on Reach View and their new home at the New Medical Centre which will be enhanced by being attached to the hospital. He also mentioned how exciting it was to see new local businesses move into that center (ex. Pharma Save).

11. Adjournment at 8:10 pm

✓ Moved by Lynn, seconded by Dave B; carried



#myuxbridgedowntown

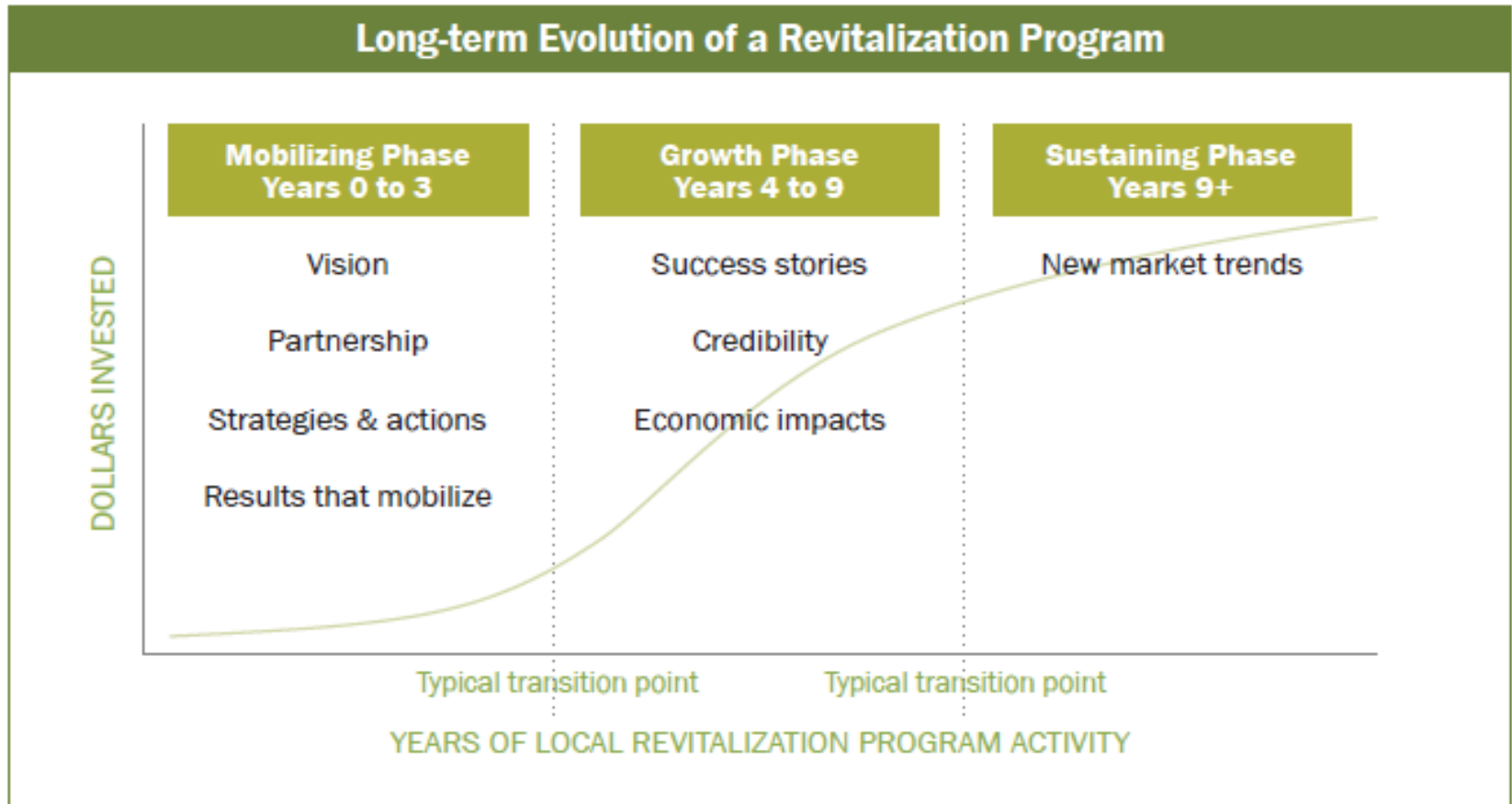
Overview – April 2021

What is Downtown Revitalization?

It is the process of improving the economic, physical, and social well-being of a community's traditional town centre by:

- Strengthening local businesses and encouraging investment by building and property owners;
- Creating enjoyable public streets and spaces animated by a variety of creative and civic activities; and
- Providing work and living opportunities that respond to people's needs across a spectrum of ages and interests.

How Long does it take for Downtown Revitalization?



Why is this the Right Time for Uxbridge?

- The Downtown Culvert Project will be completed in Summer 2021. This will allow some properties in the Downtown that were formerly in the “flood” zone to be developed;
- The Township of Uxbridge received financial support for this project from the Government of Ontario Rural Economic Development (RED) Program; the Region of Durham and the Uxbridge BIA; and
- Businesses, property owners and residents have demonstrated an interest in “supporting local” during the various COVID-19 stages, including the patios that were put in place over the summer.

How will Uxbridge Approach Downtown Revitalization?

- From now until December 2021, the Uxbridge Downtown Revitalization Project (UDRP) will implement the first 3 stages of the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) 4-stage process for Downtown Revitalization which has been in place since 2005.
 - Stage 1 – Preparation
 - Stage 2 – Collect Data and Analyze
 - Stage 3 – Develop Goals & Action Plans
 - *Stage 4 – Implementation (future projects)*
- **The key deliverable** of the UDRP will be the creation of a Strategic Plan and Action Plan that could be implemented in Stage 4 by the Township of Uxbridge and Region of Durham.
- While the UDRP will focus on engaging the businesses and property owners located in downtown Uxbridge (Brock Street between Main Street and Victoria Street) efforts will be undertaken to engage with residents throughout the Township.

Benefits and Impacts of Downtown Revitalization Programs

Stakeholders	Benefits
Merchants	<ul style="list-style-type: none"> • Greater opportunity for growth and expansion • Expanded customer base • Less financial risk
Property Owners	<ul style="list-style-type: none"> • Stable or higher rents • Increased occupancy rates/improved marketability of property • Higher property values
Financial Institutions	<ul style="list-style-type: none"> • Expanded business customer base • Expanded residential customer base • Improved public image and goodwill • Fulfillment of community reinvestment mandate
Professionals and Service Businesses	<ul style="list-style-type: none"> • Ready-made customer base of day-time employees • Location near government, banks, post office, and other institutions • Nearby amenities for clients and staff
Business Associations (Chambers of Commerce/BIAs)	<ul style="list-style-type: none"> • Potential new member businesses • Healthier overall business climate • Potential partnerships on joint projects
Residents	<ul style="list-style-type: none"> • Local accessibility to goods and services • Opportunities for volunteerism and leadership development • Preservation of community for future generations • More employment opportunities • Stronger tax base to support other community initiatives (schools, parks, etc.) • Investment in existing downtown infrastructure will result in smaller tax increases since it is more cost-effective than to extend new services to outlying areas
Local Government	<ul style="list-style-type: none"> • Increased community and civic engagement • Increased property tax base • Protection of property values and infrastructure investment • Reduced cost of services, such as police and fire protection • Reduced pressure for sprawl development

What are the Project Constraints?

Constraints (A constraint is a limitation or restriction to the project scope)

- It will not be possible to completely restrict “heavy truck traffic” from using Regional Road 47.
- Development within Uxbridge, including the Downtown is limited by the Townships sewage capacity as directed by the Region of Durham and the Lake Simcoe Regional Conservation Authority (LSRCA).
- The Downtown Revitalization Strategic Plan and Action Plan that is developed must take into account the fiscal limitations of the Township of Uxbridge, the Region of Durham, the Province of Ontario and individual business and property owners.

Overview of the OMAFRA Four-Stage Process:

Stage I: Preparation

Stage II: Market Analysis

Market Analysis

Physical Design

Other Research

We
are
here

Stage III: Develop Goals and Action Plans

Economic Development

Leadership & Management

Marketing & Promotions

Physical Improvements

Other

Stage IV: Implement and Monitor

Stage I: Preparation

Preparation

Timeline – December 31, 2020

Stage I includes the following major steps:

- Building a team
- Promoting the Downtown Revitalization program
- Undertaking the key first steps (i.e. organizing and scoping)

Outputs:

- Preliminary Project Plan
- Vision Statement for the Uxbridge Downtown

Complete

The Vision Statement

Uxbridge features a vibrant and thriving downtown that is rich in history and recognized as an inclusive and accessible community.

Description of Uxbridge Downtown in the future

1. The Downtown is a “Complete Community” that continually evolves to meet the emerging needs of the broader community.
2. The historic buildings display their original architectural features; and newer buildings, while more modern, are “sympathetic” to the heritage of the downtown.
3. Traffic flow, including parking, within the downtown embraces the importance of “Active Transportation” and minimizes the flow of heavy trucks.
4. There is a Town Square that acts as an “Agora” and offers a year-round “Marché” for local residents, farmers, businesses and visitors.
5. The Downtown offers a range of residential opportunities that take into consideration accessibility requirements, economic factors and own and/ or rent options.
6. The Downtown provides a wide range of amenities which offer unique shopping experiences while addressing the essential needs of residents. The promenade level is noted for thriving retail shops
7. The Downtown is home to a range of culinary experiences in the form of restaurants, café’s, bakeries, pubs, markets etc.
8. Uxbridge is recognized as “The Trail Capital of Canada” and the downtown is an integral component of the trail system.
9. The Uxbridge Brook and Centennial Park provide a north – south focal point, to be enjoyed by residents and visitors.
10. Visitors enjoyment of downtown Uxbridge’s extensive and diverse cultural and recreational offerings is enabled by access to local overnight accommodation.
11. Uxbridge’s reputation as an artistic community is evident throughout the Downtown, supporting many forms of artistic expression and incorporates “Viewable Art” in the public spaces.
12. The rear aspects of buildings offer a welcoming experience for residents and visitors using the parking lots and laneways found throughout the downtown. A number of the businesses provide rear entrances that are both attractive and accessible.

Uxbridge features a vibrant and thriving downtown that is rich in history and recognized as an inclusive and accessible community.

Vision Glossary

Active Transportation:

Active transportation is using your own power to get from one place to another. This includes: Walking, biking, skateboarding, in-line skating/rollerblading, jogging and running, non-mechanized wheel chairing; snowshoeing and cross-country skiing.

Agora:

The Agora was a central [public space](#) in ancient [Greek city-states](#). The literal meaning of the word is "gathering place" or "assembly". The agora was the center of the athletic, artistic, spiritual and political life in the city. The [Ancient Agora of Athens](#) is the best-known example.

Complete Community:

Complete Communities are places where homes, jobs, schools, community services, parks and recreation facilities are easily accessible.

Marché:

Refers to the place where producers (traders, artisans, peasants) come together to directly offer their products to consumers.

Sympathetic Architecture:

Basically, infill/restoration should attempt to harmonize the old and valued historic buildings/spaces with the new, while at the same time respecting established design elements (such as height, façade characteristics, setback and materials). Infill / restored buildings should be compatible and work with the surrounding buildings and historic context. The end result should be new structures that enhance and complement the existing character of the area.

Stage II: Collect and Analyze

Market Analysis

Timeline – July 31, 2021

Building
and
Business
Inventory

Business
Owner
Survey

Business
Mix and
Location
Analysis

Resident
Survey

Customer
Origin and
Market
Data

Outputs:

- Summary reports
- Presentations
- Market Area Data Report

Community Design

Timeline – October 31,
2021

Historical
Scrapbook/
Physical
Mapping

Design
Workshop

 **The Planning
Partnership**

have been engaged to lead
the Community Design

Outputs:

- Summary reports
- Design guidelines

Market Analysis

1. **Building and Business Inventory;**

- The Building and Business Inventory compiles information on all the buildings and businesses in the downtown.

2. **Business Owners Survey:**

- The Business Owner Survey collects information on the attitudes and opinions of business operators in the downtown. It measures current business needs, marketing and sales information, and perceptions of the downtown. Business owners' opinions about the current state of the downtown and their hopes for its future, contributes to the Strategic Plan.

3. **Business Mix and Location Analysis:**

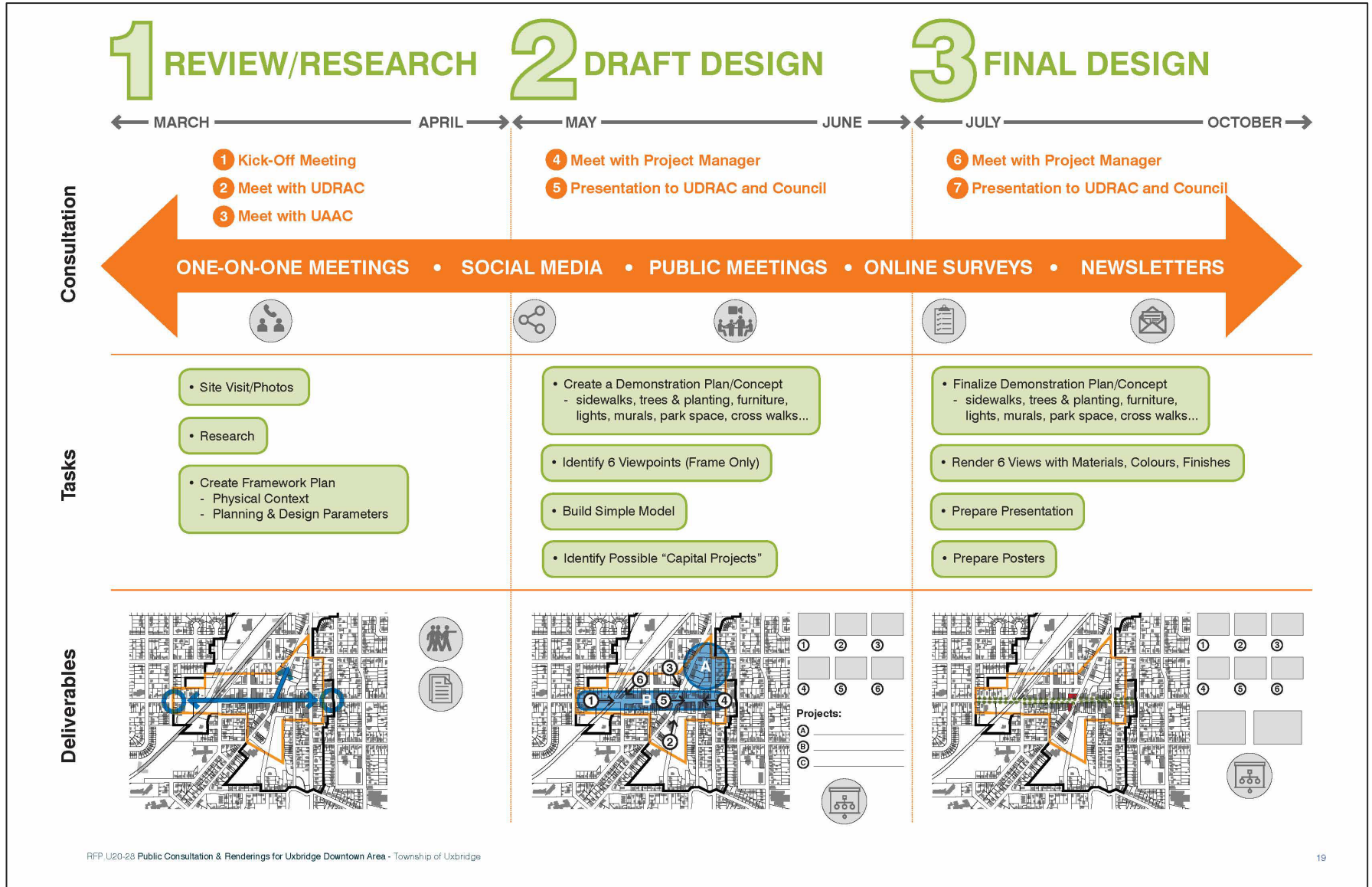
- This analysis describes the current function of the downtown. Businesses are classified based on their main commercial activity, and how their business relates to consumer purchasing behaviour.

4. **Point of Origin Survey used to prepare Market Area Data Report:**

- A customer origin survey is used to collect information to determine where downtown shoppers live, and is used to prepare the Market Area Data Report. The Market Area Data Report identifies characteristics of downtown consumers.

5. **Resident Survey:**

- The Resident Survey collects information on the attitudes and opinions of community residents about the downtown.



Frameworks / The Downtown through 3 lenses that capture the elements of the vision



Buildings

- Historic buildings alongside newer (contemporary) buildings, that are “sympathetic” to the heritage character.
- Shopfronts and active street level uses
- Murals



Public Spaces

- Town Square as ‘Agora’ / ‘Market’
- Uxbridge Brook / Centennial Park
- Promenade
- Patios and spill out areas
- Public Art



Streets

- Parking
- Active Transportation
- Truck Traffic
- Trails /Trail Connections

Stage III: Develop Goals and Action Plans

Develop Goals and Action Plans

Timeline – January 31, 2022

Considerations:

- Economic Development
- Leadership & Management
- Marketing & Promotions
- Physical Improvements
- Other

Outputs:

- Strategic Plan
- Action Plan

Importance of Balancing Downtown Revitalization

Economic Development objectives such as helping existing merchants target specific market segments in their trade area or identify possible new businesses that complement the existing business mix

Leadership and Management activities to include various organizations to ensure the process continues and volunteers are celebrated and renewed

Marketing and Promotions to ensure that the identity and positive image of the downtown is communicated and that events and activities animate the area

Physical Improvements such as restoring historic façades, streetscaping, parking, and creating safe, walkable environments

Stage IV: Implement and Monitor

Implement and Monitor

Future Projects
Could involve one or more projects.

- Implement the plan
 - Management team coordinates actions & implementation
 - Detailed work plan ensures tasks are organized and appropriately resourced
- Measuring and Monitoring Progress
 - Demonstrate accountability to funders & volunteers
- Report on results to Stakeholders

Examples of Benefits and Impacts of Downtown Revitalization

- Gravenhurst
 - Reduced vacancy rates, cultural heritage preservation
- Tilbury
 - Streetscape improvements and employment growth
- Minto
 - Business expansion, employment growth, and capital investment



Date	Vendor Name	Invoice Number	Invoice Description	Amount \$
2021-03-04	ENBRIDGE	113542251003/FEB2021	ACTUAL-JAN 19 TO FEB 17	1,468.44
2021-03-04	TACOMA ENGINEERS INC.	77854	LIBRARY TOWER REPAIRS	2,260.00
2021-03-12	CIBC VISA	JAN 25 TO FEB 24/21	EXPENSES-JAN 25 TO FEB 24/21	923.77
2021-03-12	MARTY S WINDOW CLEANING	14	WINDOW CLEANING-BOTTOM EXT	113.00
2021-03-12	ROGERS	234577581309	INTERNET-FEB 22 TO MAR 21	135.59
2021-03-19	BELL CANADA	9054732375/MAR2021	TELEPHONE-MARCH	115.50
2021-03-19	BELL CANADA	9058529747/MAR2021	TELEPHONE-MARCH	289.18
2021-03-19	BELL CANADA	9058529747/JAN21	TELEPHONE-JAN	280.80
2021-03-19	BMS SANITATION & SAFETY INC.	0000198320-LIBRARY	SUPPLIES	67.66
2021-03-19	11158465 CANADA INC. C/O JIM NELSON	779226	CARETAKING-MARCH	1,536.80
2021-03-19	XEROX CANADA LTD.	85394148	COPIES-MARCH	11.42
2021-03-19	BLUE HERON BOOKS	331793	BOOK	20.96
2021-03-19	LIBRARY SERVICES CENTRE	601049	BOOKS	723.76
2021-03-19	LIBRARY SERVICES CENTRE	600590	BOOKS	806.36
2021-03-19	DE LAGE LANDEN	7954708	COPIER-4/15-21-5/14/21	211.25
2021-03-19	HYDRO ONE NETWORKS INC.	200072033278/MAR2021	HYDRO-FEB 5 TO MARCH 6	438.32
2021-03-19	CORPORATE EXPRESS CANADA INC.	C418882-00611244-LIB	OFFICE SUPPLIES-LIBRARY	97.59
2021-03-19	DESJARDINS CARD SERVICES	1/25/21	SUPPLIES	28.88
2021-03-19	KERRI DENT	MILEAGE-JAN8-MAR1	MILEAGE-JAN 8-MAR 1	147.50
				<u>9,676.78</u>



REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board

FROM: Amanda Ferraro, Director of Community Services & Library CEO

DATE: April 22, 2021

REPORT: LB- 01/21 **FILE NO.**

SUBJECT: Eavestrough

BACKGROUND:

In 2019 the Uxbridge Public Library's Building Condition Assessment report listed the eavestrough as an area of potential concern. The report highlighted damaged gutters in Photograph 18 / page 14 of the report and recommended that we ensure all existing downspouts and gutters were functional and effectively diverting water away from the building.

Additionally, staff have been monitoring these gutters (especially in the winter) to underline where our major issues were located.

DISCUSSION:

Cal Wild, Field Advisor from Tremco Roofing & Building Maintenance reviewed our concerns and provided Roof report.

Scope of Work - 12 corners - 3 seams/corner (approx. 60 lft.)

Option 1:

1. Remove existing/failed sealant from interior seams/joints of gutter at all (12) corner locations.
2. Prepare gutter bonding surfaces to provide sound, clean and dry substrate.
3. Apply new bead of polyurethane sealant, Dymonic 100 or Tremseal Pro by Tremco with a steady pressure, forcing sealant into all corner joints. Colour as approved by Owner.

4. Where necessary, install fabric reinforcement in three course combination (sealant/fabric/sealant) to ensure the corner detail is fully sealed.
5. Tooling is minimal if sealant is applied with adequate pressure. Dry tooling is preferred to neat and consistent finish
6. Immediately clean up any overspill or excessive markings from exterior of building/gutter.
7. Inspect and clear gutters of all loose debris and remove all incidental debris from site.

Estimated at\$4,860.00 + HST

Option 2:

1. Remove existing/failed sealant from interior seams/joints of gutter at all (12) corner locations.
2. Prepare gutter bonding surfaces to provide sound, clean and dry substrate.
3. Apply Alphaguard PUMA Quick Flash at 2½ gal / 100 sq.ft., extending minimum 4" beyond gutter seams at corner detail to fully seal area.
4. Embed reinforcing fabric into wet coating using brush or roller until free of voids, wrinkles, air pockets, etc.
5. While coating is still wet, apply Quick Flash over embedded fabric at 2.5 gal / 100 sq.ft.
6. Once fully cured, apply Alphaguard PUMA Top Coat @ 1¼ gal / 100 sq.ft over base coat.
7. Immediately clean up any overspill or excessive markings from exterior of building/gutter.
8. Inspect and clear gutters of all loose debris and remove all incidental debris from site.

Estimated at.....\$6,130.00 +HST

Note:

Option 2 is the same solution/product as the Uxbridge Arena internal gutter repair in 2020 and has been successful in eliminating potential issues at that location.

Option 2 is also within our budget under building maintenance.

Three Quotes were obtained:

1. Trio roofing systems:

Option 1\$4,860.00 +HST

Option 2.....\$6,130.00 +HST

Notation: We have allowed for a scissor lift to reach the second-floor gutters

2. Sproule Speciality Roofing Ltd.

Option 1\$4,500.00 +HST

Option 2.....\$6,600.00 +HST

Notation: We have included for a boom lift to complete this work safely. We have not allowed for any work on the high roof.

3. Masi Group Inc.:

Option 1.....\$6,700.00 +HST

Option 2.....\$9,500.00 +HST

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RECOMMENDATION

1. THAT Report LB-01/21 be received for information
2. AND THAT the Library Board approve Option 2.
3. AND THAT the Library Board approve the quote from Trio roofing systems for \$6,130.00 +HST

Respectfully Submitted by:

Amanda Ferraro
Director of Community Services &
Library CEO



REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board

FROM: Amanda Ferraro, Director of Community Services & Library CEO

DATE: April 22, 2021

REPORT: LB- 02/21 **FILE NO.**

SUBJECT: Tower Repair Tender

BACKGROUND:

In 2019 the Uxbridge Public Library's Building Condition Assessment report listed the Tower as items requiring medium-term remedial action:

1. Repair damaged wood framing in tower structure, including:
 - a. Re-instate wood cross-bracing and stud wall connections.
 - b. It is recommended that steel ring beams are added at two locations (third points) to provide additional stability to the tower structure.
 - c. It is recommended that fixed steel ladders are added to interior of the tower to facilitate access to the clock mechanism at the top of the tower.
2. Add wood knee-wall bracing to the walls above the Library Stack Room.

Additionally:

1. Localized damage to the wood framing in the Tower was observed (refer to Photographs 11a and 11b).
2. Localized damage to the brick mortar joints was observed in several locations within the Tower (refer to Photograph 12). Medium to wide cracking in the mortar joints was observed.

3. The clock mechanism at the top of the tower is currently accessed for service by a non-fixed ladder.

DISCUSSION:

The budget for this project was estimated at \$80,000 and is included as a Capital project for 2021. The project was being funded from savings in operating costs from not filling a vacant position.

A tender was sent out in February and closed on March 30th. In brief, the proposed work for the Clock Tower Restoration project included:

1. Remove and replace existing wood framed louvres and interior bird screens. Replacement louvres to match existing in material, type, size, colour, finish, and other attributes.
2. Restoration of existing brick masonry (interior and exterior). Masonry restoration is limited to the clock tower access level and above.
3. Masonry repointing price is to include the complete mortar removal and replacement with moderately hydraulic lime-based mortar. Work to be completed in accordance with the project specifications.
4. Provide new wall framing and diagonal bracing including blocking as per bracing elevations. Existing diagonal bracing is permitted to remain in place where it does not interfere with installation of replacement bracing and other conditions required as part of the scope of work. Note: Where new wood framing bears on existing roof framing, contractor to remove finishes and contact Tacoma Engineers for review. Localized reinforcement maybe required (See cash allowance).
5. Construct new intermediate wood framed access platform as per plans include access hatch opening to facilitate new steel access ladder.
6. Site measure platform elevations (new and existing) and submit stamped steel access ladder shop drawings for review and approval prior to fabrication.
7. Install replacement louvres including stainless steel bird screen to interior of louvre frame completed with rubber gaskets.
8. Existing decorative wood framed feature above louvre opening to be refinished to match replacement louvres prior to installation.
9. Install new steel access ladder including access hatch covers to suit.

Results of the Tender came in higher than the budgeted amount:

Historic Restoration Inc.	\$112,100.00 not incl. HST
Heritage Restoration	\$128,400.00 not incl. HST
Brook Restoration Ltd.	\$137,666.00 not incl. HST
818185 Ontario Inc.	\$148,000.00 not incl. HST
Mega Group Construction Limited	\$157,000.00 not incl. HST
Colonial Building Restoration	\$159,346.00 not incl. HST
Zero Defects	\$165,800.00 not incl. HST
Seaforth Building Group 1992 Ltd	\$285,996.00 not incl. HST
Asbex Ltd.	disqualified/rejected

Other Budget items:

Provisional items not included in the Tender Results:

1. Install composite louvre instead of wooden ones: extra \$15,000
2. Additional Masonry per 10 sq ft.: extra \$450.00
3. Alternate ladder locations: extra \$1,500

Project Management:

1. Tacoma Review bids \$1,500
2. Oversee project and review shop drawings \$4,000

Reason for Tender being higher than budget:

1. Budget was an estimate and there were assumptions made on
 - a. Bonding cost, equipment rentals and scaffolding
2. Lumber prices / unstable market
3. Contingency built into Tender \$14,500

Current Budget for the Project.

Note: Adding Composite Louvres will save maintenance money in the future. Wooden louvres should be painted every five years.

Tendered Amount	\$ 112,100.00
Contingency included \$14,500	incl.
Tacoma - Review Tenders	\$ 1,500.00
Tacoma - Project Management	\$ 4,000.00
* Add Provisional Composite Louvres?	\$ 15,000.00
\$ 132,600.00	

Township's portion of HST	\$ 2,333.76
Additional Contingency	\$ 5,000.00
	<hr/>
	\$ 139,933.76
	<hr/>

Funding for this Project:

New budget: \$140,000.00

\$86,000 funded from savings in operating costs from not filling a vacant position.

\$14,455 funded from Township reserves related to the library

\$39,545 from additional savings from the 2021 operating budget if available, and if not available then to be funded by drawing from the Library's accumulative surplus, not to exceed \$40,000.

RECOMMENDATION

1. THAT Report LB-02/21 be received for information
2. AND THAT Historic Restoration Inc. be awarded the project for \$112,100.00 plus HST
3. AND THAT the Library Board approve the addition of Historic Restoration Inc. Provisional cost for Composite Louvres for an extra \$15,000.00
4. AND THAT the Library Board approve the funding of this project from \$86,000 in savings in operating costs from not filling a vacant position, \$14,455 from Township reserves related to the library and \$39,545 from additional savings from the 2021 operating budget if available, and if not available then by drawing from the Library's accumulative surplus, not to exceed \$40,000.

Respectfully Submitted by:

Amanda Ferraro
Director of Community Services &
Library CEO



Grab and Go Book Selection Assistance

Use this form to request materials from our children's shelves. The survey below will help us determine what books you are looking for. We will put together a selection of books based on your needs!

* Required

Name *

Your answer

Library Card Number *

Your answer



Child's Age

Short answer text

How many books would you like?

Column 1

1 to 5

☐

5 to 10

☐

10 to 20

☐

What type of children's books would you like?

Column 1

Board Books

☐

Today's clues:



What am I?

Don't forget to send us your photo by **email** at uxbridgelibrary@uxlib.com
or post your photo on **Instagram** with the hashtag **#uxlibscavengerhunt2021**
*****IF you're posting on Instagram you must FOLLOW us first please!

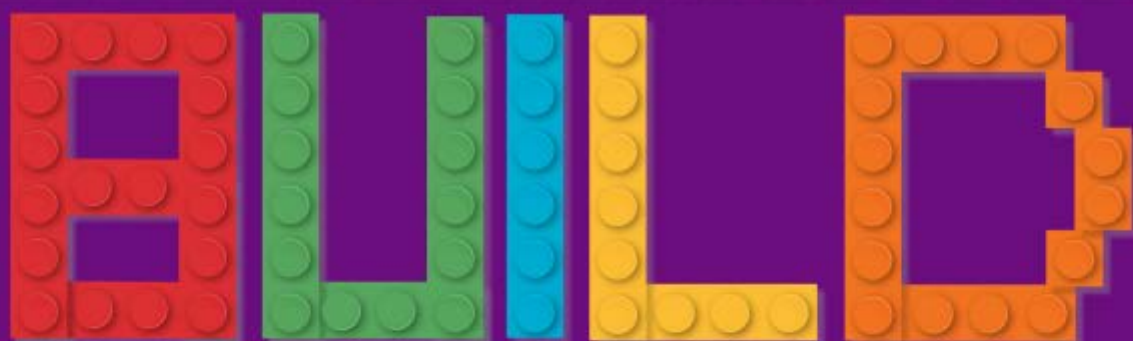


1) Some people use me for skating
Some fish call me home
I can bloom in the heat of the summer

2) Tour us, admire us - we are works of art!
but we are not on canvas or paper,
we were made to stand our ground

3) I look like a bird house
but inside are words not birds
I sit on a post nice and tall for
everyone to enjoy





Monday APRIL 12th
LEGO Challenge:

Can you build the TALLEST tower??
How tall can you make it?
Don't forget to measure it!



New Gate and Signage installed.

