



# REPORT

To: Chetwynd Public Library Advisory Committee

Report Number: CS-CLIB-004

From: Trish Morgan, General Manager of Community Services

Date: June 14, 2021

**Subject: Document Review – Feasibility and Design**

---

## **RECOMMENDATION:**

That the Chetwynd Library Advisory Committee receive the report titled “Document Review – Feasibility and Design – CS-CLIB-004”, which contains links to studies and reports previously received for the Chetwynd Library Replacement Project, for information.

## **BACKGROUND/RATIONALE:**

Prior to embarking on the first task of this phase of the project, the Committee would like to review all prior work completed for the project and hold a meeting to build consensus.

Work on the Chetwynd Library Replacement project has been ongoing since 2016.

The following documents have been attached for review:

1. 2016 Chetwynd Public Library Report and Presentation on ‘Future of Libraries’  
This was presented for consideration at the beginning of the project and outlines initial needs and wants for the Chetwynd Public Library.
2. 2017 CPL Addition to Rec Centre Site Plan  
A proposed site plan for adding the Library to the north of the Rec Centre developed through the feasibility study in 2017.
3. 2017 CPL Component Placement – Addition to Rec Centre  
A proposed library design showing spaces identified during the stakeholder engagement for the feasibility study in 2017.
4. 2017 CPL Feasibility Study  
Feasibility study that investigated Chetwynd Public Library services and statistics, research into library trends, interviews with library staff and board, interviews with library users and stakeholders, comparator study of library services in similar sized communities, and space and options analysis.
5. 2017 CPL Feasibility Study Engagement Report  
Summary of ‘what we heard’ from resident survey in 2017.

6. 2021 RFP Appendix E – Site Details and Photos

As part of the background documents for the Request for Proposal for the project, the following documents were provided to prospective bidders for their review. Includes site drawings and pictures.

7. 2021 RFP Appendix F – Facility Guidelines and Sample Floor Plan

As part of the background documents for the Request for Proposal for the project, the following documents were provided to prospective bidders for their review. A summary of the facility requirements for spaces within the Chetwynd Public Library are included. Staff concept and design is also within this document.

**ALTERNATIVE OPTIONS:**

1. That the Chetwynd Library Advisory Committee receive the report titled “Document Review – Feasibility and Design”, which contains links to studies and reports previously received for the Chetwynd Library Replacement Project, for discussion.
2. That the Chetwynd Library Advisory Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.

Attachments:

1. 2016 CPL Report and Presentation on ‘Future of Libraries’
2. 2017 CPL Addition to Rec Centre Site Plan
3. 2017 CPL Component Placement – Addition to Rec Centre
4. 2017 CPL Feasibility Study
5. 2017 CPL Feasibility Study Engagement Report
6. 2021 RFP Appendix E – Site Details and Photos
7. 2021 RFP Appendix F – Facility Guidelines and Sample Floor Plan