



Facilities Master Plan

Adopted June 3, 2023

By Vancouver Island Regional Library Board of Trustees



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2023 Facilities Master Plan

Background

Now in its 87th year, Vancouver Island Regional Library (VIRL) presently operates 39 facilities in service to its 38 member jurisdictions, and across a service area of 42K km². These facilities are central to the delivery of our *Collective Services* to the region's population. Across VIRL's service area, between 27% and 40% of residents in participating communities are active library users, and 61% of materials are borrowed from library branches, while 39% of materials are accessed online. VIRL manages BC's third largest public library collection.

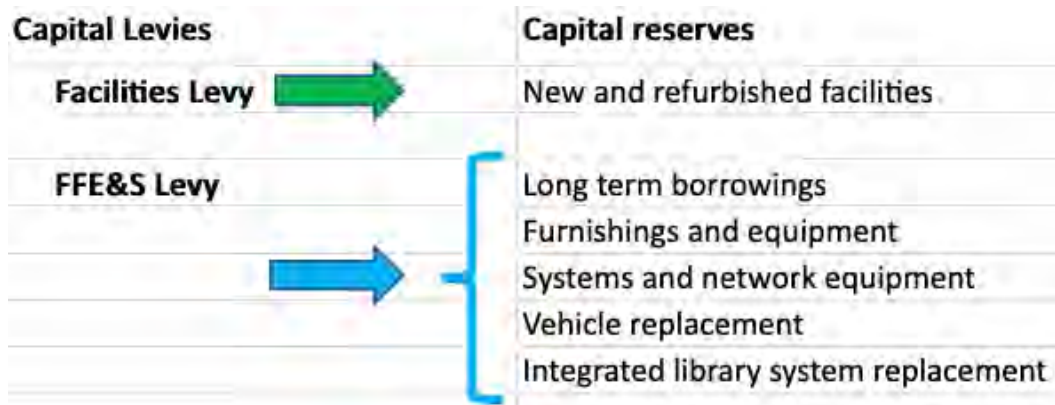
VIRL's facilities inventory includes seven sites owned and thirty-two sites leased, totalling nearly 200K sq ft. The owned facilities are a tangible shared asset for VIRL's local government membership, and the entire facilities portfolio is a demonstrable commitment to regional priorities, serving as vital social infrastructure in communities large and small, and as critical venues for VIRL and its aligned partners to extend their reach and impact.

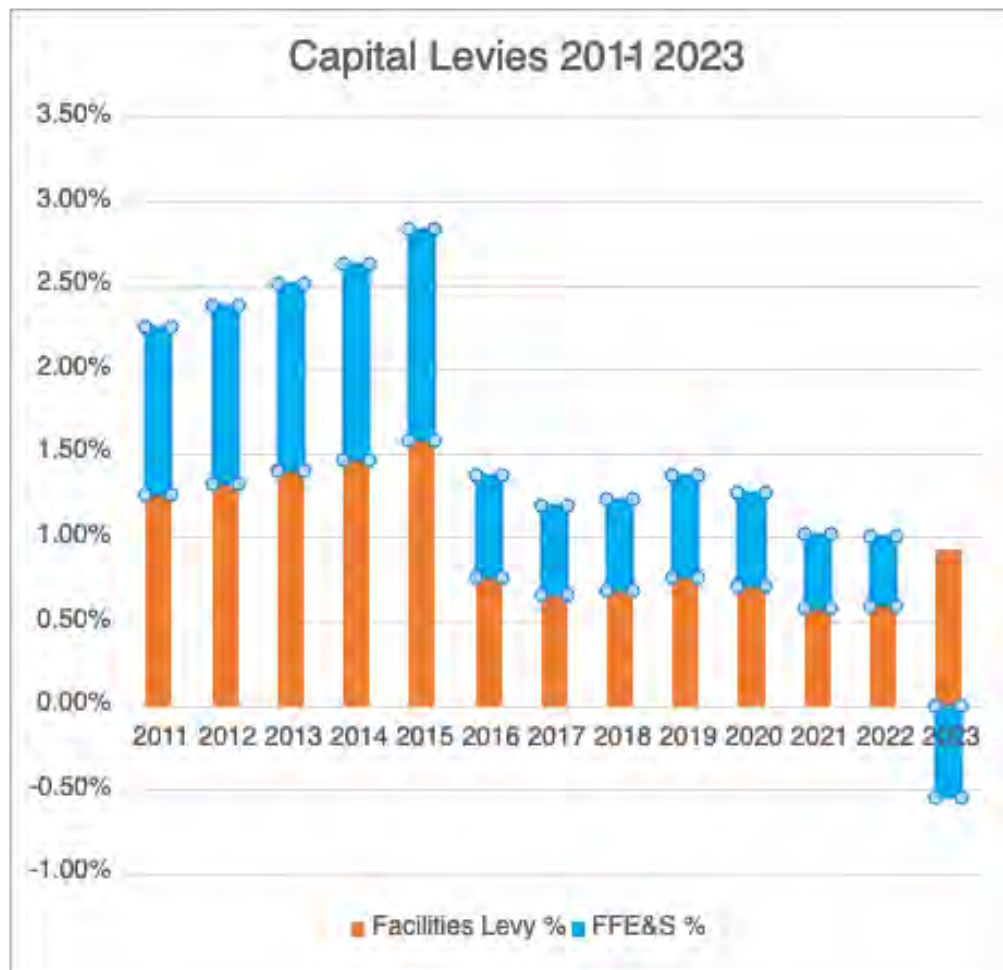
Table 1: Branch and Area Distribution

| | Region | North | Central | South | Total |
|----------|---------------|--------|---------|--------|---------|
| Branches | Sum of Number | 21 | 9 | 9 | 39 |
| | % of Total | 54% | 23% | 23% | 100% |
| Area | Sum of SF | 59,687 | 78,619 | 50,547 | 188,853 |
| | % of Total | 32% | 42% | 27% | 100% |

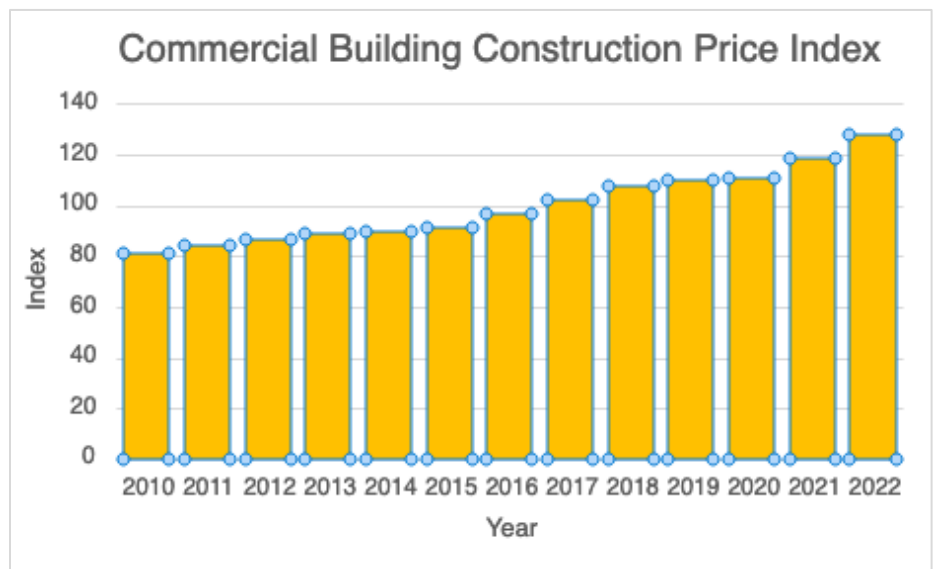
13 years ago, VIRL's first Facilities Master Plan (FMP) and associated Facilities Policy sought to chronicle the responsibilities and opportunities inherent to facilities operations at scale, and over time. Starting in 2011, additional member levies were introduced to develop and maintain VIRL's facilities inventory for the next decade.

Funding for VIRL's Capital Projects comes from two levies: a *Facilities Levy*, and a *Furniture, Fixtures, Equipment and Systems (FFE&S) Levy*, each of which flows through select Capital reserves, established to support specific Capital portfolio activities.





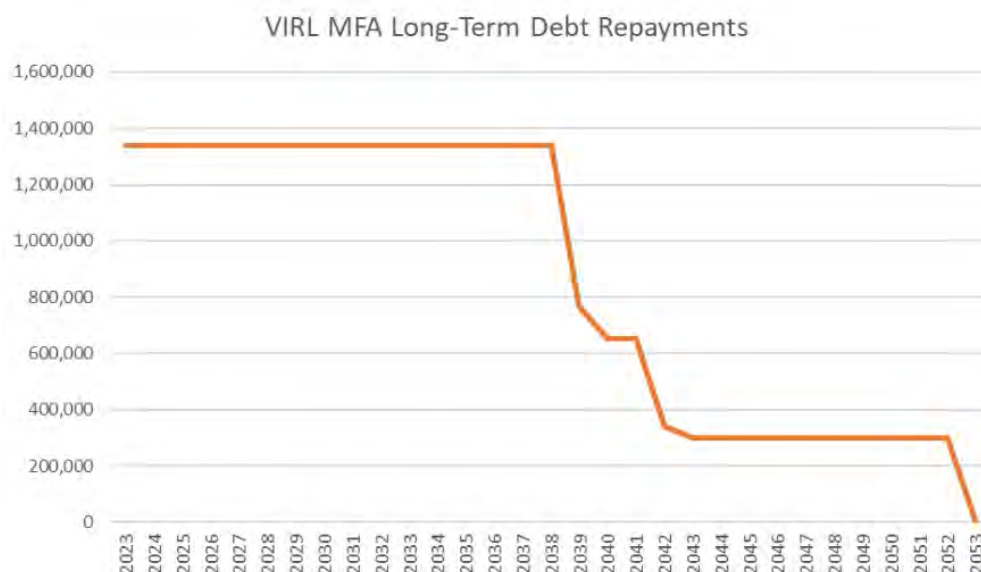
In recent years, inflation, supply chain and construction labour and building challenges have necessitated hard deferred maintenance and major Capital project decisions, including project cancellations. Indeed, during the span of the previous FMP, BC's commercial building construction indices grew by 58%¹. Still, VIRL managed an impressive new building construction cost of \$233/sq ft for seven owned facilities in 13 years, totalling more than 77K sq ft.



VIRL maintains repayments of long-term borrowings in support of capital projects at Chemainus, Cowichan Lake, Nanaimo Harbourfront, Nanaimo North, and Sooke. This accounts for approximately \$1.4 million of fixed capital costs each year through 2039.

¹ Statistics Canada, measured at Vancouver / for BC: <https://bit.ly/43GeytN>

In 2022, the VIRL Board initiated a process to renew its FMP and Facilities Policy. In 2023, the work was divided between staff and two consultancies. We are grateful for the excellent work of [Cornerstone Planning Group](#) (CPG) and [Continuum Architecture](#) — this FMP incorporates their work alongside that of staff.



Discussion

In Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civil Life (2018), Klinenberg² chronicles the innumerable benefits of social infrastructure investments in communities large and small. Shared spaces like Public Libraries are leading examples in his analysis, and have increasingly complex operating and regulatory environments, owing to their unique mandate, shifting community needs, intersecting crises, and the responsive and evolving *Collective Services* they deliver.

In 2023, VIRL will launch its new Strategic Plan. As a Regional Library District offering significant economies of scale and a shared ownership model, VIRL remains uniquely positioned to deliver a robust, vision, mission and value-aligned Capital program in partnership with member communities in communities large and small.

Vision: A thriving, connected, cohesive, and empowered region of island and coastal communities.

Mission: We provide barrier-free, region-wide, and equitable access to a unique and critical blend of *Collective Services* that lift our communities.

Of VIRL's 5 Strategic Goals, all are relevant to our places and spaces; however, Goal 4 is most directly related to this FMP: **Goal 4: Foster safe, inclusive, and welcoming spaces, and *Collective Services*.**

We must ensure our *Collective Services* are delivered in accessible environments where library visitors and staff feel safe, respected, affirmed, and welcome. Our efforts will focus on developing our team and our *Collective Services* to establish an inclusive foundation for the future.

² Read or listen via the libby app and your VIRL card!...

ebook: <https://share.libbyapp.com/title/3889646>

audiobook: <https://share.libbyapp.com/title/3778718>

...or [borrow the hard copy](#)

Key Learnings from the Previous FMP

Key themes persist for the VIRL Board, in its oversight of VIRL facilities and finances. This 2023 revised FMP and the associated Facilities Policy seek to build on successes, and incorporate lessons learned, in each of the following areas:

- A comprehensive facilities assessment had not been completed in years. With staff input, our consultants have provided condition assessments for all facilities in *Appendix IV*. VIRL's intent is to update these periodically, as facilities conditions are the largest driver of Capital project requirements and expenditures.
- Robust and consistent project prioritization criteria were lacking. With board and staff feedback, our consultants developed new prioritization criteria, included in *Appendix III*, along with applied scoring for the condition assessments in *Appendix IV*. VIRL has an outstanding Capital projects queue, which is additionally ranked by timeline in *Appendix V*.
- Our consultants recommend a shift away from a rigid square foot Per Capita model, instead suggesting size ranges for differing branch types (*Appendix III*).
- Facilities ownership remains the preferred model, insofar as experience and facilities assessments show that – as a tenant – it is significantly more difficult for VIRL to ensure its requirements are met.
- Experience shows that a dedicated Facilities levy is essential, given community demand for new facilities, and facilities conditions and regulatory demand for facilities improvements.
- Similarly, continuation of a Furniture, Fixtures, Equipment and Systems (FFE&S) levy is essential for the library system to meet its service objectives, financing and regulatory obligations.
- The volume and pace of new construction and refurbishments are ultimately dictated by the levies and levy horizon deemed tolerable by the Board. Dramatically increased construction and maintenance costs, growing climate change considerations, the necessity to provide accessibility enhancements and to continue servicing long-term borrowing costs will all remain challenges.
- In this context, the FMP sees Capital project approval more tightly integrated with the annual budget development cycle in *Appendix I*, to increase transparency about approved and denied projects, in context of budget.
- As a corollary, and in alignment with our Strategic Plan, we must continue to anticipate and adapt to changing needs by adopting tools and approaches that extend service without necessarily increasing cost. Opportunities for mixed use facilities environments, alternate capital designations, hub and spoke service models, and an increased role for grants are all envisioned, to be considered on a case-by-case basis. Reconciliation, economic considerations, grant opportunities, regional housing shortages, aligned partnerships, and programming opportunities are all reasons for VIRL to remain open to collaborations that offer mutual benefit in service to communities.
- *Appendix I* provides for an "alternate designation" in cases where Capital investments other than bricks and mortar may address an expressed need at scale in a community or in multiple communities. Mobile programming infrastructure is commonly utilized by Regional Libraries internationally, e.g., and this approach played a major role in VIRL's history of cost-effective, impactful service delivery. Such infrastructure can be deployed flexibly for regular and special programming, and in response to events of significance, offering real value to multiple communities concurrently.

On a case-by-case basis, VIRL staff may recommend such an approach going forward, particularly where the criteria and appendices indicate a strong fit.

Ongoing Capitalization Needed

VIRL balances costs and risks within the annual member levy, and staff seek to balance projects between urban and rural locations per policy directives. We need better spaces if we are to meet our obligations, reach our potential, and sufficiently manage risk. The Capital levies and long-term borrowings introduced in 2011 have enabled seven new buildings, twelve major refurbishments and numerous refreshed facilities. Importantly, great strides have been made in accessibility, and health and safety, that benefit staff and members of the public, in environments which feature some of the tenderest moments in community, alongside abhorrent behaviour.

The existing Facilities Policy and FMP introduced “An additional levy of 1.25% per year for facilities over a 10-year period, and an additional levy of 1% per year for maintenance over a 10-year period, is required to implement this policy” (June 2010). In subsequent revisions (2011, 2012, 2016), the FFE&S levy was established as \$8/sq ft., ultimately indexed to CPI, and from 2011 to 2023, there were annual increases in the levies to close the gap between the target amount and the amount collected, as reflected in each year’s approved 5-year budget forecasts.

The Condition Assessments summary in *Appendix IV*, the branch rankings in *Appendix III*, and the member requests in *Appendix V*, tell a remarkably consistent story and make clear the need for an ongoing Capitalization strategy supported primarily by levies, as presented in *Appendix VI – Implementation*.

Catchment

Per legislation, VIRL relies on Third Party population data for member levies. The applicability of these funding data sets to catchment determinations for the purposes of building design has been historically challenging. Specifically, issues of catchment adjacency frequently arise in discussions about optimal square footage per population, at least as often as discussions about seasonal population fluctuations, and important opportunities to better serve remote First Nations communities and rural electoral areas within the service area.

Going forward, for the purposes of building design, VIRL will continue to rely on the most recent Third Party (BC Stats or similar) population and demographic information and will, beginning in 2024, annually engage Geographic Information System (GIS) expertise, to determine catchment for potential Capital projects. *Appendix III* additionally incorporates Catchment and Site Selection considerations into Capital Project Prioritization Criteria.

In parallel with this FMP, VIRL’s 2023 Strategic Plan sets forth a Goal to review, innovate and design equitable service models, including several actions specifically designed to increase rural and remote user engagement. Ongoing connectivity infrastructure developments throughout the region will only extend VIRL’s value proposition, in that these developments will further enable cost-effective innovation in the provision of our *Collective Services* to rural and remote users.

Site Selection, Facility Sizing and Service Design

VIRL offers a significant array of *Collective Services* within and beyond its walls, and anticipates a more prevalent role for hub and spoke service delivery models in the years ahead, including alternate and even untraditional service delivery models. Hub and spoke service delivery may appear in urban, semi-urban, rural and remote contexts.

VIRL's recent Capital projects journey, and the diversity of branches and communities served have led CPG to suggest a shift away from a square foot/capita facility target, instead favouring a "right-sized" approach. This suggestion recognizes that — in practice — VIRL's facilities inventory can only be said to aspire to the existing target. There are valid reasons for this. Chiefly, VIRL presently leases 88% of its facilities, and in many communities, has few, if any alternative lease options.

For new construction, the square foot target has been most useful insofar as it contributed to the development of VIRL's cost-effective prototype branch design for smaller communities like Sayward, Woss and as proposed for Masset: there is certainly an ongoing role for VIRL's prototypes. The target also enabled preliminary costing estimates for the purposes of conceptual budgeting and planning.

However, the notion that the target could be consistently applied as a rule has proven impractical, undesirable, and even misleading, as CPG identified in its September 2022 interim presentation to the Board. In its place, the application of broader considerations outlined in *Appendices I, II and III* will serve to provide more granular, data informed, catchment-responsive, and cost-relative targets for current and future needs. In multi-branch urban environments, the target is understood to include all contributing facility square footage.

Appendix II outlines the high-level Planning Framework and Design Considerations VIRL currently uses in its building program. These are aligned with our Foundational Documents, reflect our understanding of community needs, and aim to balance potential flexibility and cost effectiveness.

Appendix I – Capital Projects Process

For new builds and refurbishments estimated in excess of \$250K we use a Four-step process to ensure process transparency. The intent is not to be rigid, as the nature of our Capital projects environment follows the complex nature of our operating environment.

1. Step 1, annually in Q2 (effective 2023)

- a. Staff provide a summary report on each Capital project candidate
- b. Each Capital project candidate will be assessed according to established **prioritization criteria** (2023; Third Party update, periodically)
- c. The established **prioritization criteria** will then be applied to Branch **physical assessments** (2023; Third Party update, periodically)

2. Step 2, annually in Q2

- a. Projects emerging from Step 1 as a priority, are assigned a library branch type or alternate designation for the purposes of budgeting, using VIRL's target methodology (2023; Third Party update, periodically), and a business case will be presented.

3. Step 3, annually for June budget deliberations

- a. VIRL's draft Capital Budget will reflect any residual Capital Project commitments from prior year projects
- b. VIRL's draft Capital Budget will reflect the outputs from Step 2, in-year

4. Step 4, annually in September

- a. The **approved Capital Budget** will be accompanied by a Capital Projects forecast
- b. If there is insufficient annual Capital budget or cashflow forecast to address all priority projects, the process resumes with Step 1 the next year
- c. If an approved project(s) is/are delayed for reasons beyond VIRL's control, the process resumes with Step 1 the next year
 - i. VIRL may proceed in-year with the next highest priority Capital Project(s) assuming all other conditions are met

Appendix II - VIRL Capital Projects

Planning Framework & Design Considerations

The Vancouver Island Regional Library (VIRL) building program is aligned with our Foundational Documents, and is developed by working towards the goals found within our Strategic Plan, understanding our community's needs, and maximizing our potential and flexibility. The building program defines the vision for the modern library space designed specifically for the community. The architectural design team uses these definitions to create a layout that supports library services, collections, and programming within the rebuilt space. A revitalized branch delivers a community destination that inspires, strengthens, and renews our communities.

Design Principles

- Strive to incorporate energy efficient technologies and minimize our carbon footprint whenever practicable.
- Anticipate a more prevalent role for hub and spoke service delivery models in the years ahead, including alternate and even untraditional service delivery models.
- Open, flexible, bright, and accessible spaces that are easily reconfigured to meet current and future needs. Stationary equipment, furnishings, and shelving are avoided wherever possible.
- Incorporate best practices of universal design to go beyond the building code to ensure our spaces can be accessed, understood, and used by the greatest number of users, regardless of ability. Particular attention will be paid to entrances, doors, access routes, check out areas, seating and seating spaces, counter and table heights, wayfinding, and visual displays.
- Service points are accessible and highly visible and central to the entire branch. The configuration of the service desk will offer superior sight lines throughout the library.
- A children's area is creative, fun, and playful with a focus on exploration and entices families to spend quality time in the library. It is a family-friendly space that considers practicalities such as space for stroller parking, cubby holes, and interactive play-based literacy activities.
- A teen area is clearly defined and easily identified, offering youth a safe, welcoming space that allows for both collaboration with others and individual use.
- Study and lounge spaces are comfortable and found throughout the space, offering a range of seating options. Effective acoustics help to transition from quiet to high noise areas. Spaces allow for special programs and events that involve community partners to utilize meeting rooms, etc.
- Warm, welcoming interiors are reflective and celebratory of the history and culture of our communities, incorporating natural light and wood finishes and textures as much as possible. Lighting and HVAC systems are effective and efficient.

- Exteriors are architecturally pleasing, with a west coast design that incorporates ecological, green, and sustainable features. Signage conforms to VIRL branding for high visibility and recognition, while lighting promotes visibility and security. Consideration is given to outdoor spaces that can offer community gathering space and programming opportunities. Landscaping enhances the appearance of the building and is easy to maintain.
- Superior sight lines and lighting ensure safety and security. Touch points are reduced wherever possible, including public washrooms with labyrinth style entrances, touchless fixtures, and appliances. The building has superior maintenance features.

Meeting Spaces

VIRL spaces focus on knowledge creation and sharing, providing meeting spaces for library programs, community organizations, meetings, presentations, screenings, and more. Meeting spaces allow for maximum flexibility to allow for future needs and changing service priorities.

Design considerations:

- Spaces are designed to allow for popular collections and browsing capacity for 20 years, with load bearing floors that meet current design requirements of the BC Building Code.
- Larger multipurpose rooms maintain a visible connection to the library entryway. They are enhanced by screen and sound technology that can be connected to a presenter's devices. Easily accessible equipment storage and a functional kitchenette space offer maximum use.
- Smaller study rooms are equipped with technology and furniture that allows for both individual quiet study and collaborative group meetings.
- Spaces feature natural light with window coverings, signage outside the room indicating its use, and VIRL branding in key locations.
- Opportunities to explore colocation and partnership opportunities via VIRL meeting spaces are explored to connect communities with partner services.
- Opportunities to incorporate secure outdoor meeting spaces are explored to bring library events and activities into the open air to connect people with nature.

Staff Spaces

Staff spaces are efficient, functional, and flexible, accommodating the movement of materials in and out of the space. Focus is on best practice for ergonomics and staff safety. Included is a workroom and delivery area, offices, a staff meeting room, breakroom, and washroom(s).

Considerations include:

- Superior sight lines for staff, ease of movement, and security features.

- Space for totes, bins, and sorting equipment. Depending on project scope, consideration will be given to an Automated Materials Handler (AMH), including access to the loading bay with power, data, and space to support the unit and its totes, bins, and sorting equipment.
- Access to a loading bay with staff door to accommodate VIRL truck deliveries. Spaces are secure, well lit, and accessible by key fob.
- Where applicable, the Library Manager office located adjacent to main service point with sightlines and door out into the branch. Customer Service Librarians are accommodated at desks in shared workrooms, with easy connections and sightlines out onto the branch floor.
- Where applicable, effort is made to include end of commute amenities.

Technology

Technology, public computing, and internet access remain a priority of our service and our spaces will provide the infrastructure to support this service delivery. The approach is flexible, integrated, and with an emphasis on self-service and discovery, interaction with technology in the library offers our communities new and exciting learning experiences.

Design Elements:

- A flexible computer area for easy public access, with potential for doubling as a teaching lab. Seating is in pods, with the ability to be separated to meet future needs and to allow for flexible use of the space. Consideration is given for opportunities to lend in-branch devices to promote flexible usage. Branches are equipped with between 2-16 computers, serviced by a photocopier/print-release station.
- Where applicable, a purpose-built media creation studio space with appropriate sound proofing, hardware, and software. A flexible media space enables discovery and exploration, with a focus on community knowledge sharing and creation.
- Wi-Fi is available throughout the space, with power and data readily accessible in walls and floors for reconfiguration to meet future needs. Accessible electrical outlets interspersed throughout the space and charging stations promote individual laptop and device use.
- The children's area is equipped with early literacy tablet/computer stations to promote digital literacy skills. Space depending, a public computer station is included in the area for caregivers to access while remaining comfortably within sight of their children.
- Self-checkout machines located next to the holds shelf offer individuals the ability to check out their materials quickly and privately.
- Level 3 or Level 2 Electrical Vehicle Charging stations are available.

Shelving & Collections

Opening day physical collections are informed by community need, branch activity, and consider the current and future needs of a branch. Planning is based on the understanding that library collections are one, ever-changing piece of a library, rather than the static, primary driving force behind space planning and design. The physical collection and design are adjusted as needed to optimize space function, customer usability, and services offered in the branch.

Design considerations:

- Spaces are designed to allow for popular collections and browsing capacity for 20 years, with load bearing floors that meet current design requirements of the BC Building Code.
- Opening physical collection size is determined utilizing an approach that combines branch type, existing usage, future growth projections, and responds to specific needs of our communities. It is created with the understanding that materials are shared amongst branches in the system, and that the physical collection housed on branch shelves is only one aspect of the overall library collections, which include electronic formats, online databases, and more. Branch collections will range from 1,500 to 70,000 items.
- Physical collection shelving layout standard allowing a maximum height of 78" for units along walls, 66" freestanding shelving in adult areas and 48" freestanding shelving in children areas. A single bay of shelving is 36" wide.
- Shelving is arranged to accommodate modern service concepts including lower shelving, modular units, and front-facing displays. Feature display units and children's shelving will be on casters and moveable to allow for maximum flexibility.

Appendix III – Branch Types, Catchment, Prioritization Criteria and Scoring

1.0 Branch Types

Comparing the VIRL system to other library systems (as in the standardized per-capita model) ignores important regional, geographic, community and population nuances that are specific to the Vancouver Island context. In an effort to be more specific to context, VIRL has recently defined four branch types, primarily based on the size of the population the branch serves. While population is the primary indicator, a branch may be assigned a different type based on other criteria including strategic role in the community, geographic isolation, seasonal demand, and future growth expected¹.

The branch types are:

- Small / Rural Branches serving a population of up to 8,000.
- Medium Branches serving a population of 8,000 to 20,000.
- Large Branches serving a population of 20,000 to 40,000.
- Urban Branches serving a population of 40,000 or more.

The table below shows branch distribution throughout the regions, by type. For analysis purposes, the Small/Rural category was split into two: those serving populations under 1,000 and those serving 1,000 - 8,000 people.

Table 2: Branch Distribution by Type

| Type / Region | North | Central | South | Total |
|--------------------------|-------|---------|-------|-------|
| Urban | 1 | 2 | 1 | 4 |
| Large | 3 | 3 | 1 | 7 |
| Medium | - | - | 3 | 3 |
| Small/Rural | 11 | 4 | 3 | 18 |
| Small/Rural (<1,000 pop) | 6 | - | 1 | 7 |
| Total # Branches | 21 | 9 | 9 | 39 |

Each branch type is currently characterized by an average SF per catchment population as shown in the chart below. The table afterwards provides observations about the trends seen in the chart. In the future, branch types will be defined primarily by service offering (currently under review by VIRL); however, there will still be a relationship between catchment population and physical branch size. The total system-wide average (total SF/total population) is currently 0.42; the metric is 1.31 when averaging by branch. Note the 2010 Facilities Master Plan had targeted 0.6SF/pop, agnostic of library type.

¹ In discussion, it became clear that space requirements should also be based on critical factors including collection size and program and service delivery needs, which will be different for each branch. Therefore, each branch must be considered independently for space requirements, and needs may be different even between locations with the same branch types (e.g. rural). There are currently three assignments that vary from the population definition: Nanaimo Harbourfront and Nanaimo North both serve a Large population but are assigned as Urban branches, and Sooke serves a Medium population but is assigned as a Large branch.

Table 3: Type and SF/Population Observations

| Type | # | Average SF/pop. | Observations |
|--|----|-----------------|---|
| Small/Rural (<1k) <i>Sandspit, Sointula, Port Renfrew, Tahsis, Port Alice, Port Clements, Woss</i> | 7 | 3.34 | A high SF/pop in communities with a population of less than 1,000 reflects a base need for services and collections regardless of community size. All seven of these communities are reported to be geographically isolated, so using a neighbouring branch is not an option. According to ADs, 70% of these branches are reported to be suitably sized now. Woss, a new library in this category, is raising the average by providing a high 8.0 SF/pop. Without Woss, the average is 2.56 SF/pop. |
| Small/Rural (1k-8k) <i>Union Bay, Masset, Tofino, Daajing Giids, Port McNeill, Gold River, Hornby Island, Port Hardy, Gabriola Island, Cowichan Lake, Bowser, Bella Coola, Ucluelet, Quadra Island, Cortes Island, Cumberland, Sayward, Chemainus</i> | 18 | 0.88 | As a community grows in size, the SF/pop required is likely to decrease as the suite of services are the same, but the population sharing them is larger. Fewer Small/Rural locations are reported to be geographically isolated (75%) than those serving <1,000 people. Half are reported to be suitably sized, meaning the SF/pop reported here may still be low for services, particularly given the common need for community gathering places in communities with this branch type. |
| Medium (8k-20k) <i>Ladysmith, Comox, South Cowichan</i> | 3 | 0.27 | SF/pop decreases again as the population increases for the services provided and living is still rural. There are only 3 branches in this type, and two will cross the threshold into "Large" population categories in the next 20 years. Most (2/3) are currently considered suitably sized by ADs/Managers. |
| Large (20k-40k) <i>Campbell River, Parksville, Qualicum Beach, Sooke, Nanaimo Wellington, Sidney/North Saanich, Port Alberni</i> | 7 | 0.30 | As living styles trend more urban in population centres serving over 20k people, branches may start increasing in size to provide additional services and a community gathering place. Large and Medium types are currently very similar in SF/pop but ADs reported that 71% of Large branches were undersized. It is likely that Large branches should have a higher SF/pop than reported here. |
| Urban (40k+) <i>Cowichan, Courtenay, Nanaimo North, Nanaimo Harbourfront</i> | 4 | 0.53 | Urban libraries have a higher SF/pop than Medium or Large, likely reflecting additional programming, administrative and specialty spaces supported from these locations. Urban density is high, and the need for a community living room ("third space") grows with urban living environments. |
| Total # of Branches | 39 | 1.31 | |

The SF/population metric varies by library branch type and is likely to continue to do so in the future as services will similarly be defined by branch type. Average SF/population by library type may be an indication of appropriate library size; however, SF/population should be shifted first to account for right sizing at the current state.

2.0 Catchment

Branch types are driven by population served, so understanding population growth within the diverse communities comprising the VIRL system and the catchment areas for the library branches serving them is an important project driver.

The catchment is the area served by the branch library. There are several ways in which catchment areas and the population within can be established. Often, they are established by conducting branch library surveys, using Statistics Canada census data, supporting information from district or municipal offices, Canada Post postal code areas, and information collected by school boards. For a variety of reasons, these approaches alone to develop library catchment for VIRL branch libraries were inadequate. To establish catchment areas for the population served by each VIRL branch, a balanced approach between core (population) and soft (seasonal fluctuations) factors was taken.

To determine the core future catchment population for each of the VIRL library branches, the population projections for each community with a branch library was drawn from BC Statistics based on the Community Health Service Area (CHSA). Each branch library was mapped (linked to) the relevant CHSA, noting overlaps when they occurred. CHSA growth trends over five-year increments were then applied to each library communities' population (based on *BC Gov't Population and Household Projections 2019-2028*). This approach uses an established baseline (by VIRL) and applies growth projections from a reputable source (BC Statistics PEOPLE, using updated methodology from November 2022).

There are 53 distinct First Nations in the VIRL service area with a total population of 14,724 on reserve (VIRL research paper regarding changing communities in VIRL service area). This represents 0.03% of the total VIRL catchment population in 2021. First Nations are included within the catchment populations drawn from BC Stats as Stats Canada uses information from Aboriginal Affairs and Northern Development Canada and shows communities (census subdivisions or designated places) that are affiliated with First Nations.

To identify the soft factors (seasonal fluctuations), managers from each branch library were surveyed to determine impacts on their library due to seasonal fluctuations in community population. The following factors were applied to the base population to account for seasonal or visiting population:

- Where no seasonal fluctuation impacts were identified, a 0% factor was applied.
- Where some impact was identified, a 10% factor was applied.
- Where the impact of seasonal fluctuations was high, a 25% factor was applied.

Results of the analysis are shown below. According to this analysis:

- The largest increases in catchment population (+50% or more by 2041) may be experienced by Gabriola Island, Tofino and Ucluelet, Courtenay, Hornby Island, and Sooke (highlighted in gold).
- Stability or small decreases might be expected in Port Clements, Woss, and Port Renfrew (highlighted in blue).
- The total increase in population served across the VIRL system may be in the +36% range over 20 years (including seasonal adjustment).
- Shifts in population that would shift the library branch type required in that community are identified in the final column. These include libraries already (currently) assigned the next branch type.

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Appendix III

Table 4: Catchment Projection 2021-2041

| Community with Branch Library | Catchment Pop. 2021 | Catchment Pop. 2041 | Seasonal Adjustment | Effective Catchment 2041 | % from 2021 | Shift Notes |
|-------------------------------|---------------------|---------------------|---------------------|--------------------------|-------------|--|
| CENTRAL REGION | | | | | | |
| Bowser | 1,833 | 2,384 | 0% | 2,384 | 30.1% | |
| Gabriola Island | 4,500 | 5,969 | 25% | 7,462 | 65.8% | Close to Medium |
| Nanaimo – Harbourfront | 33,996 | 45,325 | 0% | 45,325 | 33.3% | <i>Shift already considered in type</i> |
| Nanaimo - North | 33,996 | 45,325 | 10% | 49,857 | 46.7% | <i>Shift already considered in type</i> |
| Nanaimo – Wellington | 33,996 | 45,325 | 10% | 49,857 | 46.7% | Shift to Urban if considered alone |
| Nanaimo – Combined | 101,987 | 135,975 | Varies | 140,995 | 42.2% | No shift required when considered combined |
| Parksville | 28,825 | 37,528 | 10% | 41,281 | 43.2% | Shift to Urban |
| Port Alberni | 26,359 | 28,263 | 10% | 31,089 | 17.9% | |
| Tofino | 2,473 | 3,305 | 25% | 4,132 | 67.1% | |
| Ucluelet | 1,872 | 2,502 | 25% | 3,127 | 67.1% | |
| NORTH REGION | | | | | | |
| Campbell River | 38,249 | 47,201 | 10% | 51,922 | 35.7% | Shift to Urban |
| Comox | 17,786 | 21,945 | 0% | 21,945 | 23.4% | Shift to Large |
| Cortes Island | 1,151 | 1,359 | 10% | 1,495 | 29.9% | |
| Courtenay | 47,559 | 65,223 | 10% | 71,746 | 50.9% | |
| Cumberland | 4,547 | 5,733 | 0% | 5,733 | 26.1% | |
| Gold River | 1,320 | 1,478 | 0% | 1,478 | 12.0% | |
| Hornby Island | 1,069 | 1,348 | 25% | 1,685 | 57.6% | |
| Masset | 1,337 | 1,314 | 10% | 1,445 | 8.1% | |
| Port Alice | 694 | 728 | 10% | 800 | 15.3% | |
| Port Clements | 465 | 457 | 0% | 457 | -1.7% | |
| Port Hardy | 4,596 | 4,818 | 25% | 6,023 | 31.0% | |
| Port McNeill | 2,646 | 2,857 | 0% | 2,857 | 8.0% | |
| Quadra Island | 3,044 | 3,478 | 10% | 3,826 | 25.7% | |
| Qualicum Beach | 20,188 | 23,085 | 0% | 23,085 | 14.3% | |

| Community with Branch Library | Catchment Pop. 2021 | Catchment Pop. 2041 | Seasonal Adjustment | Effective Catchment 2041 | % from 2021 | Shift Notes |
|---------------------------------|---------------------|---------------------|---------------------|--------------------------|-------------|----------------------------------|
| Queen Charlotte / Daajing Giids | 1,921 | 2,040 | 10% | 2,244 | 16.8% | |
| Sandspit | 300 | 319 | 0% | 319 | 6.2% | |
| Sayward | 1,113 | 1,314 | 0% | 1,314 | 18.1% | |
| Sointula | 494 | 533 | 10% | 587 | 18.8% | |
| Tahsis | 308 | 345 | 0% | 345 | 12.0% | |
| Union Bay | 1,226 | 1,546 | 10% | 1,700 | 38.7% | |
| Woss | 169 | 174 | 0% | 174 | 2.7% | |
| SOUTH REGION | | | | | | |
| Bella Coola | 1,312 | 1,438 | 10% | 1,582 | 20.6% | |
| Chemainus | 3,168 | 4,238 | 0% | 4,238 | 33.8% | |
| Cowichan | 47,703 | 58,213 | 0% | 58,213 | 22.0% | |
| Cowichan Lake | 6,764 | 7,845 | 25% | 9,806 | 45.0% | Shift to Medium |
| Ladysmith | 14,414 | 18,567 | 0% | 18,567 | 28.8% | |
| Port Renfrew | 152 | 142 | 0% | 142 | -6.8% | |
| Sidney/North Saanich | 24,498 | 31,011 | 0% | 31,011 | 26.6% | |
| Sooke | 19,870 | 31,024 | 0% | 31,024 | 56.1% | Shift already considered in type |
| South Cowichan | 15,404 | 20,054 | 10% | 22,060 | 43.2% | Shift to Large |
| Total Catchment Population | 451,316 | 577,795 | 6% | 612,337 | 36% | |

3.0 Prioritization Criteria

3.1 Establishing Prioritization Criteria – A Framework for Evaluation

A set of criteria across four categories was generated to define the factors that should influence investment in library branches. These criteria were generated from the background information, VIRL strategic objectives and planning documents, and discussions with the project team. They have been influenced with feedback from the Board of Trustees. These criteria will support the identification of the library branch facilities which are top priority for investment. The criteria are grouped into the following four categories.

Facilities Master Plan Appendix III

1. Catchment Criteria (4), identifying whether the library branch is suitable for the catchment size now and in future.
2. Community Criteria (4), identifying how (and how much) the community uses the branch.
3. Facility Criteria (12), identifying key aspects of the facility's suitability to use as a library including its functional and physical condition.
4. Climate Change Resiliency Criteria (3), to ensure climate impacts are considered in investment decisions.

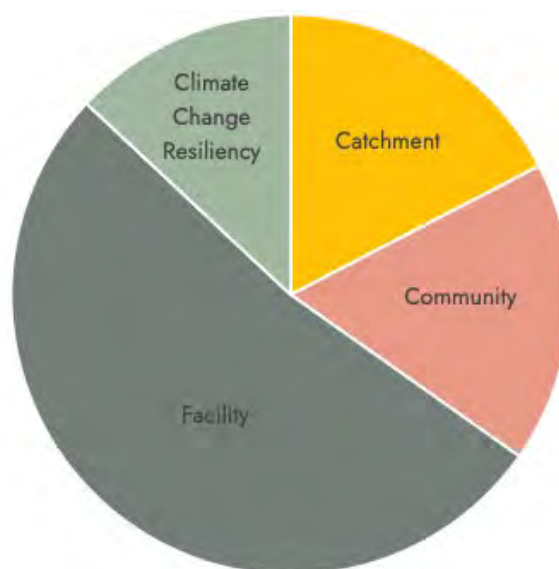


Figure 4: Criteria Categories, by number of criteria

The criteria are summarized in the table below and detailed in the sections that follow along with preliminary results by region. The criteria are evaluated from a quantitative perspective where possible (% of total cardholders or \$/SF annual maintenance budget). When qualitative perspectives were required (whether the library is adaptable or strategic to the community), these were gathered via the Assistant Director Questionnaire or alternative source as listed. The table below introduces the criteria, along with their resulting^[1] relative priority. Each criterion was assessed by the branch, and then given a multiplier based on the priority. The resulting score is used to rank the priority for investment in the branch.

The building condition assessment consultants visited 24 of the 39 branch locations, with the remaining assessments completed by VIRL staff. The consultants did not visit all sites because:

1. Timelines made it physically impossible for the consultants to visit all sites.
2. Internal facilities records, local knowledge and recently-completed building projects provided satisfactory detail to complete assessments for some sites without the support of consultants.
3. Efforts were made to conserve budget where possible.

Table 5: Prioritization Category and Criteria Summary Table

| Cat. | # | Description | Priority (H/M/L) |
|-----------|---|--|------------------|
| CATCHMENT | 1 | Catchment Suitability to Library Branch Type, Now <i>Is the library appropriately sized for the current population/community?</i> | Medium |
| | 2 | Catchment Suitability to Library Branch Type, Future <i>Is there a demand for library programming and services in surrounding areas, beyond the current catchment?</i> | Medium |
| | 3 | Shift in Library Branch Type <i>Will the library will be appropriately sized for the population/community in 10 years?</i> | Medium |
| | 4 | Regional Proximity <i>Is the library located in close proximity to other branches, and is it transit accesible?</i> | Medium |

Facilities Master Plan

Appendix III

| <i>Cat.</i> | <i>#</i> | <i>Description</i> | <i>Priority (H/M/L)</i> |
|-------------|----------|--|-------------------------|
| COMMUNITY | 5 | Strategic Community Role <i>(e.g., Is the library exceptionally unique to the community it serves?)</i> | High |
| | 6 | Geographic Location <i>(e.g., Is the library geographically isolated, relative to others?)</i> | Medium |
| | 7 | Utilization (Cardholders) <i>(e.g., What portion of the population/community are cardholders?)</i> | Low |
| | 8 | Utilization (Physical Circulation) <i>(e.g., Library physical circulation per SF, in relation to average.)</i> | Medium |
| FACILITY | 9 | Age of Facility <i>(years)</i> | Medium |
| | 10 | Recent Investments: Short-Term <i>Recent investment: Have the 0-2 years upgrade recommendations identified in the 2009 Facility Assessment Report been undertaken?</i> | Medium |
| | 11 | Recent Investments: Long-Term <i>Recent investment: Have the 10-years upgrade recommendations identified in the 2009 Facility Assessment Report been undertaken?</i> | Low |
| | 12 | Physical Condition <i>What overall physical condition is the library facility in? (LEASED)</i> | High |
| | 13 | Physical Condition <i>What overall physical condition is the library facility in? (OVERALL BUILDING)</i> | High |
| | 14 | Physical Accessibility <i>Is the library physically accessible?</i> | High |
| | 15 | Functionality <i>Is the library space functionally suitable to programming needs?</i> | Medium |
| | 16 | Adaptability <i>Is the library space functional and able to adapt? Does it properly accommodate flows and functions?</i> | Medium |
| | 17 | Configuration <i>Is the library building configured appropriately for required operations?</i> | Low |
| | 18 | Health and Safety: Experience <i>Do physical aspects of the library compromise patron/staff health and safety?</i> | High |
| | 19 | Health and Safety: Physical <i>Does the facility meet safety standards?</i> | High |
| | 20 | Information Technology and Communications <i>Does the library/community have modern connection amenities such as wifi, fibreoptics, and cell coverage?</i> | High |
| | 21 | Sea Level Rise <i>Is the library situated in a location that escapes any risk of sea level rise?</i> | Medium |
| | 22 | Resiliency <i>Is this branch air conditioned?</i> | Medium |
| | 23 | Warming /Cooling <i>Can the library act as a warming/cooling centre?</i> | Medium |

3.2 Branch Ranking (Outcomes)

The final branch ranking by the criteria methodology is shown in the table at right, ordered by final weighted score.

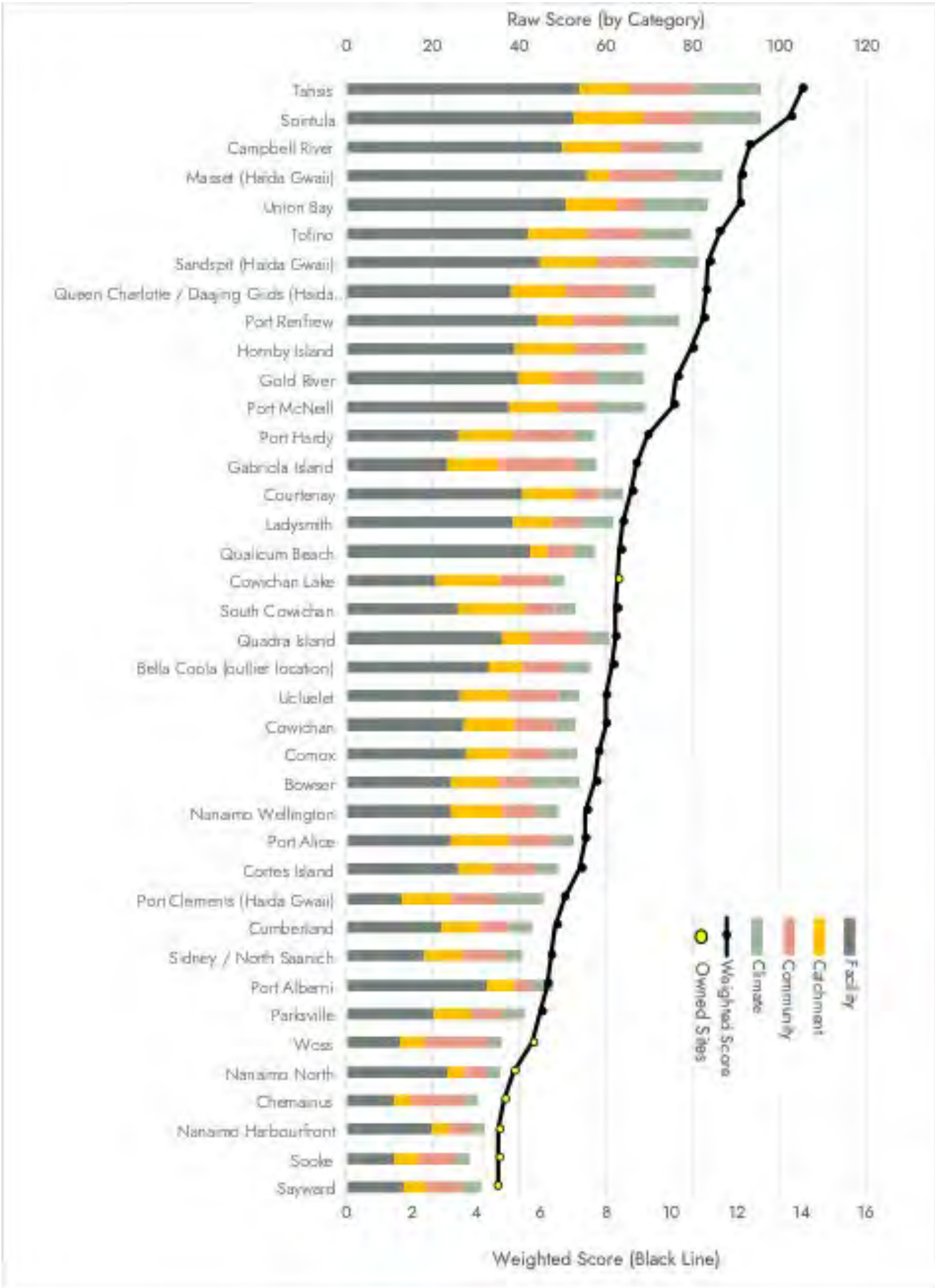
The chart on the next page shows the library branches ranked by weighted score (in black line). The raw score of each library branch is also shown, colour coded by category. These raw scores roughly align with weighted scores, but the weighted score reflects a higher importance of certain criteria (like safety) and category (catchment, for example).

The raw scores for each branch were then weighted on a category basis to indicate category importance, as follows:

| Category | % Weight |
|--------------------|----------|
| Catchment | 25% |
| Community | 20% |
| Facility | 45% |
| Climate Resiliency | 10% |
| Total Score | 100% |

| Rank | Branch | Score |
|------|---|-------|
| 1 | Tahsis | 14.01 |
| 2 | Sointula | 13.63 |
| 3 | Campbell River | 12.39 |
| 4 | Union Bay | 12.12 |
| 5 | Masset (Haida Gwaii) | 12.08 |
| 6 | Tofino | 11.46 |
| 7 | Sandspit (Haida Gwaii) | 11.14 |
| 8 | Port Renfrew | 11.04 |
| 9 | Queen Charlotte / Daajing Giids (Haida Gwaii) | 10.95 |
| 10 | Hornby Island | 10.60 |
| 11 | Port McNeill | 10.14 |
| 12 | Gold River | 10.02 |
| 13 | Port Hardy | 9.25 |
| 14 | Courtenay | 8.90 |
| 15 | Qualicum Beach | 8.74 |
| 16 | Ladysmith | 8.49 |
| 17 | Gabriola Island | 8.38 |
| 18 | Bella Coola (outlier location) | 8.35 |
| 19 | South Cowichan | 8.29 |
| 20 | Cowichan Lake | 8.25 |
| 21 | Cowichan | 8.15 |
| 22 | Quadra Island | 7.97 |
| 23 | Ucluelet | 7.96 |
| 24 | Comox | 7.74 |
| 25 | Bowser | 7.63 |
| 26 | Port Alice | 7.36 |
| 27 | Nanaimo Wellington | 7.32 |
| 28 | Cortes Island | 7.18 |
| 29 | Port Clements (Haida Gwaii) | 6.67 |
| 30 | Port Alberni | 6.43 |
| 31 | Cumberland | 6.27 |
| 32 | Sidney / North Saanich | 6.15 |
| 33 | Parksville | 5.94 |
| 34 | Nanaimo North | 5.74 |
| 35 | Woss | 5.14 |
| 36 | Sayward | 4.84 |
| 37 | Nanaimo Harbourfront | 4.67 |
| 38 | Sooke | 4.67 |
| 39 | Chemainus | 4.64 |

Facilities Master Plan
Appendix III



Observations from the ranking process include:

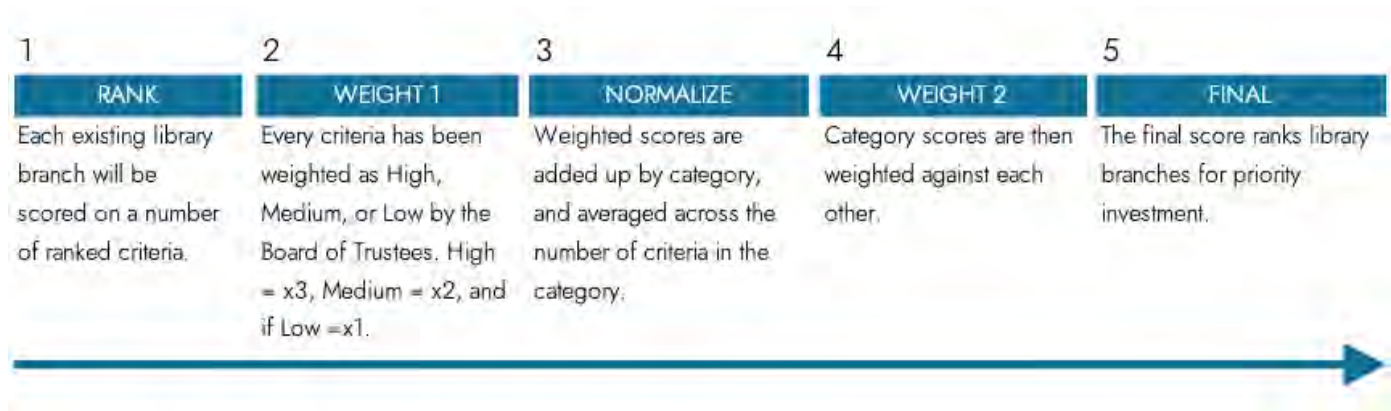
- Tahsis and Sointula are ranked the highest in both raw and weighted scores. Their scores are primarily driven by their facility condition, which as a combined score was the worst of all branches with the exception of Masset. However, Tahsis and Sointula both have high catchment scores, due to their distance to another branch, and the branch's size for the community it serves (and will serve in forty years). These branches are also highly susceptible to Climate Change Resiliency factors: both are at risk from sea level rise and are not able to support community resiliency (AC or warming centre). Both branches were recommended for future relocation by the engineering team due to their condition and risks.
- Campbell River and Union Bay are third and fifth, with Masset coming in fourth. A project for Masset is already underway. Campbell River and Union Bay ranked high due to their poor facility conditions across nearly every factor. Also, these branches are undersized for their future community sizes, and Campbell River will be shifting categories (from Large to Urban) as it serves a larger population. Although neither branch is geographically isolated, Campbell River was identified as particularly strategic to its community. Both branches are at risk from sea level rise, and both were recommended for future relocation by the engineering team due to their condition and risks.
- The next group of branches score closely together: scores for Tofino, Sandspit, Daajing Giids, Port Renfrew, and Hornby Island differ by only 0.86 points (~6% of the max score). These libraries rank similarly due to poor physical conditions of the facility (which affected physical safety scores, as well), and spaces that were not adaptable nor functional.
- From here on, the branch scores trend downwards at a relatively steady rate. Owned sites are almost exclusively ranked at the bottom of the list for priority investment. This is due to their relatively low Facility scores (that is, these facilities are in good condition and were well designed). These include Woss, Nanaimo North, Chemainus, Nanaimo Wellington, Sooke, Sayward, and Lake Cowichan.
- Branches whose weighted scores differ significantly from their raw scores, affecting their overall rank (by 3 or more places), are:
 - Port Hardy (17->13), due to its high score in Catchment and Community categories.
 - Qualicum Beach (18->15), due to a Facility score within the top 20%.
 - Cowichan Lake (26->18), and South Cowichan (23->19) which moved up 8 and 4 spots, respectively, due to their high scores in the Catchment category and on the strength of their physical circulation.
 - Quadra Island (15->20), which moved down 5 spots because it had a lower priority from Catchment and Climate scores, but was boosted due to its strong Community score (from cardholder utilization).
 - Bowser (21->25) moved down 4 spots as it has a lower Community score, and a higher Climate score (Climate is prioritized less than Community).
 - Finally, Port Alberni (29->32) moved 3 spaces down, owing to lower scores in a higher weighted category (Community, specifically).

4.0 Scoring

4.1 Methodology for Scoring

The criteria proposed to drive the facility rankings within the update to the VIRL Facility Master Plan are described below:

- Criteria category: many criteria are closely related and are indicators within the same “family”. These are currently grouped into four categories. These categories will all receive a score at the end and be weighted against each other.
- ID#: An easy way to reference a criteria; this does not indicate importance.
- Criteria Name: Criteria short name.
- Criteria Key Question: Another way of describing this criteria, asked in question format.
- Score Methodology: How the score is assigned. *Importantly*: within the current structure, a high score (5) indicates the facility is more of a priority for investment, than one with a low score (1).
- Source: Where the information used to score the branch came from. There are five sources:
 1. Analysis: These data were created via consultant analysis, using VIRL branch profiles, BC Statistics projection data, and ratio work.
 2. VIRL Profiles: These data are unprocessed points from branch profiles provided by VIRL.
 3. Questionnaire: These are qualitative data points provided by the Assistant Directors with oversight of the Library branches. The questionnaire was developed by Cornerstone and distributed to ADs in Fall 2022.
 4. Continuum: These data are interpreted from the building condition assessments completed on many branches by Continuum Architecture and subconsultants in Winter 2023.
 5. Priority: The priority (High, Medium, or Low) assigned to these criteria by the Board of Trustees (via survey in Fall 2022). If a criteria does not have a priority, it is listed as TBC and will be added in conversation with staff following further review from FCA’s.



4.2 Catchment Criteria

Catchment population and library branch type are directly tied within the framework of VIRL's current planning approach. The library branch types define the core character and community role the library branch plays. Although each library's requirements will be different based on the specific community, key metrics such as average SF/population by type are useful indicators for gauging size suitability now and in the future.

Catchment
Suitability to
Library Branch
Type, Now



(Analysis &
Questionnaire)

This criterion reviews the library's current catchment suitability to its designated library branch type (Small / Rural, Medium, Large, Urban), and establishes whether the library branch is currently sized appropriately for the population it serves. This criterion can be established by measuring the size of the branch if it adhered to SF/pop averages for its type and comparing that to its current size. These results are roughly corroborated by qualitative observations from ADs and Managers.

| Metric | North | Central | South |
|---|---|--------------------------|---|
| More than 50% undersized | Courtenay Union Bay* | Tofino | - |
| Between 30-40% undersized | Port Alice Port Clements Sandspit Sointula Port Hardy Port McNeill | Nanaimo/ Wellington** | Cowichan Cowichan Lake South Cowichan |
| Total under average | 13/21 (62%) | 6/9 (66%) | 5/9 (55%) |
| Is the branch appropriately sized for the current community? (No/Total) | 11/21 (52%) | 5/9 (55%) | 3/9 (33%) |

* This branch is an outlier as it is particularly small and likely shares spaces with another function. ** If considered independently of the Nanaimo branches.

Catchment
Suitability to
Library Branch
Type, Future



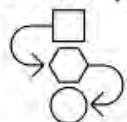
(Analysis &
Questionnaire)

This criterion assesses whether the current library type will be suitable to support its projected future population, using the projections including seasonal modifiers previously discussed. This time, results are very aligned with opinions from ADs and Managers. Those new to a category are shown in *italics*.

| Metric | North | Central | South |
|---|--|---|---------------------------|
| More than 50% undersized | Courtenay, Port Alice, Sointula, Campbell River, Union Bay* | Tofino, Ucluelet, Parksville, Nanaimo, Wellington** | Cowichan |
| Between 30-40% undersized | Port Clements, Sandspit, Port Hardy, Port McNeill, Hornby, Cumberland, Daajing Giids | Bowser | South Cowichan, Ladysmith |
| Total under average | 14/21 (66%) | 8/9 (88%) | 5/9 (55%) |
| Is there a demand for library programming and services in surrounding areas, beyond the current catchment? (No/Total) | 15/21 (71%) | 6/9 (66%) | 4/9 (44%) |

Note: Cowichan Lake moves from 30% undersized to 4% undersized because of shift from Small/Rural to Medium type; would require changes in services provided.

Shift in Library Branch Type



(Analysis)

This criterion measures whether a library branch changes from its current library branch type to another branch type in the future, based on population (including seasonal impacts). Note, there is no community expected to experience a decline in population that will cause a shift in library type.



| Change in Category | North | Central | South |
|--------------------|------------------|-------------------|------------------|
| Urban | ↑ Campbell River | ↑ Parksville | |
| Large | ↑ Comox | | ↑ South Cowichan |
| Medium | | ↑ Gabriola Island | ↑ Cowichan Lake |
| Small/Rural | | | |
| Small/Rural < 1000 | | | |

Regional Proximity



(Analysis)

This criterion addresses the relationship between library branches, based on their proximity to each other. This was evaluated by measuring the distance between each branch location. This criteria reports the number of branches located within a 20 / 60 / 60 + minute drive from another library branch.

| Number of branches that are... | North | Central | South | Overall |
|---|-------|---------|-------|----------|
| ...within a 20 min drive of another branch | 5 | 4 | 4 | 13 (33%) |
| ...within a 20-60 min drive of another branch | 10 | 5 | 2 | 17 (44%) |
| ...further than 60+ min drive of another branch | 6 | - | 3 | 9 (23%) |

| Metric | North | Central | South | Overall |
|--|------------|------------|------------|---------|
| Library Branch is in close proximity to other libraries. | 5 (13%) | 4 (10%) | 4 (10%) | 13(33%) |

4.3 Community Criteria

A library's role, location, and level of use in its community is another important category to consider. This category includes five criteria as shown below.

Strategic Community Role



(VIRL Document)

This criterion looks at the role the library plays within the community, in both the physical presence it may hold, but also in the value placed upon it by patrons for the programs and services it offers. In the questionnaire, all library branches reported that they play a strategic role in the community, specifying roles as a community hub, location downtown, supporting partnerships, and providing internet access, meeting and gathering space. These libraries are exceptionally unique to the communities they serve.

A VIRL strategic document described 8 libraries as having specific strategic roles in their communities. These are:

| Metric | North | Central | South |
|-------------------------------|--|-----------------|--|
| Strategic Role Identified.... | Campbell River Masset Port Hardy | Gabriola Island | Chemainus Cowichan Cowichan Lake Sooke |

Geographic Location



(Questionnaire)

The previous CFMP identified that all library branch locations were well situated within their communities. However, the access to and from those communities was not evaluated. There are 25 Small/Rural library branches within the library system, and most are accessible only by logging road, small plane, boat, or ferry. Patron access to/from the surrounding area can sometimes be limited given the remote or isolated location of the library branch.

| Metric | North | Central | South | Overall |
|---|-------------|------------|------------|----------|
| Library Branch is Geographically Isolated | 15 (71%) | 3 (33%) | 2 (22%) | 20 (51%) |

All of the Small/Rural < 1000 branches were considered geographically isolated, and most Small/Rural branches were as well. The following branches were not considered geographically isolated:

- All Urban, Large, and Medium branches
- Five Small/Rural branches: Bowser, Chemainus, Cowichan Lake, Cumberland, and Union Bay.

Utilization (Cardholder %)



(Analysis)

The first of two utilization criteria explores what percentage of the library's current catchment population are library cardholders. This provides a sense of how well-subscribed a particular library branch is, which perhaps should indicate its priority for investment.

The average percent of cardholders per capita across the VIRL catchment is 34.8% in 2021 (per Community Profiles). The chart below shows where library branches fall within three cardholder % brackets, defined by trend groupings.

| Cardholder % Bracket | North | Central | South |
|-----------------------------------|---|--|--|
| Top bracket (>45%) | Quadra, Sandspit, Sointula, Woss | Bowser | Chemainus, Port Renfrew |
| Middle bracket (Between 30 - 45%) | Cumberland, Port Alice, Port Clements, Port Hardy, Daajing Giids, Comox, Cortes, Gold River, Masset, Tahsis | Ucluelet, Tofino | Sidney/North Saanich |
| Lower bracket (<30%) | Campbell River, Courtenay, Hornby, Port McNeill, Sayward, Union Bay, Qualicum Beach | Gabriola, Nanaimo x3, Parksville, Port Alberni | Bella Coola, Cowichan, Cowichan Lake, Ladysmith, South Cowichan, Sooke |

Utilization
(Physical
Circ./SF)



(Analysis)

The second of the utilization criteria relates a library's current items in circulation compared to its square footage (items / SF). This is another metric that can indicate how well used the library branch is relative to its size. This metric is becoming less of an important measure as digital resources become more regularly available and popular. Digital usage cannot currently be broken out by library branch.

The average annual physical circulation as measured in items per square foot (i/SF) across the VIRL system is 20.1 items per square foot. The average i/SF was highest in smaller branches (those labeled Small/Rural <1000; avg 27 i/SF), and lowest at the largest branches (Urban; avg 7.5 i/SF). It was roughly similar across Large, Medium and Small/Rural types at 20 i/SF).

| Circulation /SF Bracket | North | Central | South |
|-----------------------------|--|--|--|
| Top bracket > 22 i/SF | Daajing Giids, Woss, Tahsis, Hornby, Comox | Tofino, Nanaimo-Wellington | Cowichan Lake |
| Middle bracket (10-22 i/SF) | Union Bay, Quadra, Qualicum Beach, Courtenay, Campbell River, Sointula | Parksville, Gabriola, Ucluelet, Bowser, Port Alberni | Sidney/North Saanich, South Cowichan, Ladysmith, Chemainus |
| Lower bracket <10 i/SF) | Port Hardy, Masset, Cumberland, Port McNeill, Cortes, Port Clements, Gold River, Sayward, Port Alice, Sandspit | Nanaimo - Harbourfront, Nanaimo- North | Sooke, Port Renfrew, Bella Coola, Cowichan |

4.3 Facility Criteria

The criteria included in the Facility category relate to a library's physical condition and accessibility, its level of investment, its functionality and adaptability, its health and safety, and its technology amenities. This category includes the criteria as shown below:

Age of Facility



(Analysis)

The age of the facility can be an indicator of its current physical condition. Age is not the only factor explored related to physical condition given that maintenance and renovations can extend the life of a facility. The age of the facility must therefore be considered along with the investments in the facility and its overall assessed physical condition (see other criteria as below).

Based on original construction date, there are four facilities older than 50 years in the VIRL portfolio. Three in North region: Sointula (1929; 93 years), Union Bay (1937; 85 years) and Tahsis (1970; 52 years), and one in Central region: Port Alberni (1971; 51 years). Over the 20 year horizon of this project, another 17 branches will cross the 50-year age marker. All are leased facilities with the exception of Nanaimo-North (built in 1982), which is owned.

| Facility Age | North | Central | South | Overall |
|--------------|-------|---------|-------|----------|
| 50 + years | 3 | 1 | - | 4 (10%) |
| 15- 50 years | 12 | 6 | 6 | 24 (62%) |
| < 15 years | 6 | 2 | 3 | 11 (28%) |

Recent Investments: Short-term



(Questionnaire)

The short-term investments criterion identifies if VIRL has completed any of the 0-2 year maintenance and upgrades for this branch, as identified by the 2009 Facility Assessment Report. Many listed as N/A have moved to a new location since the report.

| Level | North | Central | South | Overall |
|---------------------|-------|---------|-------|----------|
| Completed | 3 | 2 | 2 | 7 (18%) |
| Partially Completed | 6 | 4 | 4 | 14 (36%) |
| Not Completed | 4* | - | - | 4 (10%) |
| N/A | 6 | 3 | 3 | 12 (31%) |
| Unknown | 2 | - | - | 2 (5%) |

*Courtenay, Tahsis, Masset, Sandspit.

Recent Investments: Long-term



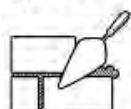
(Questionnaire)

The long-term investments criterion identifies whether VIRL has completed any of the 10-year maintenance and upgrades for this branch as identified by the 2009 Facility Assessment Report. Those that have been completed are Port Hardy, Nanaimo-Harbourfront, and Sidney/North Saanich.

| Level | North | Central | South | Overall |
|-----------|-------|---------|-------|---------|
| Completed | 1 | 1 | 1 | 3 (8%) |

| | | | | |
|---------------------|---|---|---|----------|
| Partially Completed | 4 | - | 1 | 5 (13%) |
| Not Completed | 6 | 3 | 2 | 11 (28%) |
| N/A | 9 | 5 | 5 | 19 (49%) |
| Unknown | 1 | - | - | 1 (2%) |

Physical Condition - Leased

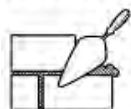


(Engineering Assessment Report)

The Physical Condition criterion reviews the building condition as assessed by architects and engineers in early 2023. Each leased library branch's physical condition was assessed.

| Condition Scoring | North | Central | South |
|-------------------|-------|---------|-------|
| Good | 5 | 2 | 3 |
| Satisfactory | 5 | 5 | 4 |
| Fair | 6 | 2 | 1 |
| Poor | 5 | - | 1 |

Physical Condition - Overall Building



(Engineering Assessment Report)

The Physical Condition criterion reviews the building condition as assessed by architects and engineers in early 2023. Each library branch's overall physical building condition was assessed.

| Condition Scoring | North | Central | South |
|-------------------|-------|---------|-------|
| Good | 4 | 2 | 4 |
| Satisfactory | 5 | 6 | 1 |
| Fair | 4 | | 2 |
| Poor | 8 | 1 | 2 |

Physical Accessibility



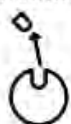
(Engineering Assessment Report)

The Physical Accessibility criterion assesses the level of physical accessibility at a given location. Physical accessibility is based on universal design principles, accommodating wheelchair and strollers at points of entrance and egress, providing ramps or elevators where access points are elevated, etc. For example, is an elevator available if necessary? Do stairs limit access? Is there accessible parking?

VIRL satisfies the municipal parking bylaw requirements for each library branch.

| Upgrades Needed | North | Central | South | Overall |
|-----------------|-------|---------|-------|----------|
| None | 3 | 2 | 4 | 9 (23%) |
| Minor | 9 | 7 | 4 | 20 (51%) |
| Major | 9 | - | 1 | 10 (26%) |

Functionality



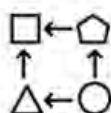
(Questionnaire)

Functionality refers to the ability of the library branch to accommodate all its required activities within the current facility's design. The result below is based on the AD Questionnaire: *Is the library space functionally suitable to support programming needs?* Most library branches were rated as unsuitable.

Branches rated as suitable include Courtenay, Sayward, Woss, Port Clements (in the North), Gabriola and Nanaimo-North and -Harbourfront (Central), and Bella Coola, Chemainus, Cowichan, and Sooke (in the South).

| Level | North | Central | South | Overall |
|------------|-------|---------|-------|----------|
| Unsuitable | 14 | 6 | 4 | 24 (62%) |
| Partial | 3 | - | 1 | 4 (10%) |
| Suitable | 4 | 3 | 4 | 11 (28%) |

Adaptability

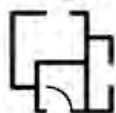


(Questionnaire)

The adaptability criterion is an indicator of whether libraries can adapt to changing conditions and library trends moving forward. ADs/Managers answered the question: *Is the library space able to adapt to changing flows and functions?* Most answers aligned with the Functionality criteria; that is, a facility's adaptability may make it functional.

| Level | North | Central | South | Overall |
|---------------|-------|---------|-------|----------|
| Not adaptable | 14 | 2 | 3 | 19 (48%) |
| Partial | 4 | 4 | 2 | 10 (26%) |
| Adaptable | 2 | 3 | 4 | 9 (23%) |

Configuration



(Questionnaire)

In relation to adaptability and functionality, "configuration" assesses whether a library's spaces are configured appropriately to support library activities and operations. This teases out whether the functional issues might be related to the facility's layout, which is an especially expensive intervention. ADs answered the question: *Is the library building configured appropriately?*

In this criteria, most branches were considered well-configured. Those not well-configured in the North were Masset, Sointula, Quadra, Campbell River, Union Bay, Comox, Courtenay and Qualicum Beach. In the South, Cowichan was rated as not well configured.

| Level | North | Central | South | Overall |
|---------------------|-------|---------|-------|----------|
| Not Well Configured | 8 | - | 1 | 9 (23%) |
| Okay | 1 | 8 | 3 | 13 (33%) |
| Well Configured | 12 | 1 | 5 | 14 (36%) |

Health and Safety: Experience



(Questionnaire)

This criterion explores whether the physical aspects of the library are sub-optimal for patron and staff health and safety (e.g. HVAC, lighting, entrance locations, etc.). ADs were asked: *Do physical aspects of the library compromise patron / staff health and safety?*

A quarter of VIRL's branches were rated as sub-optimal, and there was no clear correlation to library type. Branches rated as sub-optimal were:

- South: Ladysmith
- Central: Nanaimo - North
- North: Masset, Sointula, Port McNeill, Tahsis, Campbell River, Union Bay, Courtenay, and Qualicum Beach.

| Level | North | Central | South | Overall |
|-------------|-------|---------|-------|----------|
| Sub-Optimal | 8 | 1 | 1 | 10 (26%) |
| Mixed | 3 | 3 | 1 | 7 (18%) |
| Optimal | 10 | 5 | 7 | 22 (56%) |

Health and Safety: Physical



(Engineering Assessment Report)

This criterion explores whether the physical aspects of the library are sub-optimal for patron and staff health and safety (e.g. HVAC, lighting, entrance locations, etc.). The engineers assessed physical health and safety by asking the question: *Does the facility meet safety standards?*

A quarter of VIRL's branches were rated as sub-optimal, and there was no clear correlation to library type. Branches rated as sub-optimal were:

- South: Ladysmith
- Central: Nanaimo - North
- North: Masset, Sointula, Port McNeill, Tahsis, Campbell River, Union Bay, Courtenay, and Qualicum Beach.

| Level | North | Central | South | Overall |
|--------------|-------|---------|-------|----------|
| Good | 5 | 2 | 3 | 10 (26%) |
| Satisfactory | 6 | 4 | 4 | 14 (35%) |
| Fair | 4 | 2 | 1 | 7 (18%) |
| Poor | 6 | 1 | 1 | 8 (21%) |

Information Technology and Communication



(Questionnaire)

This criterion assesses whether a library is appropriately equipped with modern information technology and communication networks and systems such as WiFi, fibreoptics, and broadband cell coverage. This tends to be a functional question rather than a physical one; therefore, questionnaire results were used. ADs rated their branches based on the following question: *Does the library have modern connection amenities such as WiFi, fibreoptics, and cell coverage?*

| Level | North | Central | South | Overall |
|---------|-------|---------|-------|----------|
| Poor | 2 | - | 1 | 3 (8%) |
| Okay | 4 | 2 | 2 | 8 (20%) |
| Good | 5 | 7 | 6 | 18 (46%) |
| Unknown | 10 | - | - | 10 (26%) |

Branches with poor amenities were Hornby, Sointula, and Port Renfrew.

4.4 Climate Change Resiliency Criteria

The criteria included in the Climate category relate to a library's status with respect to efforts made to mitigate the impact of climate change. In this review of the current library branches, the existence of EV charging infrastructure was not included, but is a criteria within the climate category as part of future planning priorities and target setting process. This category includes three criteria as shown below:

Sea Level Rise



(Analysis)

Sea Level Rise is an important criterion related to a library's location. Some of the facilities that are close to the coast will face serious risk of inundation related to sea level rise of 2 feet (~50 years from now). This exercise flagged such locations for VIRL. Branches were evaluated using [Climate Central's](#) mapping tool.

High Risk branches are all in the North and are: Sointula, Tahsis, Campbell River, and Union Bay. Save Campbell River at 35 years old, the other high risk branches are all over 50 years old (93, 52, and 85 respectively).

| Level | North | Central | South | Overall |
|-----------------|-------|---------|-------|----------|
| High Risk | 4 | - | - | 4 (10%) |
| Partial Risk | 3 | - | 2 | 5 (13%) |
| Safe (Low Risk) | 14 | 9 | 7 | 30 (77%) |

Resiliency



Resiliency speaks the ability of a library to respond to shifting weather in their communities and to support community members with air conditioning during the warmer seasonal months.

| Air Conditioned | North | Central | South | Overall |
|-----------------|-------|---------|-------|----------|
| No | 8 | 2 | 1 | 11 (28%) |
| Yes | 13 | 7 | 8 | 28 (72%) |

Warming / Cooling



This criteria speaks the ability of a library to respond to shifting weather in their communities by acting as a warming or cooling centre during extreme temperature events.

| Ability | North | Central | South | Overall |
|-------------|-------|---------|-------|----------|
| Conditional | 2 | 2 | 3 | 7 (17%) |
| Maybe | 11 | 5 | 4 | 20 (51%) |
| No | 8 | 2 | 2 | 12 (30%) |

Appendix IV - Condition Assessments Summary

SCORING : Good (1), Satisfactory (2), Fair (4), Poor (5)

SCORING: No upgrades (0), Minor Upgrades (2), Major Upgrades (5)

| | | 12a: Physical Condition (Leased Space) | | | | | | | | 12b: Physical Condition (Overall Building) | | | | 14: Physical Accessibility | | | | 19: Health and Safety: Physical | | | | 23: Is the branch air conditioned? | | 24: Can the library act as a warming/cooling centre? | | | | | | | | | | | | | | | | |
|--------------------------------|---------|--|-------------|-------|---------------|--------------|--------------|--------------|-------|--|--------------|--------------|--------------|----------------------------|-----------------|-------|--------------|---------------------------------|--------------------------------------|----------------|--------------|------------------------------------|-------|--|-------------|---------------------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | Future Relocation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch | Region | New Report? | Recommended | SCORE | Architectural | Structural | Mechanical | Electrical | SCORE | Architectural | Structural | Mechanical | Electrical | SCORE | Upgrades Needed | SCORE | Seismic | No Water Damage | Unlikelihood of Hazmats (incl. mold) | Exiting/Egress | SCORE | Yes or No | SCORE | Conditional/Maybe/No | Notes | COMMENTS | Concealed/Hidden Deterioration (H/M/L) | | | | | | | | | | | | | |
| Tahsis | North | Yes | Yes | 5 | Poor | Poor | Poor | Poor | 5 | Poor | Poor | Poor | Poor | 5 | Major | 5 | Poor | Poor | Poor | Poor | Poor | 5 | No | 5 | No | Partially sprinklered but fed o | Shared with municipal hall; roof is new, severely rotted. New roof, no flashings. Likely structurally underdesigned. | | | | | | | | | | | | | |
| Masset (Haida Gwaii) | North | No | Yes | 5 | Poor | Poor | Poor | Poor | 5 | Poor | Poor | Poor | Poor | 5 | Major | 4.75 | Poor | Poor | Poor | Poor | Fair | 5 | No | 5 | No | Replacement Pending | | | | | | | | | | | | | | |
| Campbell River | North | Yes | Yes | 4.75 | Poor | Poor | Fair | Poor | 4.5 | Poor | Fair | Fair | Fair | 5 | Major | 5 | Poor | Poor | Poor | Poor | Poor | 1 | Yes | 3 | Maybe | Connected with Theatre (art d | Falling apart!!! Looks pretty. Must upgrade panels/lights. | | | | | | | | | | | | | |
| Queen Charlotte / Daajing Gi | North | No | | 4.75 | Poor | Poor | Poor | Fair | 4.5 | Fair | Poor | Poor | Fair | 2 | Minor | 4.75 | Poor | Poor | Poor | Poor | Fair | 1 | Yes | 3 | Maybe | | | | | | | | | | | | | | | |
| Union Bay | North | Yes | Yes | 4.5 | Poor | Fair | Fair | Fair | 5 | Poor | Poor | Poor | Poor | 5 | Major | 5 | Poor | Poor | Poor | Poor | Poor | 5 | No | 5 | No | Basement used for other stuff | shared w post office - very old. Very old. Sprinklered. Obsolete panels. No fire alarm. Its completely inaccessible. | | | | | | | | | | | | | |
| Bella Coola (outlier location) | South | No | | 4.5 | Fair | Fair | Poor | Poor | 4.5 | Poor | Poor | Poor | Poor | 2 | Minor | 4.25 | Fair | Fair | Fair | Fair | Poor | 1 | Yes | 3 | Maybe | | | | | | | | | | | | | | | |
| Sandspit (Haida Gwaii) | North | No | | 4 | Fair | Fair | Fair | Fair | 4.5 | Poor | Fair | Fair | Fair | 2 | Minor | 4 | Fair | Fair | Fair | Fair | Fair | 5 | No | 5 | No | | | | | | | | | | | | | | | |
| Tofino | Central | Yes | Yes | 3.75 | Poor | Satisfactory | Fair | Fair | 4.5 | Poor | Poor | Fair | Fair | 2 | Minor | 4.75 | Poor | Fair | Poor | Poor | Poor | 5 | No | 5 | No | | | | | | | | | | | | | | | |
| Sointula | North | Yes | Yes | 3.75 | Poor | Satisfactory | Fair | Fair | 4.5 | Poor | Poor | Fair | Fair | 5 | Major | 4.25 | Poor | Satisfactory | Poor | Poor | Poor | 5 | No | 5 | No | Needs a new fire alarm system | 1920s facility; parking lot gravel; shared w museum; very old, likely rotted; rudimentary mechanical | | | | | | | | | | | | | |
| Gold River | North | Yes | Yes | 3.5 | Fair | Satisfactory | Fair | Fair | 4.5 | Fair | Fair | Poor | Poor | 5 | Major | 4.75 | Poor | Poor | Poor | Fair | Poor | 5 | No | 5 | No | | old apartment building; combined staff washroom/kitchen; ceiling fans at 7' tall; water leaks everywhere; no ventilation | | | | | | | | | | | | | |
| Ladysmith | South | No | Yes | 3.25 | Fair | Satisfactory | Poor | Satisfactory | 4 | Fair | Fair | Fair | Fair | 0 | None | 2.25 | Fair | Satisfactory | Satisfactory | Satisfactory | Good | 1 | Yes | 5 | No | | | | | | | | | | | | | | | |
| Port McNeill | North | No | | 3 | Fair | Satisfactory | Fair | Satisfactory | 3.5 | Satisfactory | Fair | Fair | Fair | 2 | Minor | 2.5 | Fair | Satisfactory | Satisfactory | Satisfactory | Satisfactory | 5 | No | 5 | No | | | | | | | | | | | | | | | |
| Nanaimo Harbourfront | Central | Yes | No | 3 | Satisfactory | Fair | Fair | Satisfactory | 2.5 | Satisfactory | Satisfactory | Fair | Satisfactory | 2 | Minor | 1.75 | Satisfactory | Satisfactory | Good | Satisfactory | Satisfactory | 1 | Yes | 1 | Conditional | AC doesn't use good refridger | 2 storey, commercial complex, UG parking; floor cracks; mech easy fixes; shared elec services; reno 10 years ago; replace all breakers and check PA | | | | | | | | | | | | | |
| Qualicum Beach | North | Yes | No | 2.75 | Fair | Good | Satisfactory | Fair | 3.75 | Poor | Satisfactory | Fair | Fair | 5 | Major | 2.75 | Satisfactory | Satisfactory | Satisfactory | Poor | Poor | 1 | Yes | 3 | Maybe | Locked exit door to lobby near | part of a community square; issue with the shared washroom area and exiting; MANY ISSUES = Minor Efforts; good size and location | | | | | | | | | | | | | |
| South Cowichan | South | No | | 2.5 | Satisfactory | Satisfactory | Satisfactory | Fair | 2.5 | Satisfactory | Fair | Satisfactory | Satisfactory | 2 | Minor | 2 | Poor | Good | Good | Good | Good | 1 | Yes | 3 | Maybe | | | | | | | | | | | | | | | |
| Port Clements (Haida Gwaii) | North | No | | 2.5 | Satisfactory | Satisfactory | Satisfactory | Fair | 1.25 | Satisfactory | Good | Good | Good | 0 | None | 1 | Good | Good | Good | Good | Good | 5 | No | 5 | No | | | | | | | | | | | | | | | |
| Courtenay | North | Yes | No | 2.25 | Satisfactory | Good | Satisfactory | Fair | 3.25 | Satisfactory | Poor | Satisfactory | Fair | 2 | Minor | 2.75 | Fair | Good | Good | Good | Poor | 1 | Yes | 3 | Maybe | | Pretty nice! Lots of checking of the timber!!! Needs std maintenance; panel obsolete; CCTV larger issues; dedicated elec service | | | | | | | | | | | | | |
| Hornby Island | North | Yes | Yes | 2 | Satisfactory | Satisfactory | Satisfactory | Satisfactory | 3.75 | Fair | Poor | Fair | Satisfactory | 5 | Major | 3.25 | Poor | Satisfactory | Satisfactory | Satisfactory | Fair | 1 | Yes | 3 | Maybe | | Raw cedar siding; lots of chance for rotting; panel is new | | | | | | | | | | | | | |
| Port Alberni | Central | Yes | No | 2 | Satisfactory | Satisfactory | Satisfactory | Satisfactory | 2 | Satisfactory | Satisfactory | Satisfactory | Satisfactory | 2 | Minor | 3.25 | Satisfactory | Satisfactory | Poor | Fair | Fair | 1 | Yes | 3 | Maybe | | | | | | | | | | | | | | | |
| Cortes Island | North | No | | 2 | Satisfactory | Satisfactory | Satisfactory | Satisfactory | 2 | Satisfactory | Satisfactory | Satisfactory | Satisfactory | 2 | Minor | 1.25 | Satisfactory | Good | Good | Good | Good | 1 | Yes | 3 | Maybe | | | | | | | | | | | | | | | |
| Bowser | Central | Yes | No | 2 | Good | Good | Fair | Satisfactory | 1.75 | Good | Satisfactory | Satisfactory | Satisfactory | 2 | Minor | 2 | Satisfactory | Good | Good | Good | Fair | 5 | No | 5 | No | very stagnant/passive air | Relatively new; mech at EOL in lease; full elec. | | | | | | | | | | | | | |
| Nanaimo North | Central | Yes | No | 2 | Good | Fair | Good | Satisfactory | 1.25 | Good | Good | Good | Satisfactory | 2 | Minor | 1 | Good | Good | Good | Good | Good | 1 | Yes | 1 | Conditional | | Really nice; some things not restrained. Some funny stuff but generally good. Fireplace not functional... | | | | | | | | | | | | | |
| Port Renfrew | South | Yes | Yes | 1.75 | Satisfactory | Good | Satisfactory | Satisfactory | 4.75 | Poor | Poor | Poor | Fair | 5 | Major | 4.75 | Poor | Poor | Poor | Poor | Fair | 5 | No | 5 | No | Sort of but not clear how its c | shared w community centre, post office, party bounces the books off the shelves! Great renovation but the systems are awful. Generator for the building | | | | | | | | | | | | | |
| Cowichan | South | No | No | 1.75 | Satisfactory | Good | Satisfactory | Satisfactory | 4 | Fair | Fair | Fair | Fair | 2 | Minor | 2.25 | Fair | Satisfactory | Good | Satisfactory | Satisfactory | 1 | Yes | 3 | Maybe | | | | | | | | | | | | | | | |
| Quadra Island | North | Yes | No | 1.75 | Good | Satisfactory | Satisfactory | Satisfactory | 2.5 | Satisfactory | Fair | Satisfactory | Satisfactory | 2 | Minor | 3.25 | Fair | Good | Fair | Fair | Fair | 1 | Yes | 3 | Maybe | AC must be confirmed with st | strip mall; base building = oldschool; roof top unit, maybe AC maybe not | | | | | | | | | | | | | |
| Gabriola Island | Central | Yes | No | 1.75 | Good | Satisfactory | Satisfactory | Satisfactory | 2.5 | Satisfactory | Fair | Satisfactory | Satisfactory | 2 | Minor | 2.5 | Fair | Good | Good | Good | Fair | 1 | Yes | 3 | Maybe | | In a shopping complex - expo 86; also checking here; obsolete panel | | | | | | | | | | | | | |
| Comox | North | Yes | No | 1.75 | Satisfactory | Good | Satisfactory | Satisfactory | 1.75 | Satisfactory | Satisfactory | Satisfactory | Good | 2 | Minor | 1.75 | Satisfactory | Satisfactory | Good | Satisfactory | Satisfactory | 1 | Yes | 3 | Maybe | | Newish, good shape. Mech halfway through life; car batteries as UPS | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sidney / North Saanich | South | 2009 | No | 1.75 | Good | Fair | Good | Good | 1.25 | Good | Satisfactory | Good | Good | 0 | None | 2 | Fair | Good | Good | Satisfactory | Satisfactory | 1 | Yes | 3 | Maybe | | | | | | | | | | | | | | | |
| Parksville | Central | No | No | 1.5 | Satisfactory | Good | Satisfactory | Good | 1.5 | Good | Satisfactory | Satisfactory | Good | 0 | None | 1 | Good | Good | Good | Good | Good | 1 | Yes | 3 | Maybe | | | | | | | | | | | | | | | |
| Port Hardy | North | No | | 1.25 | Satisfactory | Good | Good | Good | 2.5 | Fair | Fair | Good | Good | 5 | Major | 3 | Fair | Satisfactory | Good | Poor | Poor | 1 | Yes | 3 | Maybe | | | | | | | | | | | | | | | |
| Nanaimo Wellington | Central | Yes | No | 1.25 | Good | Satisfactory | Good | Good | 1.5 | Good | Satisfactory | Good | Satisfactory | 0 | None | 1.75 | Fair | Good | Good | Good | Good | 1 | Yes | 3 | Maybe | Tempering, not air conditioning | tenant space in a mall; older building | | | | | | | | | | | | | |
| Cowichan Lake | South | Yes | No | 1.25 | Good | Good | Satisfactory | Good | 1.25 | Good | Good | Satisfactory | Good | 2 | Minor | 1.25 | Good | Good | Good | Satisfactory | Satisfactory | 1 | Yes | 1 | Conditional | | | | | | | | | | | | | | | |
| Cumberland | North | Yes | No | 1.25 | Good | Good | Satisfactory | Good | 1 | Good | Good | Good | Good | 2 | Minor | 1 | Good | Good | Good | Good | Good | 1 | Yes | 3 | Maybe | | New; one washroom was closed for staff only; HVAC oversized! | | | | | | | | | | | | | |
| Port Alice | North | No | | 1 | Good | Good | Good | Good | 2.5 | Satisfactory | Fair | Satisfactory | Satisfactory | 0 | None | 2 | Satisfactory | Satisfactory | Satisfactory | Satisfactory | Satisfactory | 1 | Yes | 3 | Maybe | | | | | | | | | | | | | | | |
| Ucluelet | Central | Yes | No | 1 | Good | Good | Good | Good | 1 | Good | Good | Good | Good | 2 | Minor | 1.75 | Good | Good | Good | Fair | Fair | 1 | Yes | 3 | Maybe | 23. No local air conditioning; | new facility but not inviting; no staff workroom | | | | | | | | | | | | | |
| Chemainus | South | No | | 1 | Good | Good | Good | Good | 1 | Good | Good | Good | Good | 0 | None | 1 | Good | Good | Good | Good | Good | 1 | Yes | 1 | Conditional | | | | | | | | | | | | | | | |
| Sooke | South | No | No | 1 | Good | Good | Good | Good | 1 | Good | Good | Good | Good | 0 | None | 1 | Good | Good | Good | Good | Good | 1 | Yes | 1 | Conditional | | NEWISH | | | | | | | | | | | | | |
| Sayward | North | Yes | No | 1 | Good | Good | Good | Good | 1 | Good | Good | Good | Good | 2 | Minor | 1 | Good | Good | Good | Good | Good | 1 | Yes | 1 | Conditional | rainwater leaders were negat | standalone; good prototype | | | | | | | | | | | | | |
| Woss | North | 2009 | No | 1 | Good | Good | Good | Good | 1 | Good | Good | Good | Good | 0 | None | 1 | Good | Good | Good | Good | Good | 1 | Yes | 1 | Conditional | | New - assume | | | | | | | | | | | | | |

Appendix V - Capital Projects - Member Requests

April, 2023 Facilities refresh / refurbishment / new construction inventory, demand and request queue

Sorted by Year of official request on file, and with site identified

| Location | Local Government if different from location name | Branch Type | Branch Sq. Ft. | Owned/Leased | request on file with site identified | Request Year | Building Year | Last Major Reno/Build/ Refresh | Last Reno/Build Type | Move In (New to VIRL) Building |
|----------------------|--|---------------------|----------------|---------------|--------------------------------------|--------------|---------------|--------------------------------|---------------------------|--------------------------------|
| Masset | | Small/Rural | 1580 | Public Lease | Yes | 2012 | 1984 | 2013 | Refresh | 2012 |
| Tofino | | Small/Rural | 1000 | Private Lease | Yes | 2017 | 1970 | 2006 | Refresh | |
| Tahsis | | Small/Rural (<1000) | 900 | Public Lease | Yes | 2021 | 1970 | 1983 | Refresh | |
| Campbell River | | Large | 9683 | Public Lease | Yes | 2021 | 1987 | 2015 | Refresh | |
| Daa'ing Giids | | Small/Rural | 1200 | Private Lease | Yes | 2023 | 1976 | 2006 | Refresh | |
| Bella Coola | CCRD | Small/Rural | 1700 | Private Lease | No | N/A | 1959 | 2012 | Refurbishment | |
| Comox | | Medium | 5350 | Private Lease | No | N/A | 2008 | 2009 | Refurbishment | |
| Cortes Island | SRD | Small/Rural | 1359 | Private Lease | No | N/A | 1998 | 2013 | Refurbishment | |
| Courtenay | | Urban | 12521 | Public Lease | No | N/A | 2001 | 2001 | Refresh | |
| Cowichan | | Urban | 12800 | Public Lease | No | N/A | 2004 | 2007 | Refurbishment | |
| Cumberland | | Small/Rural | 3079 | Private Lease | No | N/A | 2014 | 2014 | New Build | 1984 |
| Gabriola Island | RDN | Small/Rural | 3155 | Private Lease | No | N/A | 1999 | 2019 | Refurbishment | |
| Gold River | | Small/Rural | 1535 | Public Lease | No | N/A | 1974 | 2022 | Refresh | |
| Hornby Island | ComoxVRD | Small/Rural | 831 | Private Lease | No | N/A | 1988 | 2016 | Refurbishment | |
| Ladysmith | | Medium | 4310 | Private Lease | No | N/A | 1994 | 2020 | Refresh | 1994 |
| Bowser | RDN | Small/Rural | 1350 | Private Lease | No | N/A | 2008 | 2008 | Refurbishment | 2008 |
| Chemainus | | Small/Rural | 5117 | Owned | No | N/A | 2020 | 2020 | New Build | |
| Cowichan Lake | | Small/Rural | 3520 | Owned | No | N/A | 2013 | 2013 | New Build | |
| Nanaimo Harbourfront | | Urban | 25000 | Owned | No | N/A | 1997 | 2015 | Refurbishment | |
| Nanaimo North | | Urban | 29000 | Owned | No | N/A | 2014 | 2014 | New Build | |
| Parksville | | Large | 6269 | Public Lease | No | N/A | 2001 | 2019 | Refurbishment | |
| Port Alberni | | Large | 7276 | Public Lease | No | N/A | 1971 | 2006 | Refurbishment | |
| Port Alice | | Small/Rural (<1000) | 1219 | Public Lease | No | N/A | 1982 | 2021 | Refresh | |
| Port Clements | | Small/Rural (<1000) | 1000 | Public Lease | No | N/A | 2009 | 2009 | New Build | |
| Port Hardy | | Small/Rural | 2700 | Public Lease | No | N/A | 1979 | 2016 | Refurbishment | 2016 |
| Port McNeill | | Small/Rural | 1536 | Private Lease | No | N/A | 1990 | 2005 | Refresh | |
| Port Renfrew | CRD | Small/Rural (<1000) | 717 | Public Lease | No | N/A | 1971 | 2013 | Refurbishment | |
| Quadra Island | SRD | Small/Rural | 3207 | Private Lease | No | N/A | 1989 | 2011 | Refurbishment | |
| Qualicum Beach | | Large | 6842 | Public Lease | No | N/A | 1997 | 2011 | Refresh | |
| Sandspit | NCRD | Small/Rural (<1000) | 600 | Private Lease | No | N/A | 1980 | 2007 | Refresh | |
| Nanaimo Wellington | | Large | 4300 | Private Lease | No | N/A | 1980 | 2017 | Refurbishment | 2017 |
| Sointula | MWRD | Small/Rural (<1000) | 882 | Private Lease | No | N/A | 1929 | 2022 | Refresh | |
| Sayward | | Small/Rural | 2013 | Owned | No | N/A | 2019 | 2019 | New Build | |
| South Cowichan | CowichanVRD | Medium | 3300 | Private Lease | No | N/A | 1989 | 2021 | Refresh | |
| Sidney/North Saanich | | Large | 5671 | Public Lease | No | N/A | 1982 | 2019 | Refurbishment | |
| Sooke | | Large | 13412 | Owned | No | N/A | 2022 | 2022 | New Build | |
| Ucluelet | | Small/Rural | 1269 | Public Lease | No | N/A | 2010 | 2010 | New Build | |
| Union Bay | ComoxVRD | Small/Rural | 294 | Private Lease | No | N/A | 1935 | 1957 | Refresh | |
| Woss | MWRD | Small/Rural (<1000) | 1356 | Owned | No | N/A | 2020 | 2020 | New Build | |
| Nanaimo South | | | | | | | | | Standing watch: 2022/2023 | |
| North Saanich | | | | | | | | | Standing watch: 2022/2023 | |