

**TOWN OF INGERSOLL  
Clerk's Report**

**Town Centre Lease Agreement Notice**

Report No. B-138/09

Approval Date: September 14/09

Mayor Holbrough & Members of Council:

Purpose:

The purpose of this report is to seek Council's recommendation for the freight lift located in the library's basement office space upon vacancy of the area by Oxford County Library.

Discussion:

The Oxford County Library Headquarters currently has office space, storage for library books and some I.T. equipment in the basement of the Town Centre in accordance with an amended Agreement dated February 12, 1998. At that time, the County undertook to install a HVAC system (no system installed during the construction of the building) and a freight elevator used for transporting books from the basement to the main floor of the library.

The Town of Ingersoll has received formal notification that the County of Oxford, Library Headquarters will be vacating their space on November 30, 2009 as per the agreement between the Town and the County. Ms. Buchner has indicated that a request may be forthcoming to continue the use of the area for an extended period past November 30<sup>th</sup>, 2009 if the area is available. It was further discussed the possibility of maintaining the I.T. equipment within this area.

Presently, the County is the owner and is responsible for the maintenance of the separate HVAC system and the freight lift. Mr. Johnson has indicated that the town will assume the ownership and responsibility of the HVAC system. However, as the lift provides direct access to the library from the basement office there would be a security issue for the lift to remain should the room be leased to a body other than the County. Ms. Buchner concurs that security is an issue and that the County will undertake to de-commission the lift, remove it or seal the area.

Mr. Johnson discussed the issue with the firm who performs maintenance on the system as the following recommendations have been submitted for consideration:

1. Maintain the lift and have a key access installed.
2. Disconnect the lift, lock the doors and drywall over the door area
3. Remove the lift and close off the doors, repair floor and drywall the door (Estimated Cost \$5,000 to remove lift – construction extra)
4. Donate the lift for the cost of removal and renovation. This option is only viable if it is for personal use only and completed by a licenced operator.

Unfortunately, the lift or parts cannot be used in another public system as it is contrary to legislation.

1. Maintain the lift and have a key access installed.
2. Disconnect the lift, lock the doors notify the Ontario's Technical Standards and Safety Authority
3. Remove the lift and close off the doors, repair floor and drywall the door (Estimated Cost \$5,000 to remove lift – construction extra)

Unfortunately, the lift or parts cannot be used in another public system as it is contrary to legislation.

RECOMMENDATION:

a) **Status of Freight Lift**

Administration is recommending that County of Oxford be requested to remove the lift, close off the doors, repair the floor (if required) and drywall the area.

b) **Status of I. T. Equipment**

Administration is recommending that the County of Oxford in conjunction with the Town of Ingersoll contribute equally to the construction of a new keyed door with access from the rear vestibule.

Respectfully submitted

Don Johnson  
Chief Building Official  
Administrator

Elaine Clark  
Clerk/Deputy