



## STAFF REPORT INFORMATION ONLY

### 2025-2034 Capital Budget and Plan - Status Update

**Date:** September 23, 2024  
**To:** Toronto Public Library Board  
**From:** City Librarian

#### SUMMARY

---

The purpose of this report is to provide the Toronto Public Library Board with an update on the status of the 2025-2034 capital budget and plan submission (2025 Capital Submission). The 2025 Capital Submission will be developed in accordance to the City's 2025-2034 budget instructions and informed by the Library's planning framework for developing the capital program for library buildings.

The 2025-2034 capital budget and plan submission is expected to be presented for Board consideration at its October 28, 2024 meeting.

#### FINANCIAL IMPACT

---

This report describes a number of factors that may impact the development of the 2025 Capital Submission. Efforts will be made to keep debt funding near to the prior year's 10-year capital plan.

The Director, Finance and Treasurer has reviewed this financial impact statement and agrees with it.

## ALIGNMENT WITH STRATEGIC PLAN

The 2025 Capital Submission will support the Toronto Public Library's (TPL) strategic plan objectives, in particular: provide quality, accessible & inclusive public spaces; increase access to technology & digital literacy; and deliver exceptional customer experiences.

## EQUITY IMPACT STATEMENT

The 2025 Capital Submission will be informed by the principles of equity and access and advances the work required under the Accessibility for Ontarians with Disabilities Act (AODA).

## ISSUE BACKGROUND

### ***TPL's Facilities Master Plan (FMP)***

TPL's FMP provides a framework and a roadmap for branch capital investments. The updated FMP, which has impacted capital priority scores and branch rankings, will be taken into consideration as the 2025 Capital Submission is being developed.

### ***Development Charges funding***

Development Charges (DC) funding continues to be a significant funding source in the development of the 2025 Capital Submission, and TPL intends to continue to maximize the available DC funding in the 10-year capital plan.

### ***Community Benefit Charges (CBC)***

With the implementation of Community Benefit Charges (CBC) and DC changes, City Finance has established a working group to determine initial allocations of expected CBC over a 10-year plan with the key principle that growth pays for growth and adjustments based on changes to DC bylaw and any further budget process implications.

### ***City Debt Funding***

TPL's 10-year capital plan is primarily funded by debt. While a specific debt target has not been assigned, the 2025 Capital Submission development will need to address project readiness to proceed and capacity to spend. Efforts will

be made to keep debt funding near to the prior year's 10-year capital plan, and this may necessitate some projects to be re-prioritized.

### ***Capital Prioritization Process***

For the 2025 budget process, health and safety, meeting legislative requirements, and addressing SOGR projects are given high priority. Service Improvement and Growth-Related projects will be assessed based on five prioritization criteria – Contribution to Council priorities, Status of the Project, Availability of Non-Debt Funding, Mitigating risks, and Impact on Operating. The projects will be ranked by the resulting scores for further prioritization.

## **COMMENTS**

On June 21, 2024, the City provided technical instructions to all City Divisions, Agencies and Corporations to assist in the preparation of 2025 budget submissions. As per the City's instructions, the 2025 Budget Process will emphasize enhanced capital planning. State of Good Repair infrastructure renewal needs will be prioritized (following Health and Safety and Legislative initiatives) and reviewed against the City's Asset Management Plan, which identified TPL as having "low" overall performance on the state of assets. All service improvement, and growth capital projects will be reviewed against the Capital Prioritization Framework across all Program and Agencies.

### **Changes to Capital Program**

The 2025 Capital Submission will be built upon the Board adopted Council-approved [2024-2033 Capital Budget and Plan](#). All projects in the approved plan are being carefully analyzed to ensure that any changes in costing, timing, scope, affordability or priority are adequately reflected in the 2025 Capital Submission.

The 2025 Capital Submission will be impacted by a number of factors including: cost escalations; updated Facilities Master Plan; updated Toronto Green Standard; and recent Council decisions.

The 2025 capital budget and plan will include:

- Additional investments in the State of Good Repair (SOGR) for the maintenance of aging infrastructure;
- Additional investments in IT infrastructure and services in response to evolving cybersecurity threats and technological advancements;
- Building expansions to accommodate the growing needs of the communities;
- Investments to meet Accessibility for Ontarians with Disabilities Act (AODA) accessibility standards; and
- Changes to number of projects which have adjusted or extended timelines based on the current information.

### Timetable

Activity	Schedule
<b>Board Meeting - 2025 Operating &amp; Capital Budget Submissions</b>	<b>October 28, 2024</b>
Administrative Review - City Finance	October 28, 2024
Informal Budget Committee Review	First-Half of November 2024
<b>Board Meeting - 2025 Budget Updates</b>	<b>December 2, 2024</b>
Budget Launch - Budget Committee	January 13, 2025
<b>Board Meeting - 2025 Budget Updates</b>	<b>January 27, 2025</b>
Budget Committee Review Meetings	January 15 to 17, 2025
Executive Committee	January 28, 2025
Mayor's Proposed Budget Release Announcement	January 30, 2025
Special Council meeting on Budget - 2025 Budget Approval	February 11, 2025
<b>Board Meeting - Adoption of 2025 Budgets</b>	<b>February XX, 2025</b>

## CONTACT

Larry Hughsam; Acting Director, Finance & Treasurer; Tel: 416-397-5946;  
Email: [lhughsam@tpl.ca](mailto:lhughsam@tpl.ca)

Deepak Sharma; Manager, Budget & Financial Reporting; Tel: 416-393-7003;  
Email: [dsharma@tpl.ca](mailto:dsharma@tpl.ca)

## SIGNATURE

---

Vickery Bowles  
City Librarian