



STAFF REPORT ACTION REQUIRED

Woodside Square Branch Relocation and Expansion – New Lease Agreement

Date: September 29, 2025

To: Toronto Public Library Board

From: City Librarian

SUMMARY

The purpose of this report is to obtain Toronto Public Library (TPL) Board endorsement for a new twenty-year lease at Woodside Square mall for an expanded Woodside Square branch in a different location within the mall. The proposed lease within a 13,452 square feet (sq. ft.) space represents a 3,508 sq. ft. or 35% expansion compared to the current location. The new lease is expected to commence on December 1, 2026. The lease includes a nine-month fixturing period, free of base rent, but where utilities and common area costs will be paid by TPL.

The lease in the current location in the mall will expire in 2026 and this move has been initiated by the landlord as part of our lease renewal discussions. The move to a larger space is an opportunity to accommodate a growing number of customers visiting the library. Despite its current size, the current Woodside Square branch is one of TPL's busiest neighbourhood branches. With the planned increase in open hours in 2025 and 2026, and the introduction of Youth Hub service, TPL expects total visits to increase in 2025 and continue to

grow in 2026. The recommendation to invest in a larger Woodside Square branch has also been validated by the Facilities Master Plan.

The proposed Woodside Square branch lease requires Library Board endorsement, and once received, the lease will be reviewed and approved through the City's delegated approval and signing authorities for real estate matters. The capital project for the renovation and expansion into the larger space is included in the City Council-approved 2025-2034 Capital Budget and Plan and will be further refined and updated as part of the 2026-2035 Capital Budget and Plan submission.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. endorses a new lease agreement for the Woodside Square branch with Woodside Investment Management Inc. for Unit 159B and 167 at Woodside Square Mall, for a 10-year term expected to start after the nine-month fixturing term on December 1, 2026, with an option to extend the lease for one additional ten (10) year term, substantially on terms and conditions set out in Appendix A;
2. authorizes the City Librarian to act on its behalf to seek City approvals and execute the lease and related documentation; and
3. requests City Council to approve a Municipal Capital Facility Agreement for the leased space.

FINANCIAL IMPACT

Based on the size of the new location (13,452 sq. ft.), the total operating expenditure to the library for the ten (10) year term, beginning approximately December 1, 2026, is estimated to be \$4.380 million (net of HST recoveries) as detailed in Appendix B. A schedule summarizing the minimum and additional annual rent payment is also set out in Appendix B. The increase in annual costs compared to the current branch lease, primarily due to the increase in square footage from 9,944 sq. ft. to 13,452 sq. ft., is estimated to be \$0.153 million (net of HST recoveries) in the first year of the lease and will be included in future budget submissions.

The lease provides for a nine-month fixturing period, expected to start on December 1, 2026, with no base rent, however utilities and common area costs will be paid by TPL.

The approved 2025-2034 Capital Budget and Plan includes a capital project to renovate the new Woodside Square branch space with a budget of \$6.759 million funded by development charges of \$1.893 million and debt funding of \$4.866 million. TPL staff are reviewing the estimated costs associated with the renovation, in light of current market conditions and recent costing received on other major renovation projects. The estimated cost for the Woodside Square branch relocation and expansion project will be updated and included within the 2026-2035 Capital Budget and Plan submission and will be further refined as design of the new space progresses.

The Director, Finance & Chief Financial Officer has reviewed this financial impact statement and agrees with it.

ALIGNMENT WITH STRATEGIC PLAN

The Woodside Square Branch Relocation and Expansion will support TPL's Strategic Plan 2025-2029 priorities including shared community spaces (Priority 2). The renovation and expansion project will accelerate the enhancements of Woodside Square branch's physical spaces to establish a more welcoming, safe, inclusive and sustainable multi-use environment that builds resilience and belonging in every neighbourhood. It will also increase awareness and availability of library services so that residents in the neighbourhood have

equitable access to services that meet their changing needs as stated in Priority 4 – Awareness and Availability.

DECISION HISTORY

At its meeting on February 24, 2025, the Board adopted the report titled [2025-2034 Capital Budget and Plan – Adoption](#), which included the City Council adopted 2025 – 2034 Capital Budget and Plan for TPL. Within this plan was a project for the relocation and expansion of the Woodside Square branch in a new location within the same mall with a project cost of \$6.759 million.

At its meeting on December 5, 2022, the Toronto Public Library Board considered the report titled [Woodside Square Branch – Lease Renewal](#), and endorsed a lease renewal agreement for the premises occupied by the Woodside Square branch at 1571 Sandhurst Circle (Woodside Square) Unit 207C for a five-year term commencing on December 1, 2021.

At its meeting on December 5, 6, 7 and 8, 2017, City Council considered [EX29.5 City-Wide Real Estate - Amendments to Municipal Code Chapters and Shareholder Directions](#) and adopted recommendations that amended the Municipal Code and provided the Toronto Public Library Board with new permanent limited authorities to enter into short-term leases and licenses as both landlord/licensor and tenant/licensee. According to the authorities, for leases where the Library is a Tenant, or lease terms exceed one year, or base rent exceed \$50,000 for the entire term, City of Toronto approval is required for the lease.

At its meeting on December 14, 2015, the Toronto Public Library Board considered the report titled [Woodside Square Branch – Lease Renewal](#), and approved a lease renewal agreement for the premises occupied by the Woodside Square branch at 1571 Sandhurst Circle (Woodside Square), for a five-year term commencing on December 1, 2016.

At its meeting on May 15, 2006, the Toronto Public Library Board considered the report titled [Woodside Square Branch – Relocation and Expansion](#), and approved a 10-year lease agreement to accommodate the relocation and expansion of the Woodside Square branch at 1571 Sandhurst Circle (Woodside Square). The lease agreement commenced on December 1, 2006.

ISSUE BACKGROUND

Woodside Square is currently a 9,944 sq. ft. neighbourhood branch in Woodside Square mall located at 1571 Sandhurst Circle. The Library opened on September 22, 1977, by the Scarborough Public Library and was renovated in 1989. In 2007, the branch was relocated to a different unit within the same mall and underwent renovations to modernize its facility. The current lease expires in 2026 and there are no renewal options available at the current location. The move to a new location within the same mall has been initiated by the landlord as part of lease renewal discussions. The mall owner has offered a new location within the mall, expanding the branch size to 13,452 sq. ft. The branch is also a home for a collection comprised of 53,000 items and growing, resulting in a need to redesign and improve shelving. TPL sees this as an opportunity to increase its capacity and align investments in library facilities and services with the needs and demands across the city, in accordance with its Service Delivery Model.

COMMENTS

Toronto Public Library's Service Delivery Model is a framework to envision the possibilities that result from an investment in library infrastructure and service delivery. Neighbourhood branches provide collections and services that meet many of the needs of the immediate community. The Service Delivery Model identifies 10,000–20,000 square feet as the optimal size for a neighbourhood branch. At its current size, Woodside Square is below the minimum and despite its size, Woodside Square is one of TPL's busiest neighbourhood branch.

The branch is undersized to service its current catchment population from Agincourt North and Malvern Area. Approved development projects in the area will sustain the growing population of the areas that Woodside Square serves. In addition, the branch serves a large multi-cultural community, and many newcomers settle in the branch's catchment area. The move to larger and modern design premises is also supported by the Facilities Master Plan.

The current lease for Unit 207C expires on November 30, 2026. TPL and City of Toronto Corporate Real Estate Management staff have had discussions with the current owners of Woodside Square to identify opportunities to relocate and expand within the mall. The proposal agreed to will allow for the branch to

relocate to the upper level on the north end of the mall and occupy a larger, 13,452 sq. ft., space.

The proposed larger Woodside Square branch will enhance many of the offerings that are included in the current branch, such as:

- a) Redesigned open flexible floor plan and barrier free access for the public, options for study and seating, and functional programming spaces for branch and community use;
- b) Improved areas for teens, as well as areas for children, adults and seniors will be created, including an interactive early literacy centre for children aged 0 – five along with their caregivers;
- c) A Youth Hub space will continue to be offered in the expanded branch. Youth Hubs are welcoming drop-in spaces for teens with access to homework help, activities and workshops, snacks and a broad range of current technology;
- d) Access to Wi-Fi connectivity and device charging furniture throughout the branch;
- e) Redesigned service delivery space and staff work areas; and

The proposed new location in the mall will allow the current branch to maintain operations while the new space is being renovated and fit-up for Library use, which will minimize the service disruption to customers.

A report will come forward to the Library Board prior to the current lease expiring on November 30, 2026, to extend the lease in the current location to allow for renovation and fixturing of the new space.

TPL has worked on these leasing matters in consultation with the City's Corporate Real Estate Management, and the local Councillor has been advised of and supports, the proposed expansion to the Woodside Square branch. The proposed Woodside Square branch lease requires Library Board endorsement prior to proceeding through the City's delegated approval process and signing authorities for real estate matters. By Council approving a Municipal Capital Facility Agreement, the new space will be exempt from property taxes.

CONTACT

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SIGNATURE

Moe Hosseini-Ara
City Librarian

ATTACHMENTS

Appendix A: Major Terms and Conditions of Woodside Square Lease
Appendix B: Woodside Square Lease Payments by Year

Appendix A

Major Terms and Conditions of Woodside Square Lease

Premises:

13,452 square feet of rentable space, Unit 159B and 167, at Woodside Square, 1571 Sandhurst Circle, Toronto.

Landlord:

Woodside Investment Management Inc.

Term:

Lease term of ten (10) years estimated to commence December 1, 2026, following the fixturing period. Plus, one option to extend for an additional ten (10) years.

Relocation, Alteration & Demolition:

Provided the Tenant is not in default under the terms and conditions of the Lease, in the event the Landlord exercised its right to terminate this Lease, the Landlord will pay to the Tenant the cost of the Tenant's unamortized leasehold improvements calculated on a straight-line basis over a fifteen (15) year period and that amount will be capped at \$4.000 million.

Termination:

The Tenant has the right to terminate the lease during the 10-year renewal term by providing the Landlord with no less than one-year prior written notice.

The Landlord cannot terminate the lease during the first five (5) years. If the Landlord ends the lease after that, they must relocate TPL to a similar or better space, subject to TPL's reasonable approval. The Landlord will also pay the unamortized cost of the Tenant's leasehold improvements, straight-line over 15 years, up to \$4.000 million, regardless of whether the Premises are directly affected.

Fixturing Period:

Fixturing Period of nine months estimated to commence after the Landlord's Work. During the Fixturing Period, the Library will be responsible for complying with all other terms of the Offer, including payment of utilities and insurance.

Use:

Neighbourhood library operated by the Toronto Public Library.

Minimum Rent:

Minimum rent, with the exception of utilities.

Years 1 to 2:	\$15.00 per sq. ft. or \$201,780.00 per year, plus HST
Years 3 to 4:	\$16.00 per sq. ft. or \$215,232.00 per year, plus HST
Years 5 to 6:	\$17.00 per sq. ft. or \$228,684.00 per year, plus HST
Years 7 to 8:	\$18.00 per sq. ft. or \$242,136.00 per year, plus HST
Years 9 to 10:	\$19.00 per sq. ft. or \$255,588.00 per year, plus HST

During the nine-month fixturing period there is no minimum rent payable.

Both parties agree that the minimum rent shall not be lower than the rent amount of the previous year.

Additional Rent:

Proportionate share of certain common costs.

Year 1 to 10:	\$12.00 per sq. ft. or \$161,424 per year, plus HST.
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Landlord's Work:

The Landlord will complete following work at their cost:

- a) New roof top units (RTU)
- b) Sprinkler System
- c) Fire Alarm System
- d) Plumbing vent
- e) Concrete floor slab to support a live load of up to 150 pounds per sq. ft.
- f) Minimum 2-hour fire rated walls and ceiling
- g) Rear Door with Landlord's standard hardware
- h) Power Connection to the Exterior Sign

Appendix B

Woodside Square Lease Payments by Year

	Base Rent	Additional Rent	Utilities	Total	HST	Grand Total	Net of HST Recoveries
Year 1	\$ 201,780.00	\$ 161,424.00	\$ 40,356.00	\$ 403,560.00	\$ 52,462.80	\$ 456,022.80	\$ 410,662.66
Year 2	\$ 201,780.00	\$ 161,424.00	\$ 40,356.00	\$ 403,560.00	\$ 52,462.80	\$ 456,022.80	\$ 410,662.66
Year 3	\$ 215,232.00	\$ 161,424.00	\$ 40,356.00	\$ 417,012.00	\$ 54,211.56	\$ 471,223.56	\$ 424,351.41
Year 4	\$ 215,232.00	\$ 161,424.00	\$ 40,356.00	\$ 417,012.00	\$ 54,211.56	\$ 471,223.56	\$ 424,351.41
Year 5	\$ 228,684.00	\$ 161,424.00	\$ 40,356.00	\$ 430,464.00	\$ 55,960.32	\$ 486,424.32	\$ 438,040.17
Year 6	\$ 228,684.00	\$ 161,424.00	\$ 40,356.00	\$ 430,464.00	\$ 55,960.32	\$ 486,424.32	\$ 438,040.17
Year 7	\$ 242,136.00	\$ 161,424.00	\$ 40,356.00	\$ 443,916.00	\$ 57,709.08	\$ 501,625.08	\$ 451,728.92
Year 8	\$ 242,136.00	\$ 161,424.00	\$ 40,356.00	\$ 443,916.00	\$ 57,709.08	\$ 501,625.08	\$ 451,728.92
Year 9	\$ 255,588.00	\$ 161,424.00	\$ 40,356.00	\$ 457,368.00	\$ 59,457.84	\$ 516,825.84	\$ 465,417.68
Year 10	\$ 255,588.00	\$ 161,424.00	\$ 40,356.00	\$ 457,368.00	\$ 59,457.84	\$ 516,825.84	\$ 465,417.68
							\$ 4,380,401.66

Note: The estimated cost for the extension term – Years 11 to 20 – if exercised by TPL, is \$5.339 million, net of HST recoveries