



STAFF REPORT ACTION REQUIRED

Steeles Branch - Lease Renewal

Date: April 20, 2026
To: Toronto Public Library Board
From: City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board endorsement for a five-year lease renewal agreement commencing on September 1, 2026 and terminating on August 31, 2031, for the premises occupied by the Steeles branch located in the Bambergh Gardens Shopping Plaza at 375 Bambergh Circle (Units C106 and C107).

This lease renewal 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.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

- 1. endorses a lease renewal agreement with Bamburgh Gardens Properties Inc. for the premises occupied by the Steeles branch, 375 Bamburgh Circle, Units C106 and C107 for a five (5) year term to commence on September 1, 2026, and terminate on August 31, 2031, substantially on terms and conditions set out in Appendix A;

- 2. authorizes the City Librarian to act on its behalf to seek City approval and execute the lease and related documentation.

FINANCIAL IMPACT

Under the terms of the proposed lease renewal agreement for 5,453 square feet, the annual base rent will be as follows:

Year 1	\$22.50 per sq. ft.
Year 2	\$23.50 per sq. ft.
Year 3	\$24.50 per sq. ft.
Year 4	\$25.50 per sq. ft.
Year 5	\$27.50 per sq. ft.

The annual base rent will be \$122,693 for the first year, which is unchanged from the monthly rate charged since September 2024. When combined with the estimated annual common area cost and utilities of \$72,906, this results in a total operating cost of \$195,599 for year one of the lease, excluding HST. The total estimate cost over the term of the proposed lease renewal is \$1,055,428, excluding HST. Please refer to Appendix A for a summary of the operating costs over the five-year term.

Funding for this lease renewal is included in the approved TPL 2026 operating budget and will be included in future year budget submissions over the five-year term.

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

ALIGNMENT WITH STRATEGIC PLAN

The Steeles Branch lease renewal will support TPL's Strategic Plan 2025-2029 priorities including shared community spaces (Priority 2) and awareness and availability (priority 4). This will ensure the Steeles branch remains a presence in the community and continues to provide library services in this space for the next five years.

DECISION HISTORY

At its meeting on September 27, 2021, the Library Board considered the report [Steeles Branch - Lease Renewal](#) and endorsed a five-year lease renewal agreement commencing on September 1, 2021 and terminating on August 31, 2026 for the premises occupied by the Steeles branch located at the Bamburgh Gardens Shopping Plaza at 275 Bamburgh Circle (units C106 and C107).

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.

ISSUE BACKGROUND

Steeles Branch is situated in Bamburgh Gardens Shopping Plaza, at 375 Bamburgh Circle just south of the intersection of Steeles Ave. East and Warden Ave. The branch has occupied space in this plaza since 1987.

Steeles Branch is a small and busy neighbourhood branch with annual circulation of 114,190 and annual visits totaling 108,296 in 2025. The branch operates out of a leased space totalling 5,453 square feet which is well below the service standard minimum of 10,000 square feet for a neighbourhood branch. The branch serves

diverse populations from residential neighbourhoods comprised of both single-family dwellings and apartment buildings. The branch has attracted new customers from the nearby vertical communities, many of whom are newcomers.

COMMENTS

The current lease for the Steeles branch for units 106C and 107C expires on August 31, 2026. TPL has worked with the City of Toronto Corporate Real Estate Management staff in obtaining comparable market rent rates within Ward 22 – Scarborough-Agincourt. The proposed terms are favourable and are below the median rent in the area and the City’s projected rent estimates.

The proposed Steeles branch lease renewal requires Library Board endorsement prior to proceeding through the City’s delegated approval process and signing authorities for real estate matters.

CONTACT

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SIGNATURE

Moe Hosseini-Ara
City Librarian

ATTACHMENTS

Appendix A: Steeles Branch Lease Renewal - Major Terms and Conditions

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Steeles Branch Lease Renewal - Major Terms and Conditions

Premises:

Approximately 5,453 square feet of rentable space, Units C106 and C107, at Bamburgh Gardens Shopping Plaza, 375 Bamburgh Circle, Toronto.

Landlord:

Bamburgh Gardens Properties Inc.

Term:

Five years commencing on September 1, 2026 to August 31, 2031.

Use:

Neighbourhood library branch operated by the Toronto Public Library.

Base Rent:

The base rent is \$22.50 per sq. ft. in Year 1, \$23.50 per sq. ft. in Year 2, \$24.50 per sq. ft. in Year 3, \$25.50 per sq. ft. in Year 4, and \$27.50 per sq. ft. in Year 5, excluding HST.

Additional Rent:

The estimated rate for additional rent is \$10.37 per sq. ft. or \$56,548 in year one of the lease, excluding HST.

Utilities:

Utilities are estimated at \$3.00 per sq. ft., or \$16,359 per year over the term of the lease, excluding HST.

	Year 1	Year 2	Year 3	Year 4	Year 5
Base Rent	\$ 122,693	\$ 128,146	\$ 133,599	\$ 139,052	\$ 149,958
Additional Rent	\$ 56,548	\$ 58,238	\$ 59,983	\$ 61,782	\$ 63,637
Subtotal	\$ 179,240	\$ 186,384	\$ 193,582	\$ 200,834	\$ 213,594
Utilities	\$ 16,359	\$ 16,359	\$ 16,359	\$ 16,359	\$ 16,359
Total	\$ 195,599	\$ 202,743	\$ 209,941	\$ 217,193	\$ 229,953
HST	\$ 25,428	\$ 26,357	\$ 27,292	\$ 28,235	\$ 29,894
Total	\$ 221,027	\$ 229,099	\$ 237,233	\$ 245,428	\$ 259,847
Total Net of HST Recovery	\$ 199,042	\$ 206,311	\$ 213,635	\$ 221,016	\$ 234,000

**Additional Rent is estimated to increase annually by 3%*