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## STAFF REPORT ACTION REQUIRED

### Alderwood Branch Property – Operating and Shared Cost Agreement with the Toronto District School Board

**Date:** May 25, 2026  
**To:** Toronto Public Library Board  
**From:** City Librarian

#### SUMMARY

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The purpose of this report is to seek Toronto Public Library (TPL) Board approval to enter into an Operating and Shared Cost Agreement (“the Agreement”) with the Toronto District School Board (TDSB) to formalize and set forth the operation and cost sharing arrangements between TPL and TDSB at the Alderwood branch property over a period of five years.

The Alderwood branch is located in a shared facility with the Sir Adam Beck elementary school as well as a City of Toronto recreation centre. The branch has operated out of this location since 1999. Since the opening of this shared facility a formal operating arrangement was never completed. The need to have the library open for Sundays created the need to establish formal operating, shared use, and costing agreements between the parties. The proposed agreement reflects the existing shared use and cost sharing arrangements that have been followed in practice since the shared facility opened in 1999, and includes updates to reflect

current costing as well as hours of operation to ensure TPL can continue to offer the hours identified in its Open Hours Plan.

## RECOMMENDATIONS

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**The City Librarian recommends that the Toronto Public Library Board:**

1. authorize the City Librarian to enter into the Operating and Shared Cost agreement with the TDSB for a five-year term, substantially on terms and conditions set out in Appendix A.

## FINANCIAL IMPACT

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The Agreement between TPL and TDSB covers a five-year period, effective September 2025 to align with the Open Hours Plan and Sunday hours expansion for this branch. The total expected cost for TPL over the term of the agreement is estimated to be \$884,568.60. Table 1 below outlines the estimated annual net cost to TPL.

Table 1 – Estimated annual net cost of Operating and Shared Cost Agreement

<b>Year</b>	<b>Period</b>	<b>Estimated Annual Cost</b>
1	September 1, 2025 - August 31, 2026	\$ 162,319.25
2	September 1, 2026 - August 31, 2027	\$ 169,320.23
3	September 1, 2027 - August 31, 2028	\$ 176,611.41
4	September 1, 2028 - August 31, 2029	\$ 184,204.61
5	September 1, 2029 - August 31, 2030	\$ 192,112.10
<b>Total estimated net cost over 5 years</b>		<b>\$ 884,568.60</b>

This estimated costs reflect TPL’s proportionate share of costs to provide general maintenance, repair and custodial services to support the daily operations of the branch. Generally, the proportionate share of costs is 60% TPL and 40% TDSB for the library spaces, as well as 100% of costs for direct TDSB services provided outside of TDSB operating hours, such as Sunday service needs, weekdays where the branch is open until 6:00 p.m. or 8:30 p.m., and Saturdays. The cost also reflects credits for library services TPL is providing to TDSB students at this branch

during school hours. Note, there will be an annual reconciliation of actual costs agreed upon by both parties at the end of the year.

Funding for the Agreement has been included in TPL's approved 2026 Operating Budget, and adjustments will be included in future year operating budgets as required to ensure sufficient budget is available to support the Agreement 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 Operating and Shared Cost agreement with the TDSB for the Alderwood branch 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 Alderwood 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 October 28, 2024, the Library Board considered the report [2025 Revised Open Hours Plan and Implementation](#) and approved the revised vision for TPL's Open Hours Plan, which included seven-day a week service, year-round, at all 100 branches by July 2026. This included all branches open on Sundays starting in the Fall of 2025.

At its meeting on November 24, 2008, the Library Board considered the report [Adjustment to Branch Open Hours - 2009](#) and approved a realignment of open hours at the Alderwood branch to better align service hours with community need.

At its meeting on November 15, 1999, the Library Board received the report [Opening of New Alderwood Neighbourhood Library](#), outlining the opening date of the branch in its new location, December 20, 1999, in the shared facility with the Toronto Board of Education.

## ISSUE BACKGROUND

The Alderwood branch was first opened at 525 Horner Avenue by the Township of Etobicoke Public Library Board on January 23rd, 1958. In 1999, the Horner Avenue building closed. The branch was reopened in the same year at 2 Orianna Drive by the Toronto Public Library Board in the new Alderwood Centre. The Centre was constructed in partnership with the Toronto District School Board (to house Sir Adam Beck Elementary School), the City of Toronto Parks and Recreation Department, and the Alderwood Action Day Care. The Alderwood branch is located in a shared facility with common entrances and shared spaces. Since the new Alderwood branch opened in 1999, there has been shared use and maintenance arrangements, as well as cost sharing for these arrangements, in place between TPL and the TDSB. These arrangements covered Monday to Saturday service, as the Alderwood Branch was not open on Sundays. With the approval and implementation of the TPL Open Hours Plan, and more specifically the plan to have all 100 branches open on Sundays, TPL and TDSB needed to extend these arrangements to include Sunday service.

## COMMENTS

As part of TPL's Open Hours Plan, the Alderwood branch commenced Sunday service, from 12:00 p.m. – 5:00 p.m., in the Fall of 2025. TPL and TDSB have agreed in principle to extend the existing shared use arrangements to include Sunday service to enable Sunday service expansion at the Branch and to support the vision of TPL's Open Hours Plan. Through these discussions, TPL and TDSB agreed to update the shared use arrangements and formalize this within an Operating and Shared Cost agreement. The Agreement includes terms and conditions such as:

- Outlining the responsibilities of TPL and TDSB with respect to services to be provided to both parties.
- The services TPL will provide the TDSB students who attend the Sir Adam Beck Public School.
- Shared use and access to library spaces as well as procedures to support the daily operations of the branch for use by the TDSB and the public.
- Responsibility for repairs, maintenance and custodial services, which have been and will continue to be with the TDSB, aside from specialized services unique to and required for library operations. This will be the responsibility of TPL, including all costs associated with this work.

- Cost sharing arrangements, updated to reflect current costs and service needs, to identify the net amount TPL shall reimburse the TDSB for its proportionate share of actual costs incurred. This includes credits for library services provided by TPL to TDSB students.

Entering into this agreement will formalize the existing arrangements in place and ensure it is reflective of current costs and services being provided, both by the TDSB and TPL. It will also ensure there is greater clarity going forward to continue to support and manage the shared use agreement between TPL and TDSB. TPL staff have reviewed this Agreement with the City's Corporate Real Estate Management and Legal Services teams, both of which confirmed TPL is within its authority to enter into this agreement directly with TDSB. TDSB has confirmed its acceptance of the terms and condition within the Agreement and upon approval of this report, TPL will finalize and sign off on the Agreement with TDSB.

## CONTACT

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## SIGNATURE

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Moe Hosseini-Ara  
City Librarian

## ATTACHMENTS

Appendix A: Alderwood Branch Operating and Shared Cost Agreement -  
Major Terms and Conditions

## Appendix A

### Major Terms and Conditions – Operating and Shared Cost Agreement – TPL and TDSB

#### Premises:

Approximately 7,796 square feet of space which includes an allocation of common area within Alderwood Center at 2 Orianna Drive.

#### Term:

Five (5) years commencing on September 1, 2025 and expiring on August 31, 2030.

#### Estimated annual net cost to TPL:

Year	Period	Monthly Net Cost	Estimated Annual Cost
1	September 1, 2025 - August 31, 2026	\$13,526.60	\$162,319.25
2	September 1, 2026 - August 31, 2027	\$14,110.02	\$169,320.23
3	September 1, 2027 - August 31, 2028	\$14,717.62	\$176,611.41
4	September 1, 2028 - August 31, 2029	\$15,530.38	\$184,204.61
5	September 1, 2029 - August 31, 2030	\$16,009.34	\$192,112.10

#### Shared Use and Access:

The TDSB shall have exclusive use of the Classroom Area at all times between the hours of 8:00 a.m. and 5:00 p.m. on all regular school days in each and every year during the “Term”. TPL shall have exclusive use of the Classroom Area at all times on all non-school days and between the hours of 5:00 p.m. and 8:00 a.m. on all regular school days in each and every year during the Term. TPL’s access to and use of the Classroom Area is subordinate to the TDSB’s operational needs and is subject at all times to applicable school schedules, policies, and security requirements as determined by the TDSB in its discretion.

#### Annual Estimate:

By June 30th of each calendar year, the TDSB shall provide TPL with a good faith estimate of the repair, maintenance, and custodial costs for the upcoming calendar year. This estimate shall be based on actual costs incurred during the current year, with reasonable adjustments for projected increases.

**Annual Reconciliation:**

By December 31<sup>st</sup> of each calendar year, the TDSB shall provide TPL with a statement of repair, maintenance, and custodial costs for the Library incurred in the preceding calendar year, together with a calculation of TPL's proportionate share.