

Staff Memorandum



To:	Mayor A. Nuttall and Members of Council
Subject	Northwest Library Branch Lease Terms
Ward(s)	5
Date	November 12, 2025
Department Head Approval	R. Pews, P.Eng. Director of Corporate Facilities
Executive Management Approval	J. Schmidt, General Manager of Community and Corporate Services
CAO Approval	M. Prowse, Chief Administrative Officer

The purpose of this Memorandum is to provide members of Council with a summary of the terms of a real estate property lease executed for space in Ward #5's Leacock Plaza, located at 420 Leacock Drive, for use as the new Northwest Public Library branch.

Commercial Confidentiality

Appendix A of this Staff Memorandum is being presented confidentially in accordance with Section 239 (c) as it contains commercially confidential property lease terms.

Background

As per Council motion 25-G-148, a lease agreement was negotiated by Staff and executed with the property owner of the Leacock Plaza, located at 420 Leacock Drive in Ward 5, for space to be used as the new Northwest Public Library branch.

Location

The space secured for the Leacock Plaza library branch option is located in the most northerly unit in the plaza, formerly known as O'Hara's Public House. At 2,408 square feet, this unit is currently undersized for a new library branch and a 2,098 square foot addition into the parking lot has been proposed by the property owner to provide a total of approximately 4,500 square feet of space for library use, similar in size to the Holly library branch. The owner's consultants are currently completing site due diligence work in advance of a planned variance application required to complete the expansion. A block diagram of the space, which is subject to revision through the design, variance and site plan approval process is shown in Figure 1 below.

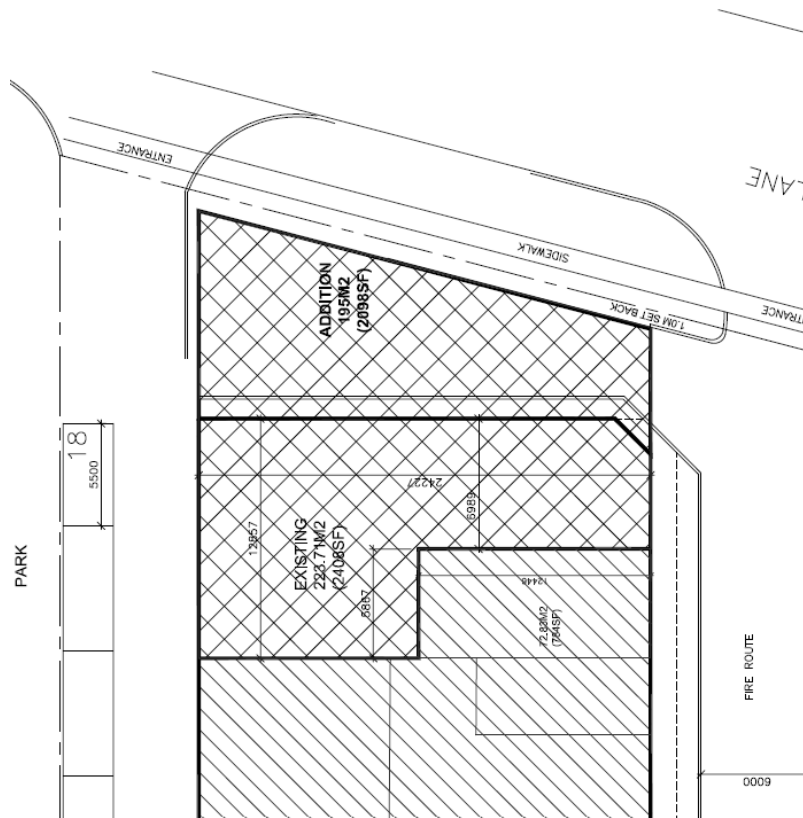


Figure 1

This location puts the new library branch immediately adjacent to the Lampman Lane park. Similar to the Holly Library branch, this would be a developer-led construction project with no direct impact on other city services or spaces. City and library staff will remain involved in the design development process, and will oversee operational elements of the project such as the installation of shelving, furniture, IT and other typical owner soft-cost items.

Appendix A – Confidential Lease Terms

Memo Author:

R. Pews, P.Eng., Director of Corporate Facilities

File #:

N/A

Pending # (if applicable):

P26/25, P5/25