



Ottawa Bibliothèque  
Public publique  
Library d'Ottawa

# 10.3

**Report to / Rapport au:**

**Ottawa Public Library Board  
Conseil d'administration de la Bibliothèque publique d'Ottawa**

**February 10, 2026 / 10 février 2026**

**Submitted by / Soumis par:**

**Sonia Bebbington, Chief Executive Officer and Chief Librarian / Directrice générale et bibliothécaire en chef**

*Contact Person / Personne ressource:*

*Craig Ginther, Division Manager, Facility and Technology Services/ Directeur, Services des installations et des technologies  
(613) 580-2424 x41490, [Craig.Ginther@BiblioOttawaLibrary.ca](mailto:Craig.Ginther@BiblioOttawaLibrary.ca)*

**File Number/Numéro du dossier: OPLB-2026-0210-10.3**

**SUBJECT: Main Branch Lease Extension**

**OBJET: Prolongation du bail de la succursale Centrale**

## **REPORT RECOMMENDATIONS**

**That the Ottawa Public Library Board:**

- 1. Delegate authority to the Chief Executive Officer (CEO) to finalize a Lease Extension (“Extension”) with TD Asset Management Ltd. (“Landlord”) for 84,092 square feet of the building known as the Ottawa Public Library Main Branch, consisting of four (4) floors and a basement space (being Levels P1, 1, 2, 3 and 4 (Penthouse)) (“Premises”). The agreement is for a term of six (6) months commencing January 1, 2027, and ending on June 30, 2027 (“Term”), with a total consideration of \$900,000.00 plus applicable taxes for the Term; and,**
- 2. Approve, in principle, delegating authority to the CEO to execute a Lease Extension for a potential sixth and final term of six (6) months for the**

Premises, commencing July 1, 2027 and ending on December 31, 2027 (“Final Extension”), with a total consideration of \$1,800,000 plus applicable taxes for the Term, with the Board to be notified if this authority is exercised.

## RECOMMANDATIONS DU RAPPORT

Que le Conseil d’administration de la Bibliothèque publique d’Ottawa :

1. Délégué à la directrice générale (DG) le pouvoir de finaliser la prolongation (la « prolongation ») du bail avec TD Asset Management Ltd. (le « propriétaire ») pour la location de l’immeuble appelé succursale Centrale de la Bibliothèque publique d’Ottawa, soit une superficie de 84 092 pieds carrés répartie sur quatre (4) étages et le sous-sol (niveaux P1, 1, 2, 3 et 4, aussi appelé le « penthouse ») (les « lieux ») pour une période (la « période ») de six (6) mois allant du 1<sup>er</sup> janvier au 30 juin 2027, pour une contrepartie totale de 900 000,00 \$ (taxes en sus); et
2. Approuve, en principe, la délégation de pouvoirs à la DG afin d’exécuter la prolongation du bail à la location des lieux pour un éventuel sixième et dernier semestre supplémentaire, qui irait du 1<sup>er</sup> juillet au 31 décembre 2027 (la « dernière prolongation »), pour un montant total de 1 800 000,00 \$ (taxes en sus) pour la totalité de la prolongation, si tant est qu’elle avise le C.A. de l’exercice de ce pouvoir.

## BACKGROUND

As per the *Public Libraries Act (PLA)* Section 19 (1)(a), a Board may “...acquire land required for its purposes by purchase [or] lease.” Furthermore, Ottawa Public Library (OPL) Board Policy #002-OPL (Delegation of Authority), delegates to the CEO single or multi-year leases with a total expenditure of less than \$750,000, with those greater than that amount requiring Board approval.

The purpose of this report is twofold: to recommend that the Board delegate authority to the CEO to finalize the lease extension of Main branch covering the period of January 1 to June 30, 2027, and to recommend that the Board approve, in principle, delegating

authority to the CEO to execute a potential sixth and final term covering the period of July 1, 2027 to December 31, 2027, if necessary.

## DISCUSSION

In June 2018, the Main branch of OPL was sold to Outcore Equities Incorporated and Archean Capital Investments Limited C/O Slate Properties Incorporated as part of the funding approval for the OPL / Library and Archives Canada (LAC) Joint Facility, now known as Ādisōke.

Since July 2018, OPL has leased the Main branch at 120 Metcalfe. The lease was executed for an Original Term from July 19, 2018 to December 31, 2024, and provided OPL the right to six (6) extension terms of six (6) months each, with written notice for each extension term required one (1) year in advance. Since TD Asset Management Ltd. took over as landlord on December 3, 2024, the first four (4) of these extension terms, covering the period of January 1, 2025 to December 31, 2026, and payable at one dollar (\$1) per year, have since been executed.

The fifth extension term, covering the period January 1, 2027 to June 30, 2027, contains the same terms and conditions as are contained in the initial lease, save and except that the amount payable is \$150,000 per month plus applicable tax. Following the fifth extension term, OPL may extend the term for one (1) final six (6) month period, being from July 1st, 2027 to December 31st, 2027, upon the same terms and conditions as are contained in the initial lease save and except that the amount payable is \$300,000 per month plus applicable tax. OPL must provide written notice of its exercise of the final extension no later than June 30, 2026.

On December 2, 2025, City of Ottawa (“City”) staff provided an update on Ādisōke to both the City’s Finance and Corporate Services Committee ([FCSC-2025-1202-5.1](#)) and to the OPL Board ([OPLB-2025-1202-10.3](#)).

In these updates it was noted that, over the past few years, significant progress has been made on this one-of-a-kind building, quality remains a top priority, and all partners are focused on delivering a space that meets the highest standards and the public’s expectations.

It was further noted that while the project was originally anticipated to be open to the public in the summer 2026, delivering a building of this scale and complexity is taking longer than originally scheduled and Ādisōke will not open in 2026.

As a result of this information, and to ensure that operations at the Main branch can continue until the opening of the Central branch, the fifth extension was provisionally executed in December 2025, pending financial authority. Given that the cost exceeds the delegated authority of the CEO, staff are recommending that the Board delegate authority to the CEO to finalize the extension within the terms as noted above. Staff are further recommending that the Board approve (in principle) delegating authority to the CEO to execute the final extension, if necessary. Details regarding the proposed source of funding will be included in the 2027 budget.

## **CONSULTATION**

For all real estate matters, OPL works with Housing Solutions, Real Estate and Investment Services (HSREIS), who were thus consulted on the proposed Extensions. The development of this report also required consultation with OPL Senior Management.

## **ACCESSIBILITY IMPACTS**

OPL complies with the *Accessibility for Ontarians with Disabilities Act, (2005)* in its operations. There are no accessibility impacts associated with this report.

## **BOARD PRIORITIES**

In October 2023, the Board approved an updated Strategic Plan that will carry through 2028 and includes “Create the destination experience for the Central branch at Ādisōke”.

## **BUSINESS ANALYSIS IMPLICATIONS**

The business analysis implications are identified in the background and discussion sections above.

## **FINANCIAL IMPLICATIONS**

The fifth extension represents a cost to OPL in the amount of \$900,000 plus applicable taxes, and the sixth and final extension represents a cost to OPL in the amount of

\$1,800,000 plus applicable taxes. Given that these extensions apply to the periods of January 1 to June 30, 2027 and July 1 to December 31, 2027 respectively, the financial implications of this report will be included in the 2027 budget.

### **LEGAL IMPLICATIONS**

Approving this report will delegate to the CEO the financial authority to finalize the fifth extension of the lease for OPL's Main branch, as well as approval in principle to delegate authority to execute the sixth and final extension, if necessary. The contractual terms of the lease and all extensions have already been accepted by the Board. There are no legal impediments to approving the recommendations in this report.

### **RISK MANAGEMENT IMPLICATIONS**

Based on the need to maintain uninterrupted service at the Main branch, no other options were explored at this time.

### **TECHNOLOGY IMPLICATIONS**

There are no technology implications associated with this report.

### **DISPOSITION**

If approved, staff will:

1. Finalize the execution of the fifth extension of the lease, as per the terms provided;
2. If necessary, execute the sixth and final extension of the lease, and advise the Board accordingly; and,
3. Include details regarding the proposed funding source in the 2027 budget.