



AMHERST TOWN COUNCIL

RFD# 2024021

Date: March 25, 2024

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: March 25, 2024

SUBJECT: Library Head Office Lease Agreement

ORIGIN: The lease agreement between the Town and the Cumberland Regional Library for office space on the second floor of the Four Fathers Library will expire on March 31, 2024.

LEGISLATIVE AUTHORITY: Municipal Government Act (MGA), Section 51 concerning the sale or lease of municipal property.

RECOMMENDATION: That Council approve the lease agreement between the Cumberland Regional Library and the Town of Amherst, and authorize the Mayor and CAO to sign on behalf of the Town.

BACKGROUND: The Cumberland Regional Library currently leases space on the second floor of the Four Fathers Library for use as their head office. The Amherst Branch Library is located on the ground floor of the building in a space provided by the Town of Amherst at no cost to the branch. The library wishes to negotiate a new agreement as having their head office in the same facility as the local library branch is ideal.

DISCUSSION: With the Library anticipating a budget deficit for 2023/24 and not knowing if there will be an increase in library funding from the province, staff are recommending the term of the new lease agreement to be 1 year with no increase in rent. The lease also contains an option for the library to extend the proposed agreement for an additional 2-years with annual rent increases based on the Consumer Price Index, all-items, for the Province of Nova Scotia for the previous calendar year. The leased space includes 1,962 square feet of dedicated space and 1012 square feet of shared space. Apart from the term of the lease the current and proposed lease agreement essentially remains unchanged. Proposed changes are highlighted in yellow on the attached draft lease.

FINANCIAL IMPLICATIONS: The library will pay a monthly lease of \$2,664.44. plus HST (\$31,973.28 annually) from April 1, 2024 to March 31, 2025. The proposed lease has an option to extend the lease for a further 2-year term with the rental rates adjusted by CPI annually.





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SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications as a result of entering into this agreement.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications as a result of entering into this agreement.

COMMUNITY ENGAGEMENT: There is no community engagement contemplated at this time

ALTERNATIVES:

1. Approve the lease agreement with changes.
2. Refer the lease agreement back to staff for further negotiations with the library.
3. Do not renew the lease and look for other municipal uses for the space.

ATTACHMENTS: Draft Lease Agreement

Report prepared by: Aaron Bourgeois, Director of Operations
Report and Financial approved by:

