



## Committee of the Whole

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**Meeting Date:** April 14, 2020  
**Submitted by:** Kathy Bunting, County Clerk  
**SUBJECT:** FIN 12.01 VARIABLE LEASE RATES - LIBRARY

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### **BACKGROUND:**

On December 18, 2012, Middlesex County Council approved Finance Policy 12.01 to provide a frame work for the Middlesex Library Board to manage variable lease rates of libraries deemed to be Comprehensive, Enhanced and Basic branches.

### **ANALYSIS:**

The content of the FIN 12.01 Variable Lease Rates – Library Policy has not changed but requires housekeeping to itemize the variable lease rates. A chart on page 3 of the draft policy outlines the rates for Basic Facilities, Enhanced Facilities and Comprehensive Facilities for the years 2012 to present.

The Variable lease rates chart was updated for 2020 yearly using the Consumer Price Index for Ontario.

### **RECOMMENDATION:**

That FIN 12.01 Variable Lease Rates – Library Policy be approved as revised; and that the Corporate Administrative Policy and Procedure Manual be updated.

Attachment



## Finance Policy 12.01

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<b>Subject:</b>	<b>VARIABLE LEASE RATES - LIBRARIES</b>
<b>Scope:</b>	<b>MIDDLESEX COUNTY LIBRARIES</b>
<b>Issued:</b>	<b>December 18, 2012</b>
<b>Revised:</b>	<b>May 28, 2019, April 14, 2020</b>
<b>Reviewed:</b>	<b>August 23, 2016 – Middlesex County Council</b>

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### **Purpose:**

This policy provides a framework for the Middlesex Library Board to manage variable lease rates of library facilities in a way that is reasonable, in the best interests of the County of Middlesex and abides by the requirements of the Municipal Act, the Assessment Act, and other applicable statutes with respect to the leasing of municipal property.

### **Policy:**

This policy applies to existing and proposed leases between municipalities incorporated under the laws of the Province of Ontario (Landlord) and Middlesex County Library Board (Tenant) for library facilities.

### **Procedure:**

#### RESPONSIBILITY

- 1.1 The Middlesex County Library Board is responsible for ensuring the terms and conditions of the lease held with the municipality.
- 1.2 County Council or its delegated authority will approve all lease rates. All changes to library leases are subject to approval by the Library Board and County Council.

#### CRITERIA

- 1.3 Library facilities are categorized as Comprehensive, Enhanced and Basic. Eligibility is determined by the Library Board in accordance with the Library Board Facility Policy.

Basic facilities meet basic library needs of population served, programming space is not provided and facility may not meet the requirements of the Library Board Facility Policy.



## Finance Policy 12.01

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Enhanced facilities meet the Basic facility criteria, and meet the requirements of the Library Board Facility Policy, provide administrative space for staff and include programming space for programs to be held during open hours.

Comprehensive facilities meet the Enhanced facility criteria, are larger than 6,000 sq. Ft., provide a designated programming space for employment and library-related programs, and secured offices for itinerant providers. Comprehensive facilities must be located in an area of the County identified by the Library Board including: Lucan-Biddulph, Strathroy-Caradoc, North Middlesex, Thames Centre, and Southwest Middlesex.

### ALLOCATION

1.4 Municipalities wishing to be considered for a lease under this policy can register their interest with the Middlesex County Library Board. It is at the discretion of the Library Board to lease on terms and conditions fixed for purposes which it deems to be in the best interest of the Corporation of the County of Middlesex.

### RENT RATES

1.5 The Library Board will pay Basic facilities \$7.00 per square foot (2019)

1.6 The Library Board will pay Enhanced facilities \$8.03 per square foot (2019)

1.7 The Library Board will pay Comprehensive facilities \$11.06 per square foot (2019)

1.8 Rates for all Library facilities will be negotiated with appropriate terms that will allow the County to increase fees annually. As a minimum standard, rent increases will be negotiated as annual fixed step increase in line with the Consumer Price Index for Ontario.



# Finance Policy 12.01

Below is the variable lease rates from 2012 to present:

<b>Year</b>	<b>Rate per Square Foot Basic Facilities</b>	<b>Rate per Square Foot Enhanced Facilities</b>	<b>Rate per Square Foot Comprehensive Facilities</b>
<b>2012</b>	<b>\$ 6.28</b>	<b>\$ 7.21</b>	<b>\$ 9.93</b>
<b>2013</b>	<b>\$ 6.37</b>	<b>\$ 7.32</b>	<b>\$ 10.08</b>
<b>2014</b>	<b>\$ 6.43</b>	<b>\$ 7.39</b>	<b>\$ 10.17</b>
<b>2015</b>	<b>\$ 6.56</b>	<b>\$ 7.54</b>	<b>\$ 10.37</b>
<b>2016</b>	<b>\$ 6.63</b>	<b>\$ 7.62</b>	<b>\$ 10.49</b>
<b>2017</b>	<b>\$ 6.73</b>	<b>\$ 7.73</b>	<b>\$ 10.64</b>
<b>2018</b>	<b>\$ 6.84</b>	<b>\$ 7.85</b>	<b>\$ 10.81</b>
<b>2019</b>	<b>\$ 7.00</b>	<b>\$ 8.03</b>	<b>\$ 11.06</b>
<b>2020</b>	<b>\$ 7.13</b>	<b>\$ 8.18</b>	<b>\$ 11.27</b>