



OKOTOKS LIBRARY BOARD PRESENTATION

Issue

Representatives from the Okotoks Library Board will be in attendance to present a request for additional space within the Arts & Learning Campus to accommodate growth.

Motion Proposed by Administration

That _____ .

Report, Analysis and Financial Implications

Representatives of the Okotoks Library Board will be in attendance to present their request for additional space within the Arts & Learning Campus (see attached report).

The Okotoks Arts & Learning Campus officially opened in Spring 2022. The original purpose of the Arts & Learning Campus was to serve as a shared, multi-tenant learning and cultural hub in downtown Okotoks. The project was specifically designed to:

- Accommodate growth needed for the Okotoks Public Library
- House administrative and education offices for local school divisions
- Create a central gathering place that supports learning, culture, and community connection as a downtown anchor

A portion of the second floor at the Arts & Learning Campus, totaling approximately 5,421 square feet, was vacated on August 28, 2025. Since that time, Administration has been actively exploring opportunities to re-lease the space, including potential municipal uses, existing municipal partners, and private sector tenants. The Library has expressed interest in occupying an additional approximately 1,620 square feet adjacent to its current second-floor premises. Administration obtained a quote approaching \$20K for tenant improvements to provide expanded space to the library as well as accommodate other tenants. The costs of improvements would be shared between the Town, the Library, and the other tenants.

The Okotoks Library Board has worked with Administration to develop options for meeting the Library's additional space needs within the Arts & Learning Campus, including scope, timelines, and estimated capital and operating costs, and is reporting back to Council for consideration.

No additional budgetary asks are being requested by the Okotoks Public Library. The 2026 approved budget appropriation amount and forecast appropriation amounts for 2027 to 2029 are provided in the table below. These are the same numbers as provided at the 2026 budget presentation in November last year.

Budget (and forecast)	2026	2027	2028	2029	2030
Appropriation amount	\$1,359,695	\$1,449,365	\$1,526,700	\$1,651,369	TBD

Although Council generally considers budget-related requests during the November budget meetings, it is advisable to make a decision regarding the library's request sooner due to the currently vacant space in the Arts & Learning Campus. While the library is not seeking additional budget at this time, occupying more space will result in higher rent costs and may lead to increased funding requests in the future. The sooner a decision is made on the library's request the better so Administration can advance a plan that ensures the space is occupied.

Strategic Plan Goals

<input checked="" type="checkbox"/>	Responsibly Managed Growth	<input type="checkbox"/>	Demonstrated Environmental Leadership
<input type="checkbox"/>	Strong Local Economy	<input type="checkbox"/>	Enhanced Culture & Community Health
<input type="checkbox"/>	Organizational Excellence		

Equity/Diversity/Inclusivity Impacts and Strategy

n/a

Environmental Impacts

n/a

Governing Policies/Bylaws/Legislation or Agreements

Public libraries in Alberta are primarily governed by the *Libraries Act* and the Libraries Regulation, which establish library boards, define their responsibilities, and provide the legal framework for delivering library services. The municipality is responsible for establishing and funding the public library board, appointing board members, and ensuring adequate financial and governance support so the library can meet community needs

Community Engagement Strategy

n/a

Alternatives for Consideration

That the Okotoks Library Board's request for additional space with the Arts & Learning Campus be approved as presented, and that Administration be directed to include any required capital and operating budget impacts in the appropriate budget process and proceed with implementation subject to budget approval.

CAO Comments

Council direction is requested. The Town of Okotoks is responsible for providing space for the library. The Arts & Learning Campus provided additional space to meet current needs, with further space planned to support growth. Council will need to consider whether expanding into the available space to support library growth is a priority at this time.

Attachment(s)

1. Okotoks Library Board letter of request – April 20, 2026
2. Okotoks Library Presentation

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April 27, 2018