Agenda – Standing Policy Committee on Property and Development – May 6, 2026

REPORTS

Item No. 6 Request to enter into a Consecutive Short-Term Use Agreement with Downtown Community Safety Partnership Inc. at the Millennium Library Located at 251 Donald Street (Fort Rouge-East Fort Garry Ward)

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

1. That a retroactive consecutive Short-Term Use Agreement in favour of Downtown Community Safety Partnership Inc. for the space at the Millennium Library, located at 251 Donald Street, shown as "Leased Area – 811 sq. ft." on Misc. Plan No. 12537/8 and attached hereto as Schedule A, commencing on March 31, 2026, and terminating on March 29, 2027, be approved.

2. That the City enter into such agreements as determined necessary by the City Solicitor/Director of Legal Services to implement the intent of the foregoing (the "Ancillary Agreements").

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

ADMINISTRATIVE REPORT

Title: Request to enter into a consecutive Short-Term Use Agreement with Downtown Community Safety Partnership Inc. at the Millennium Library located at 251 Donald Street

Critical Path: Standing Policy Committee on Property and Development

AUTHORIZATION

Author	Department Head	CFO	CAO
G. Chappell (Acting)	H. Borys	T. Graham	J. Dunford

EXECUTIVE SUMMARY

On January 29, 2025, Council asked the Public Service to offer the Downtown Community Safety Partnership (DCSP) a vacant unit in the Millennium Library. DCSP has been using the unit to deliver its Community Outreach Advocacy Program to the downtown community.

Council approved an initial pilot term from April 1 to May 31, 2025, with an option to extend to March 31, 2027. The pilot term was intended to allow DCSP time to figure out their needs for the space. It was also a chance for the DCSP to refine their outreach program.

On April 1, 2025, the Public Service entered into a Short-Term Use Agreement (STUA) with DCSP.

The STUA expired on March 30, 2026. A lease agreement was not completed. DCSP needs more time to figure out what is needed for their operations.

The Public Service recommends entering into a second consecutive STUA with DCSP. This would match the approved extension period.

The Ward Councillor has been notified of the intentions of the Public Service.

RECOMMENDATIONS

1. That a retroactive consecutive Short-Term Use Agreement in favour of Downtown Community Safety Partnership Inc. for the space at the Millennium Library, located at 251 Donald Street, shown as “Leased Area – 811 sq. ft.” on Misc. Plan No. 12537/8 and attached hereto as Schedule A, commencing on March 31, 2026, and terminating on March 29, 2027, be approved.

2. That the City enter into such agreements as determined necessary by the City Solicitor/Director of Legal Services to implement the intent of the foregoing (the "Ancillary Agreements").

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

Pursuant to s. 3.3 A. v. of the "Real Estate – Leasing and Licensing of Property" Policy adopted by Council on September 29, 2021, the Public Service is not authorized to enter into consecutive Short-Term Use Agreements without approval from the Standing Policy Committee on Property and Development.

IMPLICATIONS OF THE RECOMMENDATIONS

The Short-Term Use Agreement can be terminated by the City with two weeks' written notice.

The Downtown Community Safety Partnership is responsible for all expenses related to the operation and maintenance of the Leased Area.

HISTORY/DISCUSSION

The Downtown Community Safety Partnership (DCSP) is a non-profit organization established in 2020. DCSP provides 24/7 non-emergency assistance and outreach services to individuals in the downtown area. Their focus is providing long-term solutions by connecting individuals to housing, addiction treatment, and mental health resources.

Council approved the use of vacant office space at the Millennium Library for DCSP to administer their Community Outreach Advocacy Resource program to the downtown community as part of a pilot program from April 1 to May 31, 2025, with an option to extend to March 31, 2027. The pilot term was intended to allow DCSP to identify their needs for the space as well as refine their outreach program.

On April 1, 2025, the Public Service entered into a Short-Term Use Agreement (STUA) with DCSP. Negotiations for a lease agreement were expected to follow after the pilot term ended.

DCSP needed more time to prepare the office for public access. While they prepared, DCSP permitted access by appointment only. On October 1, 2025, they opened the office for public walk-ins.

The current Short-Term Use Agreement expired March 30, 2026. A lease agreement has not advanced as DCSP was not prepared to proceed. Given the time required for negotiation and approval, and the limited duration remaining, a short-term use agreement is considered the best option.

As DCSP is a registered non-profit corporation, the proposed rental rate for the STUA is $1.00. DCSP is responsible for all expenses related to the operation and maintenance of the Leased Area.
The Short-Term Use Agreement is considered to represent best value for the City since it supports a community need. The most recent appraisal of market rent for a space of similar size to the Leased Area at the Millennium Library is $9,732.00 to $10,543.00 per year.

The highest and best use of the space is for auxiliary retail, office and other amenity uses.

The Community Services Department – Library Services Division is supportive of the consecutive Short-term use agreement.

The Risk Management Division reviewed the insurance requirements, and their comments were incorporated into the Short-Term Use Agreement.

The Short-Term Use Agreement will commence retroactively if approved.

The Ward Councillor has been notified of the intentions of the Public Service.

FINANCIAL IMPACT

Financial Impact Statement

Date: March 27, 2026

Project Name:

First Year of Program **2026**

Request to enter into a consecutive Short-Term Use Agreement with Downtown Community Safety Partnership Inc. at the Millennium Library located at 251 Donald Street

	2026	2027	2028	2029	2028 to 2034
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ -	$ -	$ -	$ -	$ -
Less: Incremental Revenue/Recovery	(1)	-	-	-	-
Net Cost/(Benefit)	$ 1	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts	1	-	-	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: Revenue in 2026 consists of the $1 annual rent. The tenant is also responsible for a proportionate share of operating costs. An internal appraisal indicated market value rent of up to $10,543 for similar space. Assuming a market exists, this represents an opportunity cost associated with this short-term use agreement.

Mike McGinn Mar. 27, 2026

Mike McGinn, CPA, CA
Manager of Finance

CONSULTATION

This Report has been prepared in consultation with:

- Legal Services (as to legal issues)
- Risk Management (as to insurance issues)
- Community Services, Central Library Services

OURWINNIPEG POLICY ALIGNMENT

Good Health and Well-Being

Objective 1: Enable access to basic needs for good physical and mental health.
Objective 3: Proactively identify and address threats to community safety and well-being.

Policy 4.1 Health Equity: Provide municipal services through a health equity lens, to fully leverage desired health and safety outcomes through proactive community development opportunities.

Policy 4.6 Community Safety: Facilitate a culture of safety and crime prevention across the City and community, by building trusting relationships to enable collaborative action.

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

Consideration was given as to whether this report connects to any of the Strategic Opportunities and Key Directions in the Climate Action Plan (CAP) and it was determined that CAP is not applicable to this specific report.

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

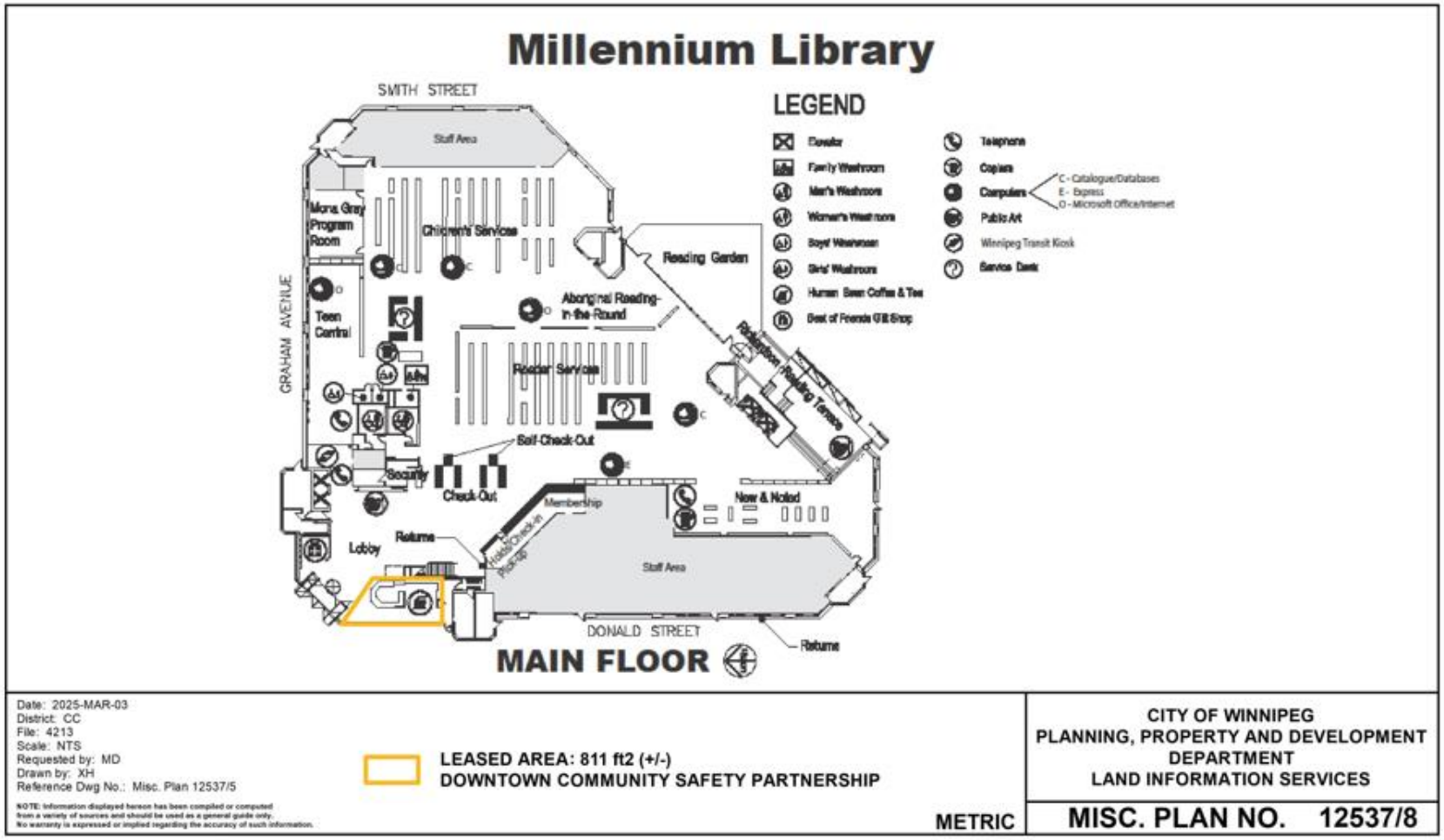
Consideration was given as to whether this report connects to the Winnipeg Poverty Reduction Strategy (PRS) and its Goals and Objectives, and it was determined that the PRS is not applicable to this specific report.

SUBMITTED BY

Department: Planning, Property and Development
Division: Real Estate and Land Development
Prepared by: Melanie Dextraze, Senior Property Manager
Date: March 27, 2026
File No: 4213

Attachment:
Schedule A – Misc Plan

Schedule A


Millennium Library
SMITH STREET
LEGEND
Staff Area
Mona Gray Program Room
Children's Services
Reading Garden
GRAHAM AVENUE
Teen Central
Aboriginal Reading-in-the-Round
Reader Services
Self-Check-Out
Security
Check-Out
Membership
New & Noted
Returns
Lobby
Hold/Check-in Pick-up
Staff Area
DONALD STREET
Returns
MAIN FLOOR
Elevator
Family Washroom
Men's Washroom
Women's Washroom
Boys' Washroom
Girls' Washroom
Human Bean Coffee & Tea
Dust of Friends Gift Shop
Telephone
Copiers
Computers
C - Catalogue/Databases
E - Express
O - Microsoft Office/Internet
Public Art
Winnipeg Transit Kiosk
Service Desk
Date: 2025-MAR-03
District: CC
File: 4213
Scale: NTS
Requested by: MD
Drawn by: XH
Reference Dwg No.: Misc. Plan 12537/5
NOTE: Information displayed hereon has been compiled or computed from a variety of sources and should be used as a general guide only. No warranty is expressed or implied regarding the accuracy of such information.
LEASED AREA: 811 ft2 (+/-)
DOWNTOWN COMMUNITY SAFETY PARTNERSHIP
METRIC
CITY OF WINNIPEG
PLANNING, PROPERTY AND DEVELOPMENT DEPARTMENT
LAND INFORMATION SERVICES
MISC. PLAN NO. 12537/8