



## REPORT FOR ACTION

# Update on Clarification of Councillor Notification during the Acquisition and Lease Process in Real Estate Transactions for use as Shelter Sites

**Date:** October 21, 2020

**To:** City Council

**From:** Deputy City Manager, Corporate Services and the Deputy City Manager, Community and Social Services

**Wards:** Ward 13 - Toronto Centre

## SUMMARY

---

At its meeting on September 30, 2020, City Council directed staff to clarify the manner in which local Councillors are informed of (i) proposed acquisitions or leases of shelter sites prior to the execution of any related transactional documents, and (ii) the nature of the information that is provided; and to recommend a process to reflect such engagement and capture any commentary provided by the local Councillor that can be reflected in the public reporting process.

Shelter, Support and Housing Administration is undertaking a comprehensive review of the engagement process required in connection with the siting of new shelter and service delivery sites. To ensure sufficient due diligence with respect to any recommended changes, staff will report back to City Council in the spring of 2021.

## RECOMMENDATIONS

---

The Deputy City Manager, Community and Social Services, and the Deputy City Manager, Corporate Services, recommend that:

1. City Council receive this report for information.

## FINANCIAL IMPACT

---

There are no financial implications resulting from this report.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

## **DECISION HISTORY**

---

At its meeting on September 30, 2020, City Council adopted with amendments item CC24.6, "Further Information on 233 Carlton Street Lease Agreement", directing the Deputy City Manager, Corporate Services, and the Deputy City Manager, Community and Social Services to recommend a process to clarify the manner in which local Councillors are informed of a proposed acquisition or lease of a shelter site prior to the execution of any related transactional documents; the nature of the information that will be provided; and how comments provided by the local Councillor will be reflected in the public reporting process.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.CC24.6>

At its meeting on January 14, 2020, The Economic and Community Development Committee adopted EC11.5 "Community Engagement Processes for Locating New Shelters and Related Services - Update" which outlined the updated community engagement and siting process for shelters and related services including recommendations for earlier notice of planned new services in coordination with the local Councillor's office.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.EC11.5>

City of Toronto Municipal Code, Chapter 213, Real Property, Article 2, outlines approval authorities for real estate matters, subject to compliance with General Conditions that require consultations with the local Councillor prior to the exercise of delegated approval authority by staff for all acquisitions, disposals, land exchanges and leases.

[https://www.toronto.ca/legdocs/municode/1184\\_213.pdf](https://www.toronto.ca/legdocs/municode/1184_213.pdf)

At its meeting on December 5, 2017, City Council adopted item DC24.7, "2018 Shelter Infrastructure Plan and Progress Report", and granted delegated authority to Deputy City Manager, Cluster A to approve specific sites for emergency shelters. This delegated authority is subject to a set of conditions, including the requirement to engage the local Councillor in the engagement and siting process.

<https://www.toronto.ca/legdocs/mmis/2017/cd/bgrd/backgroundfile-108928.pdf>

At its meeting of April 26, 27 and 28, 2017, City Council adopted CD19.6 "Proposed New Engagement and Planning Process for Emergency Shelters," which provided recommendations to improve the community engagement process for opening new emergency shelters. It also described the further steps needed to change the model for emergency shelters and change the conversation about homelessness in Toronto.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.CD19.6>

## **COMMENTS**

---

Shelter, Support and Housing Administration will be conducting a third-party review of the engagement process related to the siting of new shelter and service delivery sites, with recommendations for enhancements to the community and councillor engagement process planned for spring of 2021. This review will include an analysis of the consultation/engagement required for shelter siting, as well as the consultation required to authorize Corporate Real Estate Management to transact (e.g. lease, acquire) the necessary real estate in order to implement new facilities. It is anticipated that the review will suggest enhancements to ensure the existing Councillor notification process for Shelter, Support and Housing Administration and the consultation process for Corporate Real Estate Management align and are accurately reflected in any approval documentation.

## **CONTACT**

---

Mary-Anne Bédard, General Manager, Shelter, Support and Housing Administration, 416-392-7885, [Mary-Anne.Bedard@toronto.ca](mailto:Mary-Anne.Bedard@toronto.ca)

Patrick Matozzo, Executive Director, Corporate Real Estate Management, 416-392-9158, [Patrick.Matozzo@toronto.ca](mailto:Patrick.Matozzo@toronto.ca)

## **SIGNATURE**

---

Giuliana Carbone  
Deputy City Manager, Community and Social Services

Josie Scioli  
Deputy City Manager, Corporate Services