

**DELEGATED APPROVAL FORM
CHIEF CORPORATE OFFICER
DIRECTOR OF REAL ESTATE SERVICES**

TRACKING NO.: 2015-044

- Approved pursuant to the Delegated Authority contained in Executive Committee Item EX43.7 entitled "Delegation of Authority in Certain Real Estate Matters" adopted by City Council on May 11 and 12, 2010 (City Council confirmatory By-law No. 532-2010, enacted on May 12, 2010), as amended by GM24.9 entitled "Minor Amendments to Delegation of Authority in Certain Real Estate Matters" adopted by City Council on October 8, 9, 10 and 11, 2013 (City Council confirmatory By-Law No. 1234-2013 enacted October 11, 2013), as amended by DAF 2013-307 and DAF 2014-087.
- Approved pursuant to the Delegated Authority contained in Executive Committee Item EX33.44 entitled "Union Station Revitalization Implementation and Head Lessee Selection" adopted by City Council on August 5 and 6, 2009. City Council confirmatory By-law No. 749-2009, enacted on August 6, 2009.

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| Prepared By: | Jack Harvey | Division: | Real Estate Services |
| Date Prepared: | February 19, 2015 | Phone No.: | 7-7704 |

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| Purpose | To obtain authority to enter into a lease agreement with Adriano Bellinaso and Ida Bellinaso as landlord for approximately 450 square feet of space located on the second floor of 1355 Wilson Avenue, Unit 1A, Toronto, for a term commencing on April 1, 2015 and ending on November 30, 2018 for use as a Constituency Office for Councillor Maria Augimeri. |
| Property | 1355 Wilson Avenue, Unit 1A, Toronto (see attached location map on page 5) |
| Actions | It is recommended that: <ol style="list-style-type: none"> 1. authority be granted to enter into a lease agreement (the "Lease Agreement") with Adriano Bellinaso and Ida Bellinaso (the "Landlord") for a term commencing on April 1, 2015 and ending on November 30, 2018 (the "Term"), for the use of approximately 450 square feet of space located at 1355 Wilson Avenue, Unit 1A, Toronto, substantially on the terms and conditions outlined herein, and such other terms and conditions as deemed appropriate by the Chief Corporate Officer, and in a form acceptable to the City Solicitor; 2. the Chief Corporate Officer, or her designate, administer and manage the Lease Agreement, including the provision of any consents, approvals, waivers, notices and notices of termination, provided that the Chief Corporate Officer, may, at any time, refer consideration of such matters (including their content) to City Council for its determination and direction; and 3. the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto. |
| Financial Impact | The City shall pay the Landlord gross rent of \$10,800.00 per annum throughout the Term. Funding for the Term of three (3) years and nine (8) months, commencing April 1, 2015 and ending November 30, 2018, is available in the 2015 Council Approved Operating Budget for City Council as part of the Constituency Services and Office Budget under the cost centre A71009-FA6610000000. The Deputy City Manager & Chief Financial Officer has reviewed this DAF and agrees with the financial impact information. |
| Comments | At its meeting on July 11, 12 and 13, 2012, City Council adopted and amended report EX21.9, "Policy Changes to Facilitate Councillor Officer Operations". In doing so, Council directed that the provision of a constituency office within the Councillors' respective wards be funded from the General Council Account, and further, that staff develop appropriate parameters for these spaces. At its meeting on October 30, 31, and November 1, 2012, City Council adopted Recommendation 1 of report CC27.5, "Parameters for Councillor Constituency Offices", and approved the proposed parameters. The proposed Lease Agreement enables Councillor Maria Augimeri to establish a constituency office in her ward. The rent and other terms and conditions of the Lease Agreement reflect current market value according to market research and valuation conducted by Real Estate Services staff. |
| Terms | See Terms and Conditions outlined on page 4. |

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| Property Details | Ward: | 9 – York Centre |
| | Assessment Roll No.: | N/A |
| | Approximate Size: | |
| | Approximate Area: | 450 square feet |
| | Other Information: | |

| A. | Director of Real Estate Services has approval authority for: | Chief Corporate Officer has approval authority for: |
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| 1. Acquisitions: | <input type="checkbox"/> Where total compensation does not exceed \$1 Million. | <input type="checkbox"/> Where total compensation does not exceed \$3 Million. |
| 2. Expropriations: | <input type="checkbox"/> Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$1 Million. | <input type="checkbox"/> Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$3 Million. |
| 3. Issuance of RFPs/REOs: | Delegated to a more senior position. | <input type="checkbox"/> Issuance of RFPs/REOs. |
| 4. Permanent Highway Closures: | Delegated to a more senior position. | <input type="checkbox"/> Initiate process & authorize GM, Transportation Services to give notice of proposed by-law. |
| 5. Transfer of Operational Management to ABCDs: | Delegated to a more senior position. | <input type="checkbox"/> Transfer of Operational Management to ABCDs. |
| 6. Limiting Distance Agreements: | <input type="checkbox"/> Where total compensation does not exceed \$1 Million. | <input type="checkbox"/> Where total compensation does not exceed \$3 Million. |
| 7. Disposals (including Leases of 21 years or more): | <input type="checkbox"/> Where total compensation does not exceed \$1 Million. | <input type="checkbox"/> Where total compensation does not exceed \$3 Million. |
| 8. Exchange of land in Green Space System & Parks & Open Space Areas of Official Plan: | Delegated to a more senior position. | <input type="checkbox"/> Exchange of land in Green Space System and Parks and Open Space Areas of Official Plan. |
| 9. Leases/Licences (City as Landlord/Licensor): | <input type="checkbox"/> (a) Where total compensation (including options/renewals) does not exceed \$1 Million; <input type="checkbox"/> (b) Where compensation is less than market value, for periods not exceeding three (3) months, including licences for environmental assessments and/or testing, etc. | <input type="checkbox"/> (a) Where total compensation (including options/renewals) does not exceed \$3 Million; <input type="checkbox"/> (b) Where compensation is less than market value, for periods not exceeding six (6) months, including licences for environmental assessments and/or testing, etc. |
| 10. Leases/Licences (City as Tenant/Licensee): | <input checked="" type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$1 Million. | <input type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$3 Million. |
| 11. Easements (City as Grantor): | <input type="checkbox"/> (a) Where total compensation does not exceed \$1 Million. <input type="checkbox"/> (b) When closing road, easements to pre-existing utilities for nominal consideration. | <input type="checkbox"/> Where total compensation does not exceed \$3 Million. Delegated to a less senior position. |
| 12. Easements (City as Grantee): | <input type="checkbox"/> Where total compensation does not exceed \$1 Million. | <input type="checkbox"/> Where total compensation does not exceed \$3 Million. |
| 13. Revisions to Council Decisions in Real Estate Matters: | <input type="checkbox"/> Amendment must not be materially inconsistent with original decision (and may include increase not to exceed the amount of the original decision by the lesser of 10 per cent and \$500,000). | <input type="checkbox"/> Amendment must not be materially inconsistent with original decision (and may include increase not to exceed the amount of the original decision by the lesser of 10 per cent and \$1 Million). |
| 14. Miscellaneous: | <input type="checkbox"/> (a) Approvals, Consents, Notices and Assignments under all Leases/Licences; <input type="checkbox"/> (b) Releases/Discharges; <input type="checkbox"/> (c) Surrenders/Abandonments; <input type="checkbox"/> (d) Enforcements/Terminations; <input type="checkbox"/> (e) Consents/Non-Disturbance Agreements/Acknowledgements/Estoppels/Certificates; <input type="checkbox"/> (f) Objections/Waivers/Cautions; <input type="checkbox"/> (g) Notices of Lease and Sublease; <input type="checkbox"/> (h) Consent to regulatory applications by City, as owner; <input type="checkbox"/> (i) Consent to assignment of Agreement of Purchase/Sale; Direction re Title; <input type="checkbox"/> (j) Documentation relating to Land Titles applications; <input type="checkbox"/> (k) Correcting/Quit Claim Transfer/Deeds. | <input type="checkbox"/> (a) Approvals, Consents, Notices and Assignments under all Leases/Licences; <input type="checkbox"/> (b) Releases/Discharges; <input type="checkbox"/> (c) Surrenders/Abandonments; <input type="checkbox"/> (d) Enforcements/Terminations; <input type="checkbox"/> (e) Consents/Non-Disturbance Agreements/Acknowledgements/Estoppels/Certificates; <input type="checkbox"/> (f) Objections/Waivers/Cautions; <input type="checkbox"/> (g) Notices of Lease and Sublease; <input type="checkbox"/> (h) Consent to regulatory applications by City, as owner; <input type="checkbox"/> (i) Consent to assignment of Agreement of Purchase/Sale; Direction re Title; <input type="checkbox"/> (j) Documentation relating to Land Titles applications; <input type="checkbox"/> (k) Correcting/Quit Claim Transfer/Deeds. |

B. Chief Corporate Officer and Director of Real Estate Services each has signing authority on behalf of the City for:

- 1. Agreements of Purchase and Sale and all implementing documentation for purchases, sales and land exchanges not delegated to staff for approval.
- 2. Expropriation Applications and Notices following Council approval of expropriation.
- 3. Documents required to implement the delegated approval exercised by him.

Chief Corporate Officer also has approval authority for:

- Leases/licences/permits at Union Station during the Revitalization Period, if the rent/fee is at market value.

| Consultation with Councillor(s) | | | | | | | | | | |
|--|----------------|---|-------------|------|-------|-------------------|-----------------------------------|--------|------|-------|
| Councillor: | Maria Augimeri | | | | | Councillor: | | | | |
| Contact Name: | | | | | | Contact Name: | | | | |
| Contacted by: | Phone | X | E-Mail | Memo | Other | Contacted by: | Phone | E-mail | Memo | Other |
| Comments: | Approved | | | | | Comments: | | | | |
| Consultation with ABCDs | | | | | | | | | | |
| Division: | | | | | | Division: | Financial Planning/ I & I Finance | | | |
| Contact Name: | | | | | | Contact Name: | Anthony Ng | | | |
| Comments: | | | | | | Comments: | Approved | | | |
| Legal Division Contact | | | | | | | | | | |
| Contact Name: | Nicole See-Too | | | | | | | | | |
| DAF Tracking No.: 2015-044 | | | Date | | | Signature | | | | |
| Recommended by: Wayne Duong, Mgr. Leasing & Site Mgt. | | | Mar/16/2015 | | | Sgd.\ Wayne Duong | | | | |
| <input type="checkbox"/> Recommended by: Director of Real Estate Services Joe Casali For Director | | | Mar/30/2015 | | | Sgd.\ Joe Casali | | | | |
| <input checked="" type="checkbox"/> Approved by: | | | | | | | | | | |
| <input type="checkbox"/> Approved by: Chief Corporate Officer Josie Scioli | | | | | | | | | | |

General Conditions ("GC")

- (a) The local Councillor (or local Councillors if the subject property is located on a ward boundary or if the transaction involves an exchange of properties in more than one ward), will be consulted prior to the exercise of delegated Approving Authority by staff for all Acquisitions, Disposals, Land Exchanges and Leases.
- (b) Where approving power has been delegated to staff, the Chief Corporate Officer, in consultation with the applicable Deputy City Manager or the City Manager, may determine that such matter is of such special interest that same should be returned to the relevant Committee and Council for consideration and determination.
- (c) Exercise of delegated authority is subject to all applicable Council policies, statutes or other applicable law.
- (d) Authority to approve financial commitments/expenditures is subject to all amounts being available in an approved budget [or funding is available from alternative sources].
- (e) Property interests are to be based on appraised value, and no interest shall be granted at less than market value unless otherwise specifically authorized.
- (f) Authority to approve transactions at less than market value is subject to statutory anti-bonusing provisions.
- (g) Total compensation means the aggregate of all types of payments, including land value, estimated clean-up costs, potential arbitration awards, loss claims, etc, but exclusive of any applicable taxes and registration costs.
- (h) Authority to acquire property is conditional upon provision being made to bring the property into compliance with applicable MOE or other requirements such that it will be fit for its intended municipal purpose.
- (i) Authority to initiate the permanent road closure process in **A.4** is conditional upon confirmation by the GM of Transportation Services that it is feasible to permanently close the highway.
- (j) Disposal authorities in **A.7** are subject to the property having been declared surplus, and the disposal policy complied with.
- (k) Land exchanges, except for those in **A.8**, may be authorized based on the delegated Approving Authority for Disposals in **A.7**.
- (l) Approving Authority with respect to land located in the Designated Waterfront Area is conditional upon the approval of the Director, Waterfront Secretariat.
- (m) Authority to approve an exchange of land in **A.8** is conditional upon confirmation by the Chief Planner and Executive Director, and the GM of Parks, Forestry & Recreation, that the land being exchanged is (i) nearby land of equivalent or larger area, and (ii) of comparable or superior green space utility.
- (n) Approving Authority in **A.9** Leases (City as Landlord) but not Licences (City as Licensor) is limited to periods (including options/renewals) of less than twenty-one (21) years.
- (o) Total compensation in leasing matters where the City is landlord (**A.9**) includes the value of tenant improvements if factored into tenant's rental payments.
- (p) Total compensation in leasing matters where the City is the tenant (**A.10**) includes the value of any tenant improvements to be paid by the City.
- (q) Where options/renewals are included in leases, if the renewal rent is to be determined at a date later than the original approval date, total compensation is to be calculated as though all options are exercised, estimating the renewal rent based on the highest rent payable in the first term of the lease.
- (r) Total compensation in leasing matters where the City is landlord (**A.9**) or tenant (**A.10**) is to be calculated from the date of approval pursuant to this delegation (ie. first allowing for the expiry of any prior approvals, whether by Council or a delegated authority).
- (s) Approving Authority in leasing matters includes authority to approve renewals/extensions within the parameters of the delegated Approving Authority.
- (t) Approving Authority includes authority for amendments within the parameters of the delegated Approving Authority, the cumulative total of which may not exceed the delegated financial limit.
- (u) Where proposed additional amounts in **A.13** exceed 10 per cent of the original decision, even if otherwise in compliance with all other conditions, then approving authority is transferred upwards to the next more senior level of approving authority having the relevant overall financial limit.
- (v) Approving Authority includes authority for all documents necessary to implement the authority, on terms and conditions satisfactory to the Approving Authority, in consultation with the relevant operating Division(s).
- (w) Staff positions referred to in this delegation include successors from time to time.
- (x) Documents are to be in a form satisfactory to the City Solicitor (including indemnity and insurance provisions).
- (y) Delegated signing authorities in **B** are conditional upon the documents having received the City Solicitor's prior "Approval as to Form".
- (z) This delegation does not affect sales, acquisitions and leases over which the Affordable Housing Committee has responsibility.
- (aa) Authority to use land acquired by the City for parking purposes by the Toronto Parking Authority is conditional upon Council enacting a by-law designating such use.
- (bb) All residential leasing documents shall adhere to the *Residential Tenancies Act* and any successor legislation.
- (cc) Despite GC(n), Approving Authority in residential leasing matters is not limited to periods of less than twenty-one (21) years.

Terms and Conditions

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| Leased Premises: | Approximately 450 square feet located on the second floor of 1355 Wilson Avenue, Unit 1A, Toronto |
| Use: | Constituency Office for Councillor Augimeri |
| Term: | 3 years and 8 months, commencing April 1, 2015 and ending November 30, 2018 |
| Option to Extend: | For a renewal period equivalent to the next term of City Council on the same terms and conditions, except for rent which will be negotiated based on the then fair market rent rate for comparable premises in the area |
| Gross Rent: | \$10,800.00 per year (\$900.00 per month) – inclusive of all expenses, including but not limited to: realty taxes, operating costs, landscaping services, all utilities, repairs, maintenance and replacements |
| Early Termination: | The Lease shall terminate automatically if Councillor Augimeri's term ends, if she is no longer a member of City of Toronto Council for any reason whatsoever, or if the Tenant gives 3 months' written notice to the Landlord. |
| Insurance: | General Liability |
| Tenant's Work: | Soundproof area around existing transformer Clean and replace parts in existing transformer Paint office Install new light fixture in back office Steam clean carpet Replace window blind Keep existing furniture and filing cabinets Replace existing lockset with MEDECO |

Location Map

