

DELEGATED APPROVAL FORM
CITY MANAGER
DEPUTY CITY MANAGER, CORPORATE SERVICES

TRACKING NO.: 2019-278

Approved pursuant to the Delegated Authority contained in Item EX27.12, as adopted by City Council on October 2, 3 & 4, 2017, as amended by Item GM27.12, adopted by City Council on May 22, 23 & 24, 2018 or, where applicable, in Item EX28.8, as adopted by City Council on November 7, 8 & 9, 2017

Prepared By:	Desirée Picchiello/Larry Hughsam	Division:	Real Estate Services/Toronto Public Library
Date Prepared:	September 30 2019	Phone No.:	416-338-2998/416-397-5946

Purpose
 To obtain authority to enter a lease with Toronto Public Library Board, as Landlord, and Skylark Children, Youth and Families as Tenant, for approximately 7,665 square feet in Suites 201, 252, 254, 255 and B1 at Northern District Library, 40 Orchard View Blvd., Toronto. The lease will commence August 1, 2019 and end on July 31, 2020 for a total duration of twelve months.

Property
 Northern District Library, 40 Orchard View Blvd., Suites 201, 252, 254, 255, and B1, Toronto ON, M4R 1B9

- Actions**
1. Authority be granted to enter into a lease with Toronto Public Library Board, as Landlord, and Family Council of Ontario as Tenant, for approximately 7,665 square feet in Suites 201, 252, 254, 255, and B1 at Northern District Library, 40 Orchard View Blvd., Toronto (the "Premises"), substantially on the terms and conditions outlined herein, and any such other terms and conditions deemed appropriate by the Deputy City Manager, Corporate Services, and in a form acceptable to the City Solicitor;
 2. The City Librarian, or her designate, administer and manage the Lease including the provision of any consents, approvals, waivers, notices and notices of termination provided that the City Librarian may, at any time, refer consideration of such matters to the Deputy City Manager, Corporate Services, for determination and direction;
 3. The appropriate Library and City Officials be authorized and directed to take the necessary action to give effect thereto.

Financial Impact
 Total revenue to the City, inclusive of base rent, additional rent, gross rent and parking for all units will be \$264,680.00 (plus HST) over the twelve (12) month term of the lease agreement.

Units 201, 254 and 255

Base rent will be \$10.00 per square foot applicable to the rentable area of approximately 1,562, 1,613, and 3,861 square feet respectively, for a total annual amount of \$70,360.00 (plus HST). Additional rent is estimated at \$23.00 per square foot, being an annual estimated charge of \$161,828.00 (plus HST).

Unit 252

Base rent will be \$8.50 per square foot applicable to the rentable area of approximately 456 square feet, for a total annual amount of \$3,876.00 (plus HST). Additional rent is estimated at \$23.00 per square foot, being an annual estimated charge of \$10,488.00 (plus HST). This particular unit does not have any windows, hence the lower base rent.

Unit B1

Gross rent for storage unit B1 will be \$16.00 per square foot applicable to the rentable area of approximately 173 square feet. The annual gross rent will be \$2,768.00 (plus HST).

The Tenant also requires 8 parking spots which are charged at a rate of \$160 per parking spot per month. The annual parking revenue will be \$15,360.00 (plus HST).

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

Comments
 Skylark Children, Youth and Families (formerly known as Delisle Youth Services) is a charitable organization that provides an integrated social service agency committed to supporting the developmental, emotional and social needs of youth and their families.

The proposed lease rate is below market to reflect the non-profit nature of the tenant, but will allow the Library to recover its costs.

Terms
 See page 4 for details.

Property Details	Ward:	12 – Toronto-St. Paul's
	Assessment Roll No.:	
	Approximate Size:	
	Approximate Area:	712 m ² ± (7,665 ft ² ±)
	Other Information:	

A.	Deputy City Manager, Corporate Services has approval authority for:	City Manager has approval authority for:
1. Acquisitions:	<input type="checkbox"/> Where total compensation does not exceed \$5 Million.	<input type="checkbox"/> Where total compensation does not exceed \$10 Million.
2. Expropriations:	<input type="checkbox"/> Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$5 Million.	<input type="checkbox"/> Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$10 Million.
3. Issuance of RFPs/REOs:	<input type="checkbox"/> Issuance of RFPs/REOs.	Delegated to a less senior position.
4. Permanent Highway Closures:	<input type="checkbox"/> Initiate process & authorize GM, Transportation Services to give notice of proposed by-law.	Delegated to a less senior position.
5. Transfer of Operational Management to Divisions and Agencies:	<input type="checkbox"/> Transfer of Operational Management to Divisions and Agencies.	Delegated to a less senior position.
6. Limiting Distance Agreements:	<input type="checkbox"/> Where total compensation does not exceed \$5 Million.	<input type="checkbox"/> Where total compensation does not exceed \$10 Million.
7. Disposals (including Leases of 21 years or more):	<input type="checkbox"/> Where total compensation does not exceed \$5 Million.	<input type="checkbox"/> Where total compensation does not exceed \$10 Million.
8. Exchange of land in Green Space System & Parks & Open Space Areas of Official Plan:	<input type="checkbox"/> Exchange of land in Green Space System and Parks and Open Space Areas of Official Plan.	Delegated to a less senior position.
9. Leases/Licences (City as Landlord/Licensor):	<input type="checkbox"/> (a) Where total compensation (including options/renewals) does not exceed \$5 Million.	<input type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$10 Million.
	<input checked="" type="checkbox"/> (b) Where compensation is less than market value, for periods not exceeding twelve (12) months, including licences for environmental assessments and/or testing, etc.	Delegated to a less senior position.
	<input type="checkbox"/> (c) Where compensation is less than market value, provided tenant and lease satisfy Community Space Tenancy Policy criteria set out in Item EX28.8, as adopted by Council on November 7, 8 and 9, 2017.	Delegated to a less senior position.
10. Leases/Licences (City as Tenant/Licensee):	<input type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$5 Million.	<input type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$10 Million.
11. Easements (City as Grantor):	<input type="checkbox"/> (a) Where total compensation does not exceed \$5 Million.	<input type="checkbox"/> Where total compensation does not exceed \$10 Million.
	<input type="checkbox"/> (b) When closing roads, easements to pre-existing utilities for nominal consideration.	Delegated to a less senior position.
12. Easements (City as Grantee):	<input type="checkbox"/> Where total compensation does not exceed \$5 Million.	<input type="checkbox"/> Where total compensation does not exceed \$10 Million.
13. Revisions to Council Decisions in Real Estate Matters:	<input type="checkbox"/> Amendment must not be materially inconsistent with original decision (and subject to General Condition (u)).	<input type="checkbox"/> Amendment must not be materially inconsistent with original decision (and subject to General Condition (u)).
14. Miscellaneous:	<input type="checkbox"/> (a) Approvals, Consents, Notices and Assignments under all Leases/Licences	Delegated to a less senior position.
	<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. City Manager and Deputy Manager, Corporate Services each has signing authority on behalf of the City for: <ul style="list-style-type: none"> • Documents required to implement matters for which he or she also has delegated approval authority.
Deputy City Manager, Corporate Services also has signing authority on behalf of the City for: <ul style="list-style-type: none"> • Agreements of Purchase and Sale and all implementing documentation for purchases, sales and land exchanges not delegated to staff for approval. • Expropriation Applications and Notices following Council approval of expropriation.

Consultation with Councillor(s)															
Councillor:	Mike Colle					Councillor:									
Contact Name:	Mike Colle					Contact Name:									
Contacted by:	Phone	<input checked="" type="checkbox"/>	E-Mail		Memo		Other	Contacted by:	Phone		E-mail		Memo		Other
Comments:	No objections 09/20/2019					Comments:									

Consultation with Divisions and/or Agencies										
Division:	Toronto Public Library					Division:	Financial Planning			
Contact Name:	Larry Hughsam					Contact Name:	Filisha Jenkins			
Comments:	July 15 2019					Comments:	No Objections 09/23/2019			

Legal Division Contact										
Contact Name:	Michele Desimone									

DAF Tracking No.: 2019-278	Date	Signature
Recommended by: Manager, Real Estate Services		
Recommended by: Director, Real Estate Services	Oct 1, 2019	Signed By: Nick Simos
<input type="checkbox"/> Recommended by: Deputy City Manager, Corporate Services	Oct 4, 2019	Signed By: Josie Scioli
<input checked="" type="checkbox"/> Approved by: Josie Scioli		
<input checked="" type="checkbox"/> Approved by: City Manager Chris Murray	Oct 8, 2019	Signed By: Chris Murray

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. In the event of a vacancy in the Ward in which the subject property is located, the Mayor's office shall be consulted in the alternative.
- (b) Where approving power has been delegated to staff, the Deputy City Manager, Corporate Services, in consultation with any other 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 being available from third party sources, except for "Strategic Property Acquisitions" as set out in EX44.22 adopted by Council August 25, 26, 27 and 28, 2014, which identifies alternative funding mechanisms subject to additional approval requirements.
- (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, except for property acquisitions of 50M² or less for transit shelter purposes.
- (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 as defined in the *Toronto Waterfront Revitalization Corporation Act, 2002* 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 of City Planning, 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, as leases of 21 years or more may be authorized based on the delegated Approving Authority for disposals in **A.7**.
- (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, including ancillary agreements, 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) 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.
- (aa) All residential leasing documents shall adhere to the *Residential Tenancies Act, 2006* and any successor legislation.
- (bb) Despite GC(n), Approving Authority in residential leasing matters is not limited to periods of less than twenty-one (21) years and total compensation in residential leasing matters where the City is landlord is to be calculated based on an assumed term of ten years unless the lease term expressly identified therein is longer.
- (cc) Where Approving Authority has been delegated to the Manager level, such authority shall be conditional upon the Manager first having secured the written concurrence of a second Manager within the Real Estate Services Division.
- (dd) Where the City is transacting with a public agency, and such agency requires that an unqualified environmental indemnity be granted by the City, the authority to acquire property includes authority to grant such an indemnity, provided that the Phase I and Phase II environmental site assessments undertaken on behalf of the City have identified no significant environmental impacts or human health threats, with no, or minor action required ("Low Risk").

Major Terms & Conditions

Premises:

Approximately 7,665 square feet at Northern District Library, 40 Orchard View Blvd., Suites 201, 252, 254, 255 and B1, Toronto

Tenant:

Skylark Children, Youth and Families

Term:

Twelve months, commencing on August 1, 2019 and ending on July 31, 2020

Use:

Non-profit charitable organization providing integrated social services committed to supporting the developmental, emotional and social needs of youth and their families.

Base Rent:

Units 201, 254 and 255 – \$10.00 per square foot of rentable area plus HST

Unit 252 – \$8.50 per square foot of rentable area plus HST

Unit B1 – Gross rent of \$16.50 per square foot of rentable area plus HST

Additional Rent:

Units 201, 252, 254, and 255 – \$23.00 per square foot plus HST

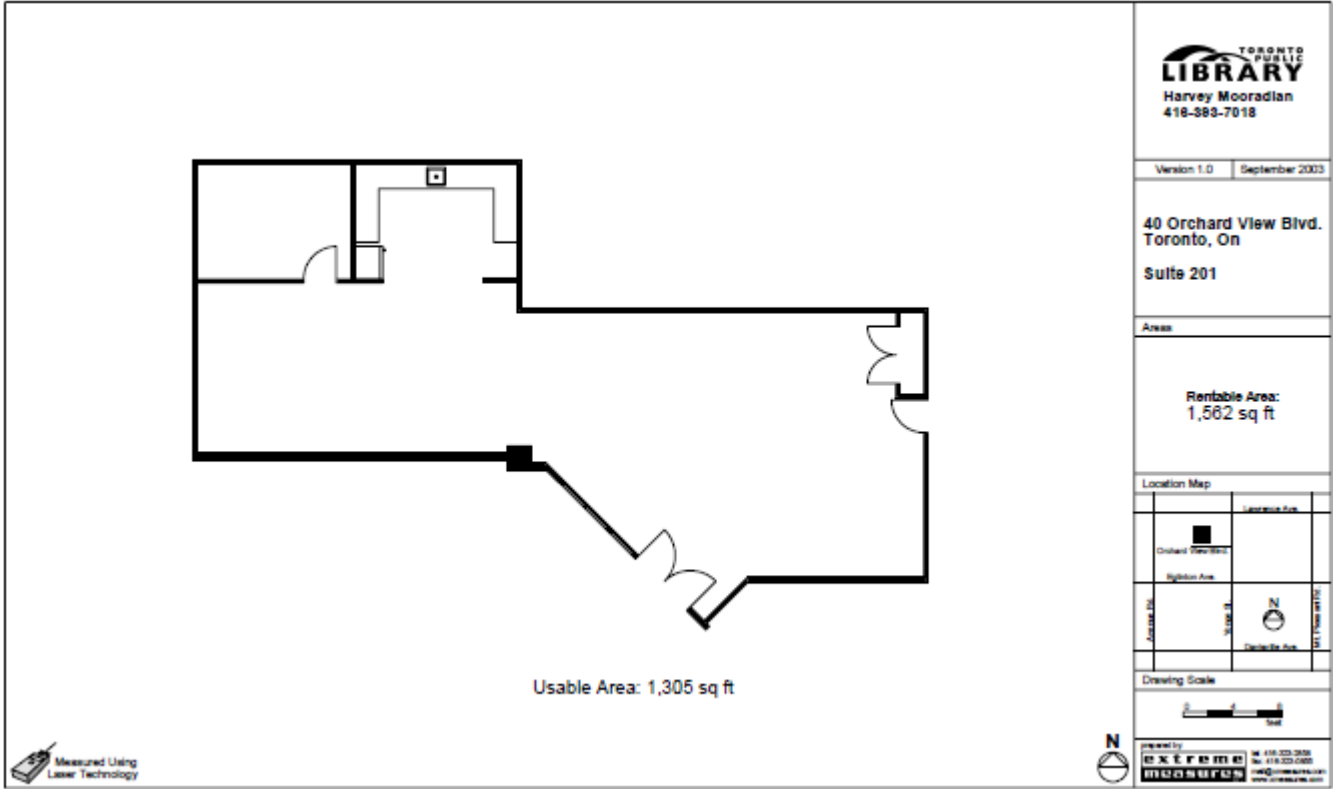
Parking:

8 spots at \$160 per spot per month plus HST

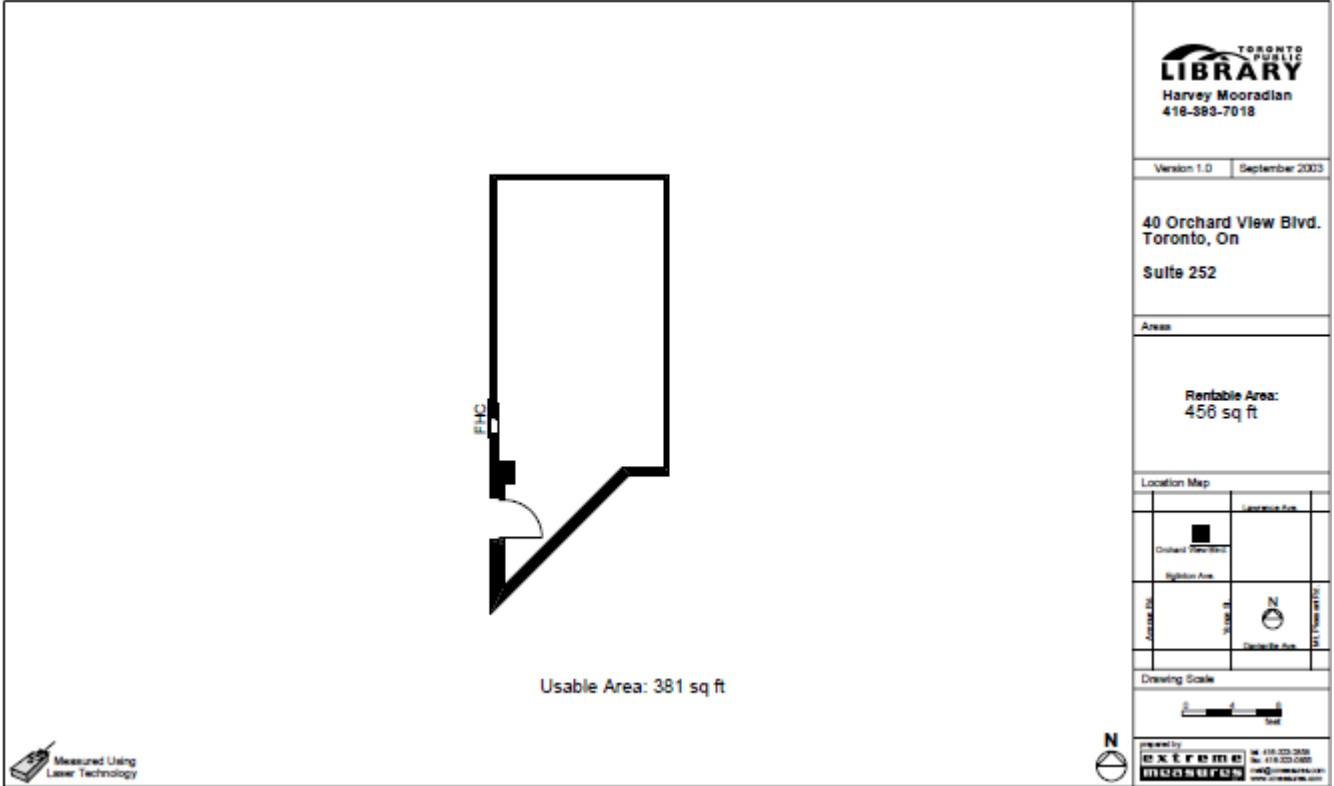
	Sq. ft. / #	Base Rate (\$)	Additional Rent Rate (\$)	Annual Base Rent	Annual Additional Rent	Annual Total
Suite 201	1,562	\$ 10.00	\$ 23.00	\$ 15,620.00	\$ 35,926.00	\$ 51,546.00
Suite 252	456	\$ 8.50	\$ 23.00	\$ 3,876.00	\$ 10,488.00	\$ 14,364.00
Suite 254	1,613	\$ 10.00	\$ 23.00	\$ 16,130.00	\$ 37,099.00	\$ 53,229.00
Suite 255	3,861	\$ 10.00	\$ 23.00	\$ 38,610.00	\$ 88,803.00	\$ 127,413.00
Storage – B1	173	\$ 16.00	\$ -	\$ 2,768.00	\$ -	\$ 2,768.00
Parking spaces	8	\$ 160.00		\$ 15,360.00	\$ -	\$ 15,360.00
Total				\$ 92,364.00	\$ 172,316.00	\$ 264,680.00
<i>*Above values are exclusive of HST</i>						

APPENDIX A: LOCATION

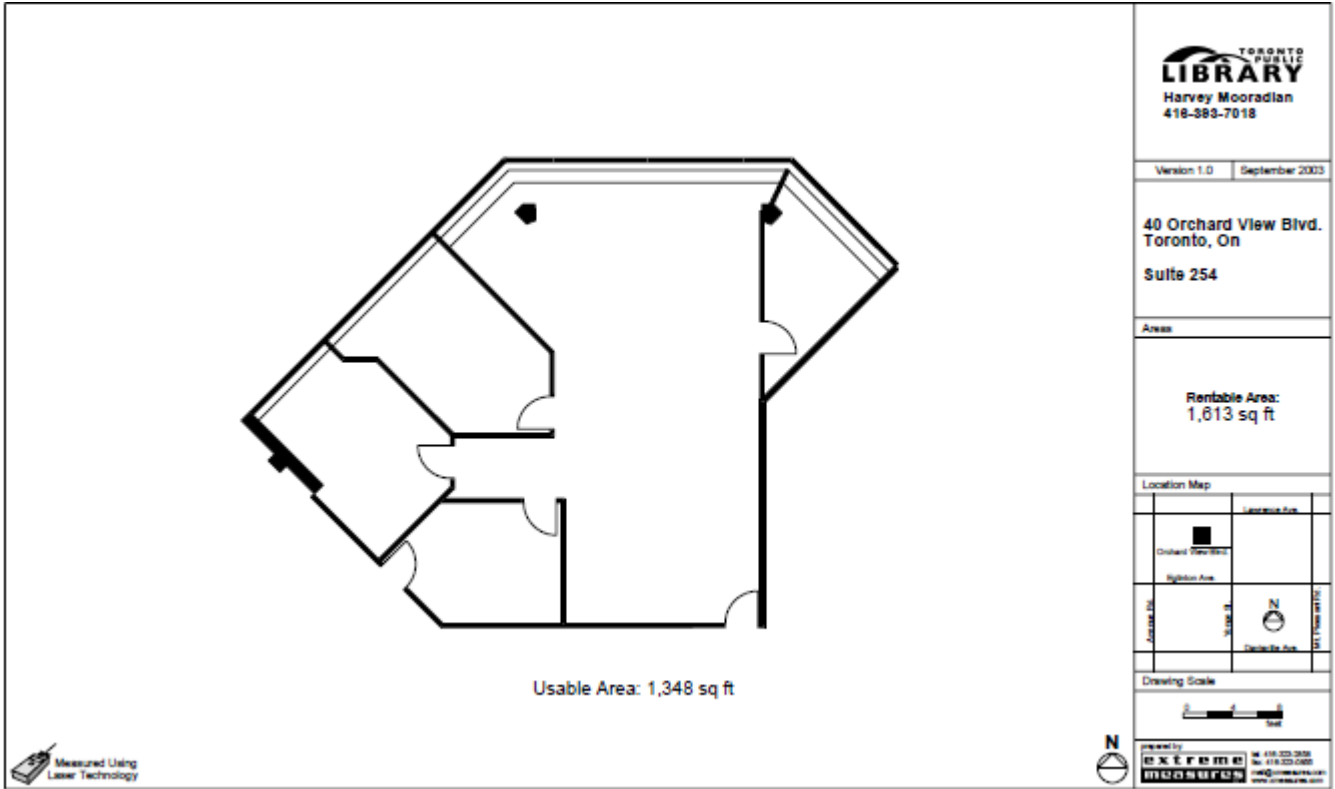
Unit 201



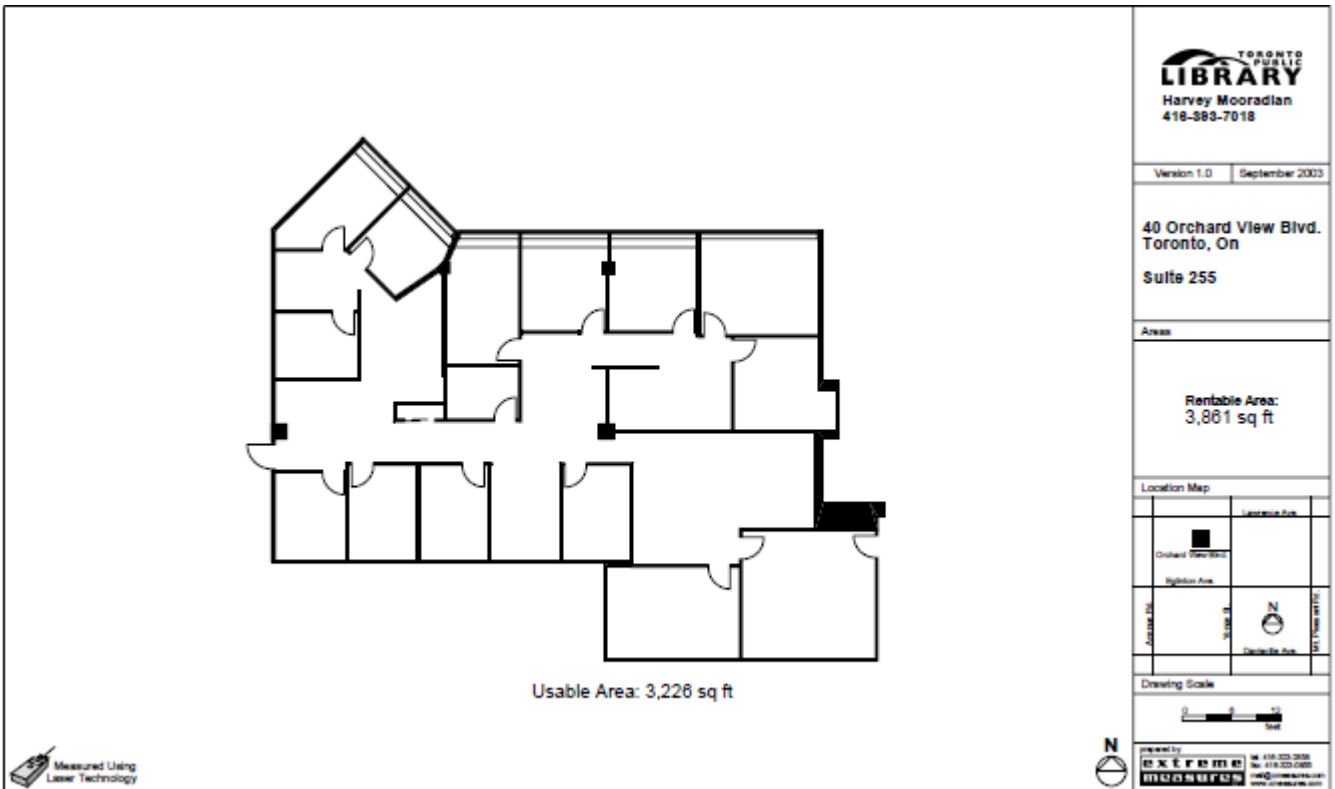
Unit 252



Unit 254



Unit 255



Unit B1

