

**DELEGATED APPROVAL FORM**  
**DIRECTOR, REAL ESTATE SERVICES**  
**MANAGER, REAL ESTATE SERVICES**

TRACKING NO.: 2022-038

Approved pursuant to the Delegated Authority contained in Article 2 of City of Toronto Municipal Code Chapter 213, Real Property

Prepared By:	Owen Bartley	Division:	Corporate Real Estate Management
Date Prepared:	January 28, 2022	Phone No.:	(416) 338-1297

<b>Purpose</b>	To obtain authority to enter into an extension and amendment of the existing agreement with Metro Toronto Convention Centre (the " <b>Licensor</b> ") with respect to part of the property municipally known as 255 Front Street West, for the purpose of operating COVID-19 immunization clinics by Toronto Public Health (TPH) (the " <b>Extension Agreement</b> ").
<b>Property</b>	255 Front St W, Toronto, Ontario also known as the Metro Toronto Convention Centre, North Building, including Level 100: Rooms 105, 106, and 107, also known as "Constitution Hall".
<b>Actions</b>	Authority be granted to enter into an extension agreement with the Licensor substantially on the major terms and conditions set out in Appendix "A-1" and "A-2", and including such other terms as deemed appropriate by the approving authority herein, and in a form satisfactory to the City Solicitor.
<b>Financial Impact</b>	<p>The total cost to the City for the license extension is estimated to be \$75,000.00 (plus HST) or \$76,320 (net of HST recoveries) to be charged under cost centre PH4128, Functional Area Code 7170000000.</p> <p>Funding for TPH to support the operational requirements of the Mass Immunization Clinics (the "MICs") is expected to be received through continued COVID-19 support funding from the other levels of government as needed. TPH is seeking reimbursement for costs incurred to operate its MICs from the Ministry of Health (the "Ministry") as part of the Ministry's MIC Extra-Ordinary Cost Recovery Program.</p> <p>The Chief Financial Officer and Treasurer has reviewed this DAF and agrees with the financial implications as identified in the Financial Impact section.</p>
<b>Comments</b>	<p>Pursuant to a directive from the Medical Officer of Health for the City of Toronto, TPH plans to hold public immunization clinics to administer vaccination against the COVID-19 virus. This clinic will also be used by TPH to administer immunizations under the School Immunization Program and for the influenza virus.</p> <p>This program is essential to stopping the spread of COVID-19 and protecting the population from its harmful effects. Immunization will play a key role in stopping the pandemic globally, and widespread immunization will reduce cases of infection and decrease the burden on the health care system.</p> <p>Authorized through DAF 2020-254, The City entered into an agreement with the Licensor for the purpose of a flu immunization clinic, dated September 28, 2020 which commenced September 28, 2020 and expired on December 18, 2020. That agreement was subsequently extended for the use of the COVID-19 immunization clinic until July 31, 2021, authorized by DAF 2021-004. It was further extended through September 30, 2021, authorized by DAF 2021-200, again further extended through December 31, 2021, authorized by DAF 2021-274, and extended again with rooms 105, 106, 107 added for use until January 27, 2022 and rooms 201, 202, and 101 extended to March 19, 2022, authorized by DAF 2021-340.</p> <p>The need to further extend this clinic has been determined by Toronto Public Health and the City's Immunization Task Force.</p>
<b>Terms</b>	See Appendix "A-1" and "A-2" for the Major Terms and Conditions of the Extension Agreement. A location map is attached as Appendix "B", and sketches of the Licensed Areas are attached as Appendix "B1".

<b>Property Details</b>	<b>Ward:</b>	10 – Spadina-Fort York
	<b>Assessment Roll No.:</b>	19 04 062 060 007 50
	<b>Approximate Size:</b>	
	<b>Approximate Area:</b>	2,601.29 m <sup>2</sup> ± (28,000 ft <sup>2</sup> ±) and
	<b>Other Information:</b>	

A.	Manager, Real Estate Services has approval authority for:	Director, Real Estate Services has approval authority for:
<p>1. Acquisitions:</p> <p>2A. Expropriations Where City is Expropriating Authority:</p> <p>2B. Expropriations For Transit-Related Purposes Where City is Property Owner or Has Interest in Property Being Expropriated:</p> <p>3. Issuance of RFPs/REOIs:</p> <p>4. Permanent Highway Closures:</p> <p>5. Transfer of Operational Management to Divisions, Agencies and Corporations:</p> <p>6. Limiting Distance Agreements:</p> <p>7. Disposals (including Leases of 21 years or more):</p> <p>8. Exchange of land in Green Space System &amp; Parks &amp; Open Space Areas of Official Plan:</p> <p>9. Leases/Licences (City as Landlord/Licensors):</p> <p>10. Leases/Licences (City as Tenant/Licensee):</p> <p>11. Easements (City as Grantor):</p> <p>12. Easements (City as Grantee):</p> <p>13. Revisions to Council Decisions in Real Estate Matters:</p> <p>14. Miscellaneous:</p>	<p><input type="checkbox"/> Where total compensation does not exceed \$50,000.</p> <p><input type="checkbox"/> Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$50,000.</p> <p><input type="checkbox"/> (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$50,000.</p> <p><input type="checkbox"/> (b) Request Hearings of Necessity.</p> <p><input type="checkbox"/> (c) Waive Hearings of Necessity.</p> <p><b>Delegated to more senior positions.</b></p> <p><b>Delegated to more senior positions.</b></p> <p><b>Delegated to more senior positions.</b></p> <p><input type="checkbox"/> Where total compensation does not exceed \$50,000.</p> <p><input type="checkbox"/> Where total compensation does not exceed \$50,000.</p> <p><b>Delegated to more senior positions.</b></p> <p><input type="checkbox"/> (a) Where total compensation (including options/renewals) does not exceed \$50,000.</p> <p><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.</p> <p><b>Leases pursuant to the Community Space Tenancy Policy delegated to a more senior position.</b></p> <p><input type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$50,000.</p> <p><input type="checkbox"/> Where total compensation does not exceed \$50,000.</p> <p><b>Delegated to more senior positions.</b></p> <p><input type="checkbox"/> Where total compensation does not exceed \$50,000.</p> <p><b>Delegated to more senior positions.</b></p> <p><b>Delegated to more senior positions.</b></p>	<p><input type="checkbox"/> Where total compensation does not exceed \$1 Million.</p> <p><input type="checkbox"/> Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$1 Million.</p> <p><input type="checkbox"/> (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$1 Million.</p> <p><input type="checkbox"/> (b) Request Hearings of Necessity.</p> <p><input type="checkbox"/> (c) Waive Hearings of Necessity.</p> <p><input type="checkbox"/> Issuance of RFPs/REOIs.</p> <p><input type="checkbox"/> Initiate process &amp; authorize GM, Transportation Services to give notice of proposed by-law.</p> <p><b>Delegated to more senior positions.</b></p> <p><input type="checkbox"/> Where total compensation does not exceed \$1 Million.</p> <p><input type="checkbox"/> Where total compensation does not exceed \$1 Million.</p> <p><input type="checkbox"/> Exchange of land in Green Space System and Parks and Open Space Areas of Official Plan.</p> <p><input type="checkbox"/> (a) Where total compensation (including options/renewals) does not exceed \$1 Million.</p> <p><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.</p> <p><b>Leases pursuant to the Community Space Tenancy Policy delegated to a more senior position.</b></p> <p><input checked="" type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$1 Million.</p> <p><input type="checkbox"/> (a) Where total compensation does not exceed \$1 Million.</p> <p><input type="checkbox"/> (b) When closing roads, easements to pre-existing utilities for nominal consideration.</p> <p><input type="checkbox"/> Where total compensation does not exceed \$1 Million.</p> <p><input type="checkbox"/> Amendment must not be materially inconsistent with original decision (and subject to General Condition (U)).</p> <p><input type="checkbox"/> (a) Approvals, Consents, Notices and Assignments under all Leases/Licences</p> <p><input type="checkbox"/> (b) Releases/Discharges</p> <p><input type="checkbox"/> (c) Surrenders/Abandonments</p> <p><input type="checkbox"/> (d) Enforcements/Terminations</p> <p><input type="checkbox"/> (e) Consents/Non-Disturbance Agreements/Acknowledgements/Estoppel Certificates</p> <p><input type="checkbox"/> (f) Objections/Waivers/Cautions</p> <p><input type="checkbox"/> (g) Notices of Lease and Sublease</p> <p><input type="checkbox"/> (h) Consent to regulatory applications by City, as owner</p> <p><input type="checkbox"/> (i) Consent to assignment of Agreement of Purchase/Sale; Direction re Title</p> <p><input type="checkbox"/> (j) Documentation relating to Land Titles applications</p> <p><input type="checkbox"/> (k) Correcting/Quit Claim Transfer/Deeds</p>

**B. Director, Real Estate Services and Manager, Real Estate Services each has signing authority on behalf of the City for:**

- Documents required to implement matters for which each position also has delegated approval authority.
- Expropriation Applications and Notices following Council approval of expropriation (Manager, Transaction Services is only Manager with such signing authority).

**Director, Real Estate Services also has signing authority on behalf of the City for:**

- Agreements of Purchase and Sale and all implementing documentation for purchases, sales and land exchanges not delegated to staff for approval.
- Community Space Tenancy Leases approved by delegated authority by the Deputy City Manager, Corporate Services and any related documents.

**Pre-Condition to Approval**

Complies with General Conditions in Appendix B of City of Toronto Municipal Code Chapter 213, Real Property

**Consultation with Councillor(s)**

Councillor:	Joe Cressy	Councillor:	
Contact Name:	Brent Gilliard	Contact Name:	
Contacted by:	<input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Memo <input type="checkbox"/> Other	Contacted by:	<input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Memo <input type="checkbox"/> Other
Comments:	No Concerns (01/27/2022)	Comments:	

**Consultation with Divisions and/or Agencies**

Division:	Toronto Public Health	Division:	Financial Planning
Contact Name:	Ameeta Mathur	Contact Name:	Ciro Tarantino
Comments:	No concerns (01/27/2022)	Comments:	No changes (01/28/2022)

**Legal Services Division Contact**

Contact Name:	Soo Kim Lee
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DAF Tracking No.: 2022-038	Date	Signature
<input checked="" type="checkbox"/> Recommended by: <b>Manager, Real Estate Services</b> Vinette Prescott-Brown <input type="checkbox"/> Approved by:	Jan. 28, 2022	Signed by Vinette Prescott-Brown
<input checked="" type="checkbox"/> Approved by: <b>Director, Real Estate Services</b> Alison Folosea	Feb. 1, 2022	Signed by Alison Folosea

## Appendix "A-1" – Major Terms and Conditions of the Extension Agreement

Licensor:	Metro Toronto Convention Centre
Licensee:	City of Toronto
Licensed Area:	Level 100, Rooms 105, 106, and 107 (28,000 sq ft), also known as "Constitution Hall"
Licence Fee:	\$0.00 per sq. ft. per year (plus HST)
Estimated Additional Costs:	Additional Costs of cleaning, security, electrical, HVAC and telecommunications charges are estimated at approximately \$45,000.00 for January 28, 2022 – February 28, 2022, and approximately \$30,000.00 for March 1, 2022 – March 19, 2022.
Term:	Rooms 105, 106, and 107 will be extended for one (1) month and twenty three (23) days, commencing January 28, 2022 and ending March 19, 2022.
Permitted Use:	The Licensed Areas shall be used by the City for the purpose of operating a Toronto Public Health Immunization Clinic for the general public.
Insurance:	Comprehensive liability insurance shall provide a minimum limit of liability of five million dollars (\$5,000,000) for bodily injury and/or property damage in any one occurrence, shall include a cross-liability clause, shall name Metropolitan Toronto Convention Centre Corporation as additional insured and shall provide that it will not be cancelled or materially altered prior to the termination of the occupancy period.
Services:	Licensor to provide use of the required amount of six-foot folding tables, folding chairs, and stanchions with rope at no charge. Setup and takedown charges are per above. Licensor to provide cleaning staff for the washroom and common areas during clinic operation, charges per above.
Rules:	The Licensor has provided its list of Operating Guidelines.

Appendix "A-2" – Schedule "A" of MTCC form of Extension Agreement



Event #: 55549  
Account #: 00059142

**Metro Toronto Convention Centre**  
**City of Toronto**  
**Toronto Public Health Immunization Clinics**  
**SCHEDULE A ADDENDUM - SPACE RENTAL SCHEDULE**

<u>Description</u>	<u>Space Booked</u>	<u>Start Time</u>	<u>End Time</u>	<u>Occupancy Fee</u>
<u>Saturday, December 19, 2020 -</u>				
<u>Thursday, October 7, 2021</u>	Exhibit Hall A	12:00 am	11:59 pm	
<u>Friday, October 1, 2021 -</u>				
<u>Saturday, March 19, 2022</u>	Room 101	7:00 am	11:59 pm	
<u>Friday, October 1, 2021 -</u>				
<u>Saturday, March 19, 2022</u>	Room 201	7:00 am	11:59 pm	
<u>Friday, October 1, 2021 -</u>				
<u>Saturday, March 19, 2022</u>	Room 202	7:00 am	11:59 pm	
<u>Friday, December 17, 2021 -</u>				
<u>Saturday, March 19, 2022</u>	Constitution Hall	7:00 am	11:59 pm	

<b>Occupancy Fee:</b>	<b>\$0.00</b>
<b>HST:</b>	
<b>OCCUPANCY FEE AND TAXES:</b>	<b>\$0.00</b>

**Currency**

All amounts set out in this agreement are in Canadian funds. (Payments received in U.S. funds or any other currency will be exchanged into Canadian funds at a rate determined by the Licensor's bank at the time of deposit).

**Food and Beverage Administrative Charge**

An administrative charge (18%) is added to your bill for this catered event/function (or comparable service). 6.65% of the total amount of this charge is used to defray the cost of house expenses and will be maintained by the MTCC. 11.35% of the total amount of this administrative charge is distributed to employees providing the service including servers, bartenders and porters.

**Schedule B**

The rooms contracted reflect your needs at the time of booking. Schedule B - Capacities and Dimensions, provides detailed seating capacities for a variety of room setups. Please consult Schedule B when planning your final requirements. Note the capacities do not reflect sightlines or audio visual requirements.



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**Metro Toronto Convention Centre**  
**City of Toronto**  
**Toronto Public Health Immunization Clinics**  
**SCHEDULE A ADDENDUM - SPACE RENTAL SCHEDULE**

**Notes:**

The Licensor agrees to extend the occupancy period to July 31, 2021, however additional terms and conditions as outlined below are to be finalized and will be mutually agreed to by both parties:

1. **Space Booked** – The Licensor reserves the ability to provide the Licensee with alternative equivalent space with reasonable notice to the Licensee.
2. **Additional Services** – charges for the below additional services are still to be determined and will be based on requirements for the number of operational days and daily hours of operation. The costs of the additional services shall be agreed upon by both parties prior to the active operation of the COVID-19 Immunization Clinic and can be amended thereafter should the location of the clinic be relocated to alternative equivalent space within the facility.
  - a. Cleaning services
  - b. Security
  - c. Electrical
  - d. HVAC
  - e. Telecommunications
3. **Additional Services Pre-Payment** – The Licensee hereby covenants to pay to the Licensor a deposit for estimated additional services for the first three months of the occupancy period. Should the actual cost of the additional services for the first three months of the occupancy period amount to less than the deposit, the amount of the excess will be transferred to invoices for subsequent months during the term until the deposit is exhausted. Should the actual cost of the additional services for the first three months of the occupancy period amount to more than the deposit, the amount of such shortfall will be paid by the Licensee with the next installment for additional services coming due.

This amendment between The City of Toronto and Metropolitan Toronto Convention Centre Corporation amends the agreement between the parties and signed by The City of Toronto on September 28, 2020.

July 6, 2021 - Amendment to dates

The end date of the Occupancy Period has been extended from July 31, 2021 to August 31, 2021. The Licensee will have the option to extend further to September 30, 2021 provided a minimum of 30 days notice be given to the Licensor.

This amendment between The City of Toronto and Metropolitan Toronto Convention Centre Corporation amends the agreement between the parties and signed by The City of Toronto on September 28, 2020.

August 19, 2021 - Amendment to dates

The end date of the Occupancy Period has been extended from August 31, 2021 to September 30, 2021.

This amendment between The City of Toronto and Metropolitan Toronto Convention Centre Corporation amends the agreement between the parties and signed by The City of Toronto on September 28, 2020.

September 28, 2021 - Amendment to dates & space

- Hall A has been extended to October 7, 2021.
- Room 101 has been added October 1, 2021 - December 31, 2021.
- Room 201 has been added October 1, 2021 - December 31, 2021.
- Room 202 has been added October 1, 2021 - December 31, 2021.

This amendment between The City of Toronto and Metropolitan Toronto Convention Centre Corporation amends the agreement between the parties and signed by The City of Toronto on September 28, 2020.

Contract Creation Date: January 18, 2022



Event #: 55549  
Account #: 00059142

**Metro Toronto Convention Centre**  
**City of Toronto**  
**Toronto Public Health Immunization Clinics**  
**SCHEDULE A ADDENDUM - SPACE RENTAL SCHEDULE**

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December 16, 2021 - Amendment to Dates & Space:

- Room 101 has been extended to March 19, 2022.
- Room 201 has been extended to March 19, 2022.
- Room 202 has been extended to March 19, 2022.
- Constitution Hall (Rooms 105/106/107) has been added December 17, 2021 - January 27, 2022.

This amendment between The City of Toronto and Metropolitan Toronto Convention Centre Corporation amends the agreement between the parties and signed by The City of Toronto on September 28, 2020.

January 27, 2022 - Amendment to Space:

- Constitution Hall (Rooms 105/106/107) has been extended to March 19, 2022.

This amendment between The City of Toronto and Metropolitan Toronto Convention Centre Corporation amends the agreement between the parties and signed by The City of Toronto on September 28, 2020.

**IN WITNESS WHEREOF** the parties have executed this Agreement as of the date first above written.

**METROPOLITAN TORONTO  
CONVENTION CENTRE CORPORATION**

**City of Toronto**

By: \_\_\_\_\_  
Ms. Kristina Hall  
Sales Manager, Canadian Corporate

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

I/We have authority to bind the Licensor.

I/We have authority to ~~bind~~ the Licensee.





### Appendix "B1" – Floor Plan

Level 100

