

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

TRACKING NO.: 2022-152

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

Prepared By:	Boluwarin Mojeed/Priscila Faminial	Division:	Real Estate Services/Toronto Public Library
Date Prepared:	June 24, 2022	Phone No.:	416-392-7399/416-397-5952

Purpose	To obtain authority to renew a lease (the "Lease Renewal") between S. Strashin & Sons Limited (the "Landlord"), and the Toronto Public Library Board (the "Tenant"), for approximately 4,110 square feet of rentable space of the property known municipally as 16 Bradstock Road, Toronto (the "Premises"), starting June 15, 2022 for a term of 5 years.
Property	16 Bradstock Road, Toronto, ON, M9M 1M8 (shown in Appendix B – the Property)
Actions	<ol style="list-style-type: none"> 1. Authority be granted to renew the lease between S. Strashin & Sons Limited and the Toronto Public Library Board for approximately 4,110 square feet of rentable space at 16 Bradstock Road, Toronto, substantially on the terms and conditions outlined herein, and any such other terms and conditions deemed appropriate by the Director of Real Estate 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 Director of Transaction Services, Corporate Real Estate Management 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	<p>The total cost to the Library for the five (5) year term inclusive of minimum rent, utilities, and additional rent, which consists of the City's proportionate share of common area maintenance, will be \$509,968.80 (plus HST) or \$518,944.25 (net of HST recovery).</p> <p>Lease costs to be paid by the City for each fiscal year is shown in Appendix A – Major Terms and Conditions. Funding is available in the 2022 Council Approved Operating Budget for Toronto Public Library under cost centre LB1000, and will be included in future operating budget submissions for Council consideration.</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>
Comments	<p>Woodview Park branch is situated at 16 Bradstock Road in a strip mall just north of Sheppard Avenue. The branch has been in this location since September 1964.</p> <p>The terms of the lease renewal have been negotiated with the landlord, S. Strashin & Sons Limited. City Council has directed that, where feasible, library branches should be located on City-owned property. In discussion with the City, there are currently no available City-owned sites to accommodate this branch. City Real Estate staff have confirmed that the proposed lease rates are reasonable and represent fair market value.</p>
Terms	Refer to Appendix A – Major Terms and Conditions on page 4.

Property Details	Ward:	Ward 7 – Humber River–Black Creek
	Assessment Roll No.:	
	Approximate Size:	
	Approximate Area:	4,110 sq. ft.
	Other Information:	

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 & Parks & 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>Delegated to more senior positions.</p> <p>Delegated to more senior positions.</p> <p>Delegated to more senior positions.</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>Delegated to more senior positions.</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>Leases pursuant to the Community Space Tenancy Policy delegated to a more senior position.</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>Delegated to more senior positions.</p> <p><input type="checkbox"/> Where total compensation does not exceed \$50,000.</p> <p>Delegated to more senior positions.</p> <p>Delegated to more senior positions.</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 & authorize GM, Transportation Services to give notice of proposed by-law.</p> <p>Delegated to more senior positions.</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 checked="" 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>Leases pursuant to the Community Space Tenancy Policy delegated to a more senior position.</p> <p><input 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 (Managers whose position includes responsibility for implementing Council-approved expropriations are the only Managers 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:	Anthony Perruzza	Councillor:	
Contact Name:	Matias de Dovitiis	Contact Name:	
Contacted by:	Phone <input type="checkbox"/> X E-Mail <input type="checkbox"/> Memo <input type="checkbox"/> Other <input type="checkbox"/>	Contacted by:	Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Memo <input type="checkbox"/> Other <input type="checkbox"/>
Comments:	No Objection (June 24, 2022)	Comments:	

Consultation with Divisions and/or Agencies

Division:	Toronto Public Library	Division:	Financial Planning Division
Contact Name:	Harvey Mooradian	Contact Name:	Filisha Jenkins
Comments:	Concurred (May 20, 2022)	Comments:	Concurred (June 13, 2022)

Legal Services Division Contact

Contact Name:	Michelle Xu
Comments:	Concurred (June 20, 2022)

DAF Tracking No.: 2022-152	Date	Signature
<input checked="" type="checkbox"/> Recommended by: Manager, Real Estate Services Susan Lin	June 24, 2022	Signed by Susan Lin
<input type="checkbox"/> Approved by:		
<input checked="" type="checkbox"/> Approved by: Director, Real Estate Services Alison Folosea	June 28, 2022	Signed by Alison Folosea

Appendix A - Major Terms and Conditions

Premises:

Approximately 4,110 square feet of rentable space at 16 Bradstock Road, Toronto.

Landlord:

S. Strashin & Sons Limited

Term:

Five years commencing on June 15, 2022 to June 14, 2027

Use:

Neighbourhood library operated by Toronto Public Library

Base Rent:

The base rent is \$16.69 per sq. ft. in Year 1 and 2, and \$18.19 per sq. ft. in Year 3 to 5, plus HST.

Additional Rent:

The estimated rate for additional rent is \$3.98 per sq. ft. or \$16,357.80 per year, plus HST.

Utilities:

Utilities are estimated at \$3.00 per sq. ft., or \$12,330.00 per year, plus HST.

Total estimated costs, net of HST recoveries and with HST, by contract year are shown in the table below:

	Year 1	Year 2	Year 3	Year 4	Year 5
Base Rent	\$ 68,595.90	\$ 68,595.90	\$ 74,760.90	\$ 74,760.90	\$ 74,760.90
Additional Rent	\$ 16,357.80	\$ 16,851.00	\$ 17,344.20	\$ 17,878.50	\$ 18,412.80
Subtotal	\$ 84,953.70	\$ 85,446.90	\$ 92,105.10	\$ 92,639.40	\$ 93,173.70
Utilities	\$ 12,330.00	\$ 12,330.00	\$ 12,330.00	\$ 12,330.00	\$ 12,330.00
Total	\$ 97,283.70	\$ 97,776.90	\$ 104,435.10	\$ 104,969.40	\$ 105,503.70
HST	\$ 12,646.88	\$ 12,711.00	\$ 13,576.56	\$ 13,646.02	\$ 13,715.48
Total	\$ 109,930.58	\$ 110,487.90	\$ 118,011.66	\$ 118,615.42	\$ 119,219.18
Total Net of HST Recovery	\$ 98,995.89	\$ 99,497.77	\$ 106,273.16	\$ 106,816.86	\$ 107,360.57

**Additional Rent is estimated to increase annually by 3%*

Total estimated costs, net of HST recoveries and with HST, by fiscal year are shown in the table below:

Fiscal Year	2022	2023	2024	2025	2026	2027
Base Rent (Before HST)	\$ 40,014.28	\$ 68,595.90	\$ 72,192.15	\$ 74,760.90	\$ 74,760.90	\$ 31,150.38
Additional Rent (Before HST)	\$ 9,542.05	\$ 16,645.50	\$ 17,138.70	\$ 17,655.88	\$ 18,190.18	\$ 7,672.00
Utilities (Before HST)	\$ 7,192.50	\$ 12,330.00	\$ 12,330.00	\$ 12,330.00	\$ 12,330.00	\$ 5,137.50
Subtotal	\$ 56,748.83	\$ 97,571.40	\$ 101,660.85	\$ 104,746.78	\$ 105,281.08	\$ 43,959.88
Total Net of HST Recovery	\$ 57,747.60	\$ 99,288.66	\$ 103,450.08	\$ 106,590.32	\$ 107,134.02	\$ 44,733.57

**Additional Rent is estimated to increase annually by 3%*

Appendix B – The Property

