

DELEGATED APPROVAL FORM
DEPUTY CITY MANAGER, CORPORATE SERVICES
EXECUTIVE DIRECTOR, CORPORATE REAL ESTATE MANAGEMENT

TRACKING NO.: 2023-033

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

Prepared By:	Devi Mohan	Division:	Corporate Real Estate Management
Date Prepared:	February 16, 2023	Phone No.:	(437) 991 8168

Purpose To obtain authority to enter into a lease agreement (the "**Agreement**") with 5030618 ONTARIO INC. (the "**Landlord**") with respect to Unit 406, located on the fourth floor of the property municipally known as 3601 Victoria Park Avenue, Toronto, Ontario for a constituency office in Ward 22 for a term of three years eight months and nineteen days (the "**Term**"), commencing on the 13th day of March, 2023 and expiring on the 30th day of November, 2026.

Property The property municipally known as 3601 Victoria Park Avenue, Unit 406, Toronto, Ontario (the "**Property**"), as shown in Appendix "A".

Actions 1. Authority be granted to enter into the Agreement with the Landlord, substantially on the major terms and conditions set out in Appendix "B" and including such other or amended terms as deemed appropriate by the approving authority herein, and in a form satisfactory to the City Solicitor.

Financial Impact The total cost to the City over the three (3) year eight (8) months nineteen (19) days will be approximately \$89,000 or \$90,566.40 (net of HST recovery).

The cost to be incurred by the City for each fiscal year is as follows:

Year	Rent	Rent, net of HST recovery
2023	\$19,000	\$19,334.40
2024	\$24,000	\$24,422.40
2025	\$24,000	\$24,422.40
2026	\$22,000	\$22,387.20
Total	\$89,000	\$90,566.40

Funding is available in the 2022 Council Approved Operating Budget for Council under cost centre CNY022/functional area code 6610000000 and will be included in the future operating budget submissions for Council consideration.

The Deputy City Manager & Chief Financial Officer has reviewed this DAF and agrees with the financial implications as identified in the Financial Impact section.

Comments At its meeting on July 11, 12 and 13, 2012, City Council (the "**Council**") adopted Item EX21.9, titled "Policy Changes to Facilitate Councillor Officer Operations." In doing so, the Council directed that the provision of a constituency office, within a civic centre (including City Hall) or within the Councillors' respective ward, be funded from the General Council Account, and further, that staff develop appropriate parameter for these spaces. At its meeting on October 30, 31, and November 1, 2012, the Council adopted Item CC27.5, titled "Parameters for Councillor Constituency Offices." In so doing, the Council approved the parameters for Councillor constituency offices. At its meeting on March 7, 2019, Council adopted Item EX2.5, titled "2019 Capital and Operating Budgets," to set the annual constituency office rent budget and to include an annual inflationary adjustment for the lease entitlement.

The Property is within the boundaries of Ward 22 and enables Councillor Nick Mantas to have a constituency office in his ward. The proposed rent and other major terms and conditions of the Agreement are considered to be fair, reasonable and reflective of market rates.

Terms See Appendix "A" – Major Terms and Conditions on Page 4.

Property Details	Ward:	22— Scarborough-Agincourt
	Assessment Roll No.:	N/A
	Approximate Size:	N/A
	Approximate Area:	1829.43 SF
	Other Information:	N/A

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/REOs:</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/Licensor):</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/REOs.</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. Deputy City Manager, Corporate Services and Executive Director, Corporate Real Estate Management each has signing authority on behalf of the City for:
<ul style="list-style-type: none"> • Documents required to implement matters for which each position also has delegated approval authority.
<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.
<ul style="list-style-type: none"> • Expropriation Applications and Notices following Council approval of expropriation.
<ul style="list-style-type: none"> • Community Space Tenancy Leases approved by delegated authority by the Deputy City Manager, Corporate Services and any related documents.

Pre-Condition to Approval			
<input checked="" type="checkbox"/> Complies with General Conditions in Appendix B of City of Toronto Municipal Code Chapter 213, Real Property			
Consultation with Councillor(s)			
Councillor:	Nick Mantas	Councillor:	
Contact Name:	Joanne Fusillo Ademaj	Contact Name:	
Contacted by:	<input checked="" type="checkbox"/> Phone <input type="checkbox"/> E-Mail <input type="checkbox"/> Memo <input checked="" type="checkbox"/> Other	Contacted by:	<input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Memo <input type="checkbox"/> Other
Comments:	No objection	Comments:	
Consultation with Divisions and/or Agencies			
Division:	Clerk's Office	Division:	Financial Planning
Contact Name:	Lesley Ruscica	Contact Name:	Filisha Jenkins
Comments:	Reviewed/Comments Incorporated	Comments:	Reviewed/Comments Incorporated
Legal Services Division Contact			
Contact Name:	Frank Weng		

DAF Tracking No.: 2023-033	Date	Signature
<input checked="" type="checkbox"/> Recommended by: Manager, Real Estate Services Ronald Ro	February 16, 2023	Signed by Ronald Ro
<input type="checkbox"/> Approved by:		
<input checked="" type="checkbox"/> Approved by: Acting Director, Real Estate Services Vinette Prescott Brown	February 17, 2023	Signed by Vinette Prescott-Brown

Appendix A – Location Map



FOURTH FLOOR

TOTAL AREA: 1115.3 m² | 12004.98 SF
 EX. OFFICE AREA: 686.15m² | 7385.56 SF

Appendix B – Lease Terms

Major Terms	
Tenant	City of Toronto
Landlord	5030618 ONTARIO INC.
Property	3601 Victoria Park Ave, Unit 406, Toronto, Ontario
Area	1829.43 square feet
Terms	<p>Use: Constituency office</p> <p>Term- 3 years 8 months 19 days, commencing on the 13th day of March, 2023 and expiring on the 30th day of November, 2026.</p> <p>Net Rent Rate: Year 1-4:</p> <p>Gross Rent-</p> <p>Lease Year 1, March 13, 2023 – March 12, 2024: \$24,000 per annum</p> <p>Lease Year 2, March 13, 2024 – March 12, 2025: \$24,000 per annum</p> <p>Lease Year 3, March 13, 2025 – March 12, 2026: \$24,000 per annum</p> <p>Lease Year 4, March 13, 2026 – November 30, 2026: \$17,000 per annum</p>