

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

**TRACKING NO.: 2023-072**

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

|                |               |            |                                  |
|----------------|---------------|------------|----------------------------------|
| Prepared By:   | Winnie Lam    | Division:  | Corporate Real Estate Management |
| Date Prepared: | March 3, 2023 | Phone No.: | 437-991-8040                     |

|                         |  |
|-------------------------|--|
| <b>Purpose</b>          | To obtain authority for the City of Toronto (the "Tenant") to enter into a business terms agreement (the "Agreement") with Dundas and Parliament Development Corporation (the "Landlord") with respect to the property municipally known as 329 Parliament Street, Unit 4, Toronto, Ontario for use as a constituency office for Councillor Chris Moise.   |
| <b>Property</b>         | The property municipally known as 329 Parliament Street, Toronto, legally described as BLOCK 1, PLAN 66M2449 EXCEPT PTS 1 & 2 PL 66R24738; S/T & T/W EASEMENTS AS SET OUT IN SCHEDULE A OF DECLARATION NO. AT2353530; SUBJECT TO AN EASEMENT IN FAVOUR OF ROGERS CABLE COMMUNICATIONS INC. AS IN AT2121511; SUBJECT TO AN EASEMENT OVER BLOCK 1 PLAN 66M2449 IN FAVOUR OF BELL CANADA AS IN AT2323369; SUBJECT TO AN EASEMENT IN FAVOUR OF BLOCK 3, PLAN 66M2449 AS IN AT2331427; CITY OF TORONTO, being part of PIN 21082-0507 (LT) (the "Property"), as shown on the Location Map in Appendix "B".   |
| <b>Actions</b>          | 1. Authority be granted to enter into the Agreement and the resultant Lease with the Landlord, substantially on the major terms and conditions set out in Appendix "A", and including such other or amended terms and conditions 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 over the three (3) years and six and a half (6.5) months is \$171,623.25 (plus HST) or \$174,643.82 (net of HST recovery).</p> <p>The total cost to be incurred by the City for each fiscal year is as follows:</p> <p>2023: \$27,353.85<br/>                 2024: \$50,499.42<br/>                 2025: \$50,499.42<br/>                 2026: \$46,291.13<br/> <b>Total: \$174,643.82 (net of HST recovery)</b></p> <p>At the end of the Term, the City has an option to extend, for another four (4) years (the "Extended Term"). The annual minimum rent rate will be based upon the then prevailing fair market net rental rate for similar premises, which will not be less than the rate paid for the last year of the current term.</p> <p>Funding is available in the 2023 Council Approved Operating Budget for City Council under cost centre CNY013 / functional area 661000000 and will be included in future year 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> |
| <b>Comments</b>         | At its meeting on July 11, 12 and 13, 2012, City Council adopted and amended report EX21.9 "Policy Changes to Councillor Officer Operations" and in doing so, 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.  |
| <b>Terms</b>            | See Appendix "A".  |

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|-------------------------|-----------------------------|--------------------------|
| <b>Property Details</b> | <b>Ward:</b>                | Ward 13 – Toronto Centre |
|                         | <b>Assessment Roll No.:</b> | 1904072250002120000      |
|                         | <b>Approximate Size:</b>    |                          |
|                         | <b>Approximate Area:</b>    | 919 ft <sup>2</sup> ±    |
|                         | <b>Other Information:</b>   | 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/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 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><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 \$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> |

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| <b>B. Director, Real Estate Services and Manager, Real Estate Services each has signing authority on behalf of the City for:</b>   |
| <ul style="list-style-type: none"> <li>• Documents required to implement matters for which each position also has delegated approval authority.</li> <li>• 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).</li> </ul> |
| <b>Director, Real Estate Services also has signing authority on behalf of the City for:</b>  |
| <ul style="list-style-type: none"> <li>• Agreements of Purchase and Sale and all implementing documentation for purchases, sales and land exchanges not delegated to staff for approval.</li> <li>• Community Space Tenancy Leases approved by delegated authority by the Deputy City Manager, Corporate Services and any related documents.</li> </ul>  |

|   |   |               |   |
|---|---|---------------|---|
| <b>Pre-Condition to Approval</b>  |   |               |   |
| <input checked="" type="checkbox"/> Complies with General Conditions in Appendix B of City of Toronto Municipal Code Chapter 213, Real Property |   |               |   |
| <b>Consultation with Councillor(s)</b>  |   |               |   |
| Councillor:   | Ward 13 – Toronto Centre  | Councillor:   |   |
| Contact Name:   | Chris Moise   | Contact Name: |   |
| Contacted by:   | Phone <input type="checkbox"/> X <input checked="" type="checkbox"/> 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 issues   | Comments:     |   |
| <b>Consultation with Divisions and/or Agencies</b>  |   |               |   |
| Division:   | City Clerk  | Division:     | <b>Financial Planning</b>   |
| Contact Name:   | Lesley Ruscica  | Contact Name: | Filisha Jenkins   |
| Comments:   | No issues   | Comments:     | No issues   |
| <b>Legal Services Division Contact</b>  |   |               |   |
| Contact Name:   | Frank Weng  |               |   |

| DAF Tracking No.: 2023-072   | Date          | Signature                        |
|--|---------------|----------------------------------|
| <input checked="" type="checkbox"/> Recommended by: <b>Manager, Real Estate Services</b><br>Ronald Ro<br><input type="checkbox"/> Approved by: | March 8, 2023 | Signed by Ronald Ro              |
| <input checked="" type="checkbox"/> Approved by: <b>Acting Director, Real Estate Services</b><br>Vinette Prescott-Brown                        | March 8, 2023 | Signed by Vinette Prescott-Brown |

**APPENDIX "A"****Major Terms and Conditions**

**Landlord:** Dundas and Parliament Development Corporation

**Tenant:** City of Toronto

**Leased Premises:** 329 Parliament Street, Unit 4 (otherwise known as the One Cole)

**Leased Area:** Approximately 919 square feet

**Base Rent:** \$38.00 per sq. ft. per annum

**Additional Rent:** Approximately \$16.00 per sq. ft. per annum

**Term:** Three (3) years and Six and a Half (6.5) months, commencing on May 16, 2023 and expiring on November 30, 2026

**Fixturing Period:** Two (2) months, commencing on March 15, 2023 and ending on May 15, 2023

**Options to Extend:** One option to extend the Term for a further four years

**Use:** To be used as an office space

# APPENDIX "B"

## Location Map

