

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

TRACKING NO.: 2023-073

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

Prepared By:	Boluwarin Mojeed	Division:	Corporate Real Estate Management
Date Prepared:	March 2, 2023	Phone No.:	416-392-7399

Purpose	To obtain authority to enter into a Licence Agreement (the "Agreement") between The Willowdale Baptist Church (the "Licensor"), and the City, as Licensee, at 15 Olive Ave, North York, commencing March 3, 2023 and expiring April 30, 2023 for the purpose of running a Warming Centre.												
Property	A portion of the basement of the property municipally known as 15 Olive Ave, North York, legally described as Lot 83-87 Plan 2282 Twp of York; North York, Toronto, being all part of PIN 10080-0071 (LT), (the "Property"), as shown on the Location Map in Appendix "A".												
Actions	1. Authority to be granted to enter into the Agreement with the Licensor for the Property, substantially on the major terms and conditions set out below, and including such other terms and conditions as deemed appropriate by the approving authority herein, and in a form acceptable to the City Solicitor.												
Financial Impact	<p>The total cost to the City for the one (1) month and (29) day term inclusive of the licence fee and fire & life safety ("FLS") related maintenance costs is estimated to be \$14,677.42 (plus HST) or \$14,935.74 (net of HST recovery). Funding is available in the 2023 Council Approved Operating Budget for Shelter, Support & Housing Administration ("SSHA") under cost centre FH5350.</p> <p>Total estimated costs, net of HST recoveries and with HST, by fiscal year are shown below:</p> <table border="1"> <thead> <tr> <th>Fiscal Year</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>Licence Fee (Before HST)</td> <td>\$ 9,677.42</td> </tr> <tr> <td>Estimated FLS Costs (Before HST)</td> <td>\$ 5,000.00</td> </tr> <tr> <td>Subtotal</td> <td>\$ 14,677.42</td> </tr> <tr> <td>Total (Subtotal + HST)</td> <td>\$ 16,585.48</td> </tr> <tr> <td>Total Net of HST Recovery</td> <td>\$ 14,935.74</td> </tr> </tbody> </table> <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>	Fiscal Year	2023	Licence Fee (Before HST)	\$ 9,677.42	Estimated FLS Costs (Before HST)	\$ 5,000.00	Subtotal	\$ 14,677.42	Total (Subtotal + HST)	\$ 16,585.48	Total Net of HST Recovery	\$ 14,935.74
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Comments	<p>The City of Toronto activates warming centres when an Extreme Cold Weather Alert is issued by the City's Medical Officer of Health or when SSHA activates based on Extreme Weather Conditions. The warming centres are activated to give those who are vulnerable and may be experiencing homelessness a safe, warm indoor place to rest and access snacks, washroom facilities and referrals to emergency shelter. The Agreement allows SSHA to occupy a portion of the basement of the Property for use as a warming centre.</p> <p>The licence fee and other costs (including FLS related maintenance costs) are fair, reasonable and reflective of market rates.</p>												
Terms	<p>Major terms and conditions:</p> <p>Premises: Approximately 7,500 square feet of space at the basement of 15 Olive Avenue, North York</p> <p>Licensor: Willowdale Baptist Church</p> <p>Term: One (1) month and twenty-nine (29) days commencing on March 3, 2023 and expiring April 30, 2023</p> <p>Use: Warming centre operated by SSHA</p> <p>Gross Rent: \$5,000 per month (prorated), plus HST</p>												

Property Details	Ward:	18 – Willowdale
	Assessment Roll No.:	1908093480006500000
	Approximate Size:	N/A
	Approximate Area:	697 m ² ± (7,500 ft ² ±)
	Other Information:	Portion of basement

A.	Manager, Real Estate Services has approval authority for:	Director, Real Estate Services has approval authority for:
1. Acquisitions:	<input type="checkbox"/> Where total compensation does not exceed \$50,000.	<input type="checkbox"/> Where total compensation does not exceed \$1 Million.
2A. Expropriations Where City is Expropriating Authority:	<input type="checkbox"/> Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$50,000.	<input type="checkbox"/> Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$1 Million.
2B. Expropriations For Transit-Related Purposes Where City is Property Owner or Has Interest in Property Being Expropriated:	<input type="checkbox"/> (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$50,000. <input type="checkbox"/> (b) Request Hearings of Necessity. <input type="checkbox"/> (c) Waive Hearings of Necessity.	<input type="checkbox"/> (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$1 Million. <input type="checkbox"/> (b) Request Hearings of Necessity. <input type="checkbox"/> (c) Waive Hearings of Necessity.
3. Issuance of RFPs/REOIs:	Delegated to more senior positions.	<input type="checkbox"/> Issuance of RFPs/REOIs.
4. Permanent Highway Closures:	Delegated to more senior positions.	<input type="checkbox"/> Initiate process & authorize GM, Transportation Services to give notice of proposed by-law.
5. Transfer of Operational Management to Divisions, Agencies and Corporations:	Delegated to more senior positions.	Delegated to more senior positions.
6. Limiting Distance Agreements:	<input type="checkbox"/> Where total compensation does not exceed \$50,000.	<input type="checkbox"/> Where total compensation does not exceed \$1 Million.
7. Disposals (including Leases of 21 years or more):	<input type="checkbox"/> Where total compensation does not exceed \$50,000.	<input type="checkbox"/> Where total compensation does not exceed \$1 Million.
8. Exchange of land in Green Space System & Parks & Open Space Areas of Official Plan:	Delegated to more senior positions.	<input type="checkbox"/> Exchange of land in Green Space System and Parks and Open Space Areas of Official Plan.
9. Leases/Licences (City as Landlord/Licensor):	<input type="checkbox"/> (a) Where total compensation (including options/renewals) does not exceed \$50,000. <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.	<input type="checkbox"/> (a) Where total compensation (including options/renewals) does not exceed \$1 Million. <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.
10. Leases/Licences (City as Tenant/Licensee):	<input checked="" type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$50,000.	<input type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$1 Million.
11. Easements (City as Grantor):	<input type="checkbox"/> Where total compensation does not exceed \$50,000. Delegated to more senior positions.	<input type="checkbox"/> (a) Where total compensation does not exceed \$1 Million. <input type="checkbox"/> (b) When closing roads, easements to pre-existing utilities for nominal consideration.
12. Easements (City as Grantee):	<input type="checkbox"/> Where total compensation does not exceed \$50,000.	<input type="checkbox"/> Where total compensation does not exceed \$1 Million.
13. Revisions to Council Decisions in Real Estate Matters:	Delegated to more senior positions.	<input type="checkbox"/> Amendment must not be materially inconsistent with original decision (and subject to General Condition (U)).
14. Miscellaneous:	Delegated to more senior positions.	<input type="checkbox"/> (a) Approvals, Consents, Notices and Assignments under all Leases/Licences <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/Estoppel 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. 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:	Lily Cheng	Councillor:	
Contact Name:	Saham Abdi	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:	Concurred (February 24, 2023)	Comments:	

Consultation with Divisions and/or Agencies

Division:	Shelter, Support & Housing Administration	Division:	Financial Planning
Contact Name:	Loretta Ramadhin	Contact Name:	Filisha Jenkins
Comments:	Concurred	Comments:	Concurred

Legal Services Division Contact

Contact Name: Bronwyn Atkinson

DAF Tracking No.: 2023-073	Date	Signature
Concurred with by: Acting Manager, Real Estate Services Leila Valenzuela	March 2, 2023	Signed by Leila Valenzuela
<input type="checkbox"/> Recommended by: Manager, Real Estate Services Jennifer Kowalski	March 2, 2023	Signed by Jennifer Kowalski
<input checked="" type="checkbox"/> Approved by:		
<input type="checkbox"/> Approved by: Director, Real Estate Services		

Appendix A – The Property

