



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

TRACKING NO.: 2025-235

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

Prepared By:	Patricia Chen	Division:	Corporate Real Estate Management										
Date Prepared:	July 28, 2025	Phone No.:	437 997 5321										
Purpose	To obtain authority to transfer Operational Management and Jurisdiction from Toronto Parking Authority (TPA) to Toronto Shelter & Support Services ("TSSS") with respect to the property municipally known as 68 Sheppard Ave West, Toronto (the "Property") for the purpose of a shelter under the Homelessness Services Capital Infrastructure Strategy ("HSCIS").												
Property	The property municipally known as: 68 Sheppard Avenue West, Toronto, being all of PIN 10145-0006 (LT), legally described as Parcel 5871 & Pcls 4474, 10450, Sect West York Lot 16 Pt Lot 15, Plan 66M389, (the "Property"), as shown on the Location Map in Appendix "A".												
Actions	1. To transfer Operational Management and Jurisdiction of the Property from TPA to TSSS.												
Financial Impact	Upon the operational management transfer to TSSS, TPA will no longer be responsible for the property tax. There will be a foregone revenue of approximately \$22,483.38 in property tax for the 2025 tax year based on an estimate of the total property tax of \$89,933.51 for the 2025 year, assuming possession on or around October 2025. Once the operational management of the property has transferred, TSSS will not be required to pay property tax. The Chief Financial Officer and Treasurer has reviewed this DAF and agrees with the financial implications as identified in the Financial Impact section.												
Comments	At its meeting on November 8, 2023, City Council adopted EC7.7 "Shelter Infrastructure Plan and the Homelessness Services Capital Infrastructure Strategy (HSCIS)," to guide capital infrastructure spending decisions from 2024-2033 across the City of Toronto's shelter system. This plan includes transitioning the shelter system towards increased permanency and expanding shelter capacity to respond to sector specific needs. https://secure.toronto.ca/council/agenda-item.do?item=2023.EC7.7 At its meeting on February 6, 2024, City Council adopted EC9.4 "Homelessness Services Capital Infrastructure Strategy: Real Estate Strategy and Lease Extensions," granting authority to expedite the redevelopment of existing City-owned sites or acquiring new sites for permanent, purpose-built shelters. This includes securing at least five new shelter opportunities in 2024 and medium-term lease extensions at temporary shelters. https://secure.toronto.ca/council/agenda-item.do?item=2024.EC9.4 In 2023, the Toronto Parking Authority conducted a review of its assets to identify those no longer suitable for operations. As a result, the Property was identified by TPA staff as surplus to its requirements. City staff conducted a thorough evaluation and determined that the Property would be best used as a shelter location under HSCIS, which aims to open up to 20 new shelters City-wide by 2033. A circulation to the City's Divisions and Agencies was undertaken to ascertain whether or not there was any other municipal interests in the Property. No other municipal interest was expressed. The Technical Review Committee has reviewed this matter and concurs.												
Terms	TPA requires a 60-day notice period from TSSS prior to ceasing parking operations.												
Property Details	<table border="1"> <tr> <td>Ward:</td> <td>18 – Willowdale</td> </tr> <tr> <td>Assessment Roll No.:</td> <td>190807202002300</td> </tr> <tr> <td>Approximate Size:</td> <td>30.5 m x 36.0 m ± (100.2 ft x 117.9 ft ±)</td> </tr> <tr> <td>Approximate Area:</td> <td>1095.0.0 m² ± (11786.5 ft² ±)</td> </tr> <tr> <td>Other Information:</td> <td></td> </tr> </table>			Ward:	18 – Willowdale	Assessment Roll No.:	190807202002300	Approximate Size:	30.5 m x 36.0 m ± (100.2 ft x 117.9 ft ±)	Approximate Area:	1095.0.0 m ² ± (11786.5 ft ² ±)	Other Information:	
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A.	Executive Director, Corporate Real Estate Management has approval authority for:	Deputy City Manager, Corporate Services has approval authority for:
1. Acquisitions: 2A. Expropriations Where City is Expropriating Authority: 2B. Expropriations For Transit-Related Purposes Where City is Property Owner or Has Interest in Property Being Expropriated: 3. Issuance of RFPs/REOs: 4. Permanent Highway Closures: 5. Transfer of Operational Management to Divisions, Agencies and Corporations: 6. Limiting Distance Agreements: 7. Disposals (including Leases of 21 years or more): 8. Exchange of land in Green Space System & Parks & Open Space Areas of Official Plan: 9. Leases/Licences (City as Landlord/Licensor): 10. Leases/Licences (City as Tenant/Licensee): 11. Easements (City as Grantor): 12. Easements (City as Grantee): 13. Revisions to Council Decisions in Real Estate Matters: 14. Miscellaneous:	☐ Where total compensation does not exceed \$3 Million. ☐ Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$3 Million. ☐ (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$3 Million. Request/waive hearings of necessity delegated to less senior positions. ☐ Issuance of RFPs/REOs. ☐ Initiate process & authorize GM, Transportation Services to give notice of proposed by-law. ☒ Transfer of Operational Management to Divisions, Agencies and Corporations. ☐ Where total compensation does not exceed \$3 Million. ☐ Where total compensation does not exceed \$3 Million. ☐ Exchange of land in Green Space System and Parks and Open Space Areas of Official Plan. ☐ (a) Where total compensation (including options/renewals) does not exceed \$3 Million. ☐ (b) Where compensation is less than market value, for periods not exceeding twelve (12) months, including licences for environmental assessments and/or testing, etc. Delegated to a more senior position. ☐ Where total compensation (including options/renewals) does not exceed \$3 Million. ☐ (a) Where total compensation does not exceed \$3 Million. ☐ (b) When closing roads, easements to pre-existing utilities for nominal consideration. ☐ Where total compensation does not exceed \$3 Million. ☐ Amendment must not be materially inconsistent with original decision (and subject to General Condition (U)). ☐ (a) Approvals, Consents, Notices and Assignments under all Leases/Licences ☐ (b) Releases/Discharges ☐ (c) Surrenders/Abandonments ☐ (d) Enforcements/Terminations ☐ (e) Consents/Non-Disturbance Agreements/Acknowledgements/Estoppel Certificates ☐ (f) Objections/Waivers/Cautions ☐ (g) Notices of Lease and Sublease ☐ (h) Consent to regulatory applications by City, as owner ☐ (i) Consent to assignment of Agreement of Purchase/Sale; Direction re Title ☐ (j) Documentation relating to Land Titles applications ☐ (k) Correcting/Quit Claim Transfer/Deeds	☐ Where total compensation does not exceed \$5 Million. ☐ Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$5 Million. ☐ (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$5 Million. Request/waive hearings of necessity delegated to less senior positions. ☐ Issuance of RFPs/REOs. ☐ Initiate process & authorize GM, Transportation Services to give notice of proposed by-law. ☐ Transfer of Operational Management to Divisions, Agencies and Corporations. ☐ Where total compensation does not exceed \$5 Million. ☐ Where total compensation does not exceed \$5 Million. ☐ Exchange of land in Green Space System and Parks and Open Space Areas of Official Plan. ☐ (a) Where total compensation (including options/renewals) does not exceed \$5 Million. ☐ (b) Where compensation is less than market value, for periods not exceeding twelve (12) months, including licences for environmental assessments and/or testing, etc. ☐ (c) Where compensation is less than market value, provided tenant and lease satisfy Community Space Tenancy Policy criteria set out in Item EX28.8, as adopted by Council on November 7, 8 and 9, 2017, as amended from time to time. ☐ Where total compensation (including options/renewals) does not exceed \$5 Million. ☐ (a) Where total compensation does not exceed \$5 Million. ☐ (b) When closing roads, easements to pre-existing utilities for nominal consideration. ☐ Where total compensation does not exceed \$5 Million. ☐ Amendment must not be materially inconsistent with original decision (and subject to General Condition (U)). ☐ (a) Approvals, Consents, Notices and Assignments under all Leases/Licences ☐ (b) Releases/Discharges ☐ (c) Surrenders/Abandonments ☐ (d) Enforcements/Terminations ☐ (e) Consents/Non-Disturbance Agreements/Acknowledgements/Estoppel Certificates ☐ (f) Objections/Waivers/Cautions ☐ (g) Notices of Lease and Sublease ☐ (h) Consent to regulatory applications by City, as owner ☐ (i) Consent to assignment of Agreement of Purchase/Sale; Direction re Title ☐ (j) Documentation relating to Land Titles applications ☐ (k) Correcting/Quit Claim Transfer/Deeds

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

- Documents required to implement matters for which each position also has delegated approval authority.
- Agreements of Purchase and Sale and all implementing documentation for purchases, sales and land exchanges not delegated to staff for approval.
- Expropriation Applications and Notices following Council approval of expropriation.
- 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:	N/A	Contact Name:	
Contacted by:	☐ Phone ☐ E-Mail ☐ Memo ☒ Other	Contacted by:	☐ Phone ☐ E-mail ☐ Memo ☐ Other
Comments:	N/A	Comments:	

Consultation with Divisions and/or Agencies

Division:	Toronto Parking Authority/TSSS	Division:	Financial Planning Department
Contact Name:	Troy Simpson/Loretta Ramadhin	Contact Name:	Karen Liu
Comments:		Comments:	No objections

Legal Services Division Contact

Contact Name:	N/A
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DAF Tracking No.: 2025-235	Date	Signature
Recommended by: Manager, Real Estate Services Vinette Prescott-Brown	July 29, 2025	Signed by Vinette Prescott-Brown
Recommended by: Director, Real Estate Services Alison Folosea	August 1, 2025	Signed by Alison Folosea
☐ Recommended by: Executive Director, Corporate Real Estate Management	August 1, 2025	Signed by Patrick Matozzo
☒ Approved by: Patrick Matozzo		
☐ Approved by: Deputy City Manager, Corporate Services David Jollimore		X

Appendix "A" - Location Map

