



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

TRACKING NO.: 2025-219

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

Prepared By:	Sami Aljundi	Division:	Corporate Real Estate Management
Date Prepared:	Aug 06, 2025	Phone No.:	416 338 4862
Purpose	To obtain authority to enter into a lease agreement with Radio 1540 Limited (the "Landlord") with respect to Suite #M6 of the property municipally known as 622 College St, Toronto, for the purpose of a constituency office (the "Lease Agreement").		
Property	The property municipally known as Suite #M6, 622 College Street, Toronto (the "Property") has a rentable area of approximately 582 square feet, as shown on the location map and the leased premises sketch attached hereto as Appendix "B".		
Actions	1. Authority be granted to enter into the Lease Agreement with the Landlord, substantially on the major terms and conditions set out in Appendix "A", and including such other amended terms as deemed appropriate by the approving authority herein, and in a form satisfactory to the City Solicitor.		
Financial Impact	Over the duration of the term, including the fixturing period (17 Months beginning Aug 1, 2025, and ending Dec 31, 2026), plus a renewal of up to 4 years, the total cost to the City is as follows:		
	Base Rent	\$27,208.5 (plus HST), \$33 per Sq. Ft per annum	
	Additional Rent	\$18,139 (plus HST), \$22 per Sq. Ft per annum (TMI) for the year 2025	
	Total Rent (for the term)	\$45,347 (plus HST) or \$46,145 (net of HST recoveries)	
	Renewal option of up to 4 years (base rent and additional rent)	\$128,040 (plus HST) or \$130,293.5 (net of HST recoveries)	
	Total cost (Including renewal option)	\$173,387 (plus HST) or \$176,438.5 (net of HST recoveries)	
Comments	<p>Funding is included in the 2025 Council Approved Operating Budget for City Council (under cost center CNY011-6610000000) 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 impact information.</p> <p>This Lease Agreement has been initiated at the request of the Councillor's office in Ward 11 to explore the possibility of leasing the Property. The intent of this lease is to establish a constituency office for Councillor Dianne Saxe within her ward, ensuring a local and accessible space for community engagement and service. The agreement would provide for occupancy through the remainder of the current Council term, with the option to extend into a potential subsequent term. The proposed rent and other major terms and conditions of the Lease Agreement are considered to be fair, reasonable and reflective of market rates.</p>		
Terms	See Appendix "A".		
Property Details	Ward:	11 – University-Rosedale	
	Assessment Roll No.:		
	Approximate Size:		
	Approximate Area:	582 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/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 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 checked="" 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:	Dianne Saxe	Councillor:	
Contact Name:	Andrew Greene	Contact Name:	
Contacted by:	Phone <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 objection	Comments:	

Consultation with Divisions and/or Agencies

Division:	City Clerks	Division:	Financial Planning
Contact Name:	Mike Pacholok	Contact Name:	Karen Liu
Comments:	No objection	Comments:	Comments incorporated

Legal Services Division Contact

Contact Name:	Frank Weng
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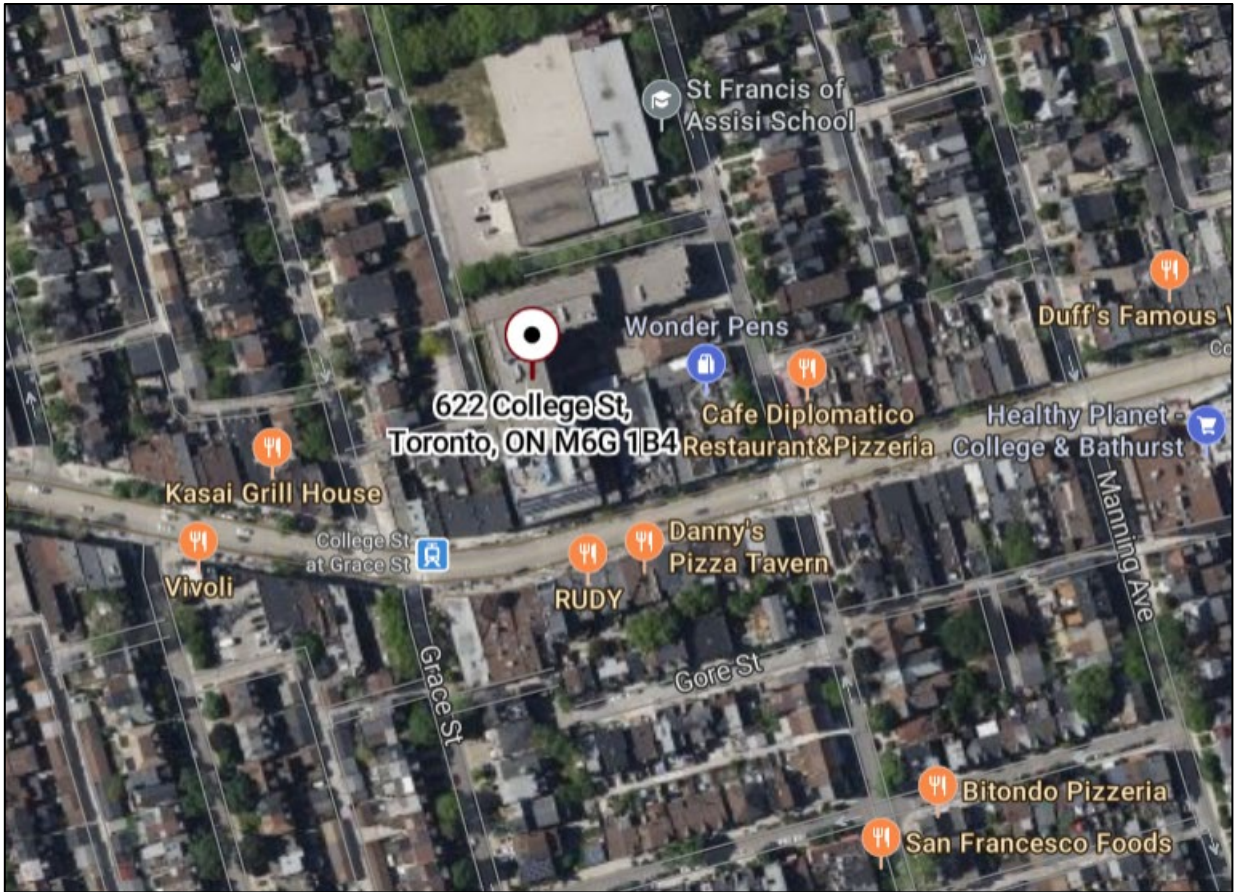
DAF Tracking No.: 2025-219	Date	Signature
Concurred with by: Manager, Real Estate Services		X
<input checked="" type="checkbox"/> Recommended by: Manager, Real Estate Services Devi Mohan	August 6 2025	Signed by Devi Mohan
<input type="checkbox"/> Approved by:		
<input checked="" type="checkbox"/> Approved by: Director, Real Estate Services Alison Folosea	August 11, 2025	Signed by Alison Folosea

Major Terms and Conditions

Leased Premises:	Premises known as Suite #M6 of 622 College Street, Toronto, Ontario M6G 1B4
Landlord:	Radio 1540 Limited
Tenant:	City of Toronto
Leased Area:	Approximately 582 square feet
Base Rent:	\$33 per sq.ft. per annum
Additional Rent:	\$22 per sq.ft. per annum (TMI) for Year 2025
Lease Commencement Date:	Aug 1 st 2025
Lease Expiry:	December 31 st , 2026
Option to Extend:	Provided the Tenant is not in default, bankrupt, insolvent or seeking creditor protection, the Tenant may extend the lease for an additional term equal to the next term of Toronto City Council by giving the Landlord at least one (1) month's prior written notice.
Insurance:	<p>The Tenant shall, at its own expense, maintain:</p> <ul style="list-style-type: none"> • Fire and water damage insurance covering all Tenant improvements and non-Landlord property in the Premises; and • Liability insurance, with the Landlord named as an additional insured, covering death, injury, and property damage in or around the Premises, in amounts consistent with prudent local standards, and not less than \$2,000,000 per occurrence for both personal injury and property damage.
Deposit:	\$6,028.56 (first and last months' base rent, additional rent, HST)

Appendix "B"

Location Map



Leased Premises Sketch

