



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

**TRACKING NO.: 2025-070**

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

<b>Prepared By:</b>	Jag Prajapati	<b>Division:</b>	Corporate Real Estate Management																																
<b>Date Prepared:</b>	February 26, 2025	<b>Phone No.:</b>	416-394-5473																																
<b>Purpose</b>	To obtain authority to enter into a lease agreement with Highland Creek Plaza Inc. (the "Landlord") with respect to the property municipally known as 215 Morrish Road, Toronto, for which premises are known as 382 Old Kingston Road, Toronto located on the ground floor for the purpose of a constituency office for Deputy Mayor Jennifer McKelvie (the "Lease Agreement").																																		
<b>Property</b>	Part of the property municipally known as 215 Morrish Road, Toronto, having a rentable area of approximately 1,314 square feet and known as 382 Old Kingston Road, Toronto. Legally described as PART OF LOT 45 ON RCP 9887; SCARBOROUGH, DESIGNATED AS PART 6 ON PLN 66R-21773, City of Toronto, being part of PIN 06231-0369 (LT), (the "Property"), as shown on the Location Map and the Leased Premises Sketch attached hereto as Appendix "B"																																		
<b>Actions</b>	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 terms as deemed appropriate by the approving authority herein, and in a form satisfactory to the City Solicitor.																																		
<b>Financial Impact</b>	<p>Over the duration of the term including the Fixturing Period (commencing on March 17, 2025 and ending on December 31, 2030), the total cost to the City is as follows:</p> <p>Base Rent: \$145,361.25 (plus HST) or \$147,919.61 (net of HST recoveries)</p> <p>Additional Rent: \$58,066.21 (net of Property Taxes, plus HST) or \$59,088.17 (net of Property Taxes and net of HST recoveries)</p> <p>Total Rent: \$203,427.46 (plus HST) or \$207,007.78 (net of HST recoveries)</p> <p>Funding is included in the 2025 Council Approved Operating Budget for City Council (under cost center CNY025-6610000000) and will be included in future year operating budget submissions for Council consideration. The total costs to be incurred by the City for each fiscal year is as follows:</p> <table border="1"> <thead> <tr> <th>Fiscal Year</th><th>Period</th><th>Total Cost (plus HST)</th><th>Total Cost (net of HST Recoveries)</th></tr> </thead> <tbody> <tr> <td>2025</td><td>Mar 17, 2025 to Dec 31, 2025</td><td>\$23,130.23</td><td>\$23,537.32</td></tr> <tr> <td>2026</td><td>Jan 1, 2026 to Dec 31, 2026</td><td>\$34,745.45</td><td>\$35,356.96</td></tr> <tr> <td>2027</td><td>Jan 1, 2027 to Dec 31, 2027</td><td>\$35,402.45</td><td>\$36,025.53</td></tr> <tr> <td>2028</td><td>Jan 1, 2028 to Dec 31, 2028</td><td>\$36,059.45</td><td>\$36,694.09</td></tr> <tr> <td>2029</td><td>Jan 1, 2029 to Dec 31, 2029</td><td>\$36,716.45</td><td>\$37,362.65</td></tr> <tr> <td>2030</td><td>Jan 1, 2030 to Dec 31, 2030</td><td>\$37,373.45</td><td>\$38,031.22</td></tr> <tr> <td><b>Total</b></td><td></td><td><b>\$203,427.46</b></td><td><b>\$207,007.78</b></td></tr> </tbody> </table> <p>The Chief Financial Officer and Treasurer has reviewed this DAF and agrees with the financial impact information.</p>			Fiscal Year	Period	Total Cost (plus HST)	Total Cost (net of HST Recoveries)	2025	Mar 17, 2025 to Dec 31, 2025	\$23,130.23	\$23,537.32	2026	Jan 1, 2026 to Dec 31, 2026	\$34,745.45	\$35,356.96	2027	Jan 1, 2027 to Dec 31, 2027	\$35,402.45	\$36,025.53	2028	Jan 1, 2028 to Dec 31, 2028	\$36,059.45	\$36,694.09	2029	Jan 1, 2029 to Dec 31, 2029	\$36,716.45	\$37,362.65	2030	Jan 1, 2030 to Dec 31, 2030	\$37,373.45	\$38,031.22	<b>Total</b>		<b>\$203,427.46</b>	<b>\$207,007.78</b>
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<b>Comments</b>	<p>Deputy Mayor Jennifer McKelvie's office received a notice of termination from the landlord at their existing office located at 4630 Kingston Road. This Lease Agreement will allow Deputy Mayor Jennifer McKelvie to continue to have a constituency office in her ward in the subject location for the remainder of the term and a potential re-elected term of four (4) years.</p> <p>Comments continued on Schedule "A".</p>																																		
<b>Terms</b>	Refer Appendix "A".																																		
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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 &amp; Parks &amp; 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><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/REOs.</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 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 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:	Jennifer McKelvie	Councillor:	
Contact Name:	Charrissa Klander	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:	-	Comments:	

**Consultation with Divisions and/or Agencies**

Division:	City Clerks	Division:	Financial Planning
Contact Name:	Mike Pacholok	Contact Name:	Ciro Tarantino
Comments:	Comments incorporated	Comments:	Comments incorporated

**Legal Services Division Contact**

Contact Name: Michelle Xu

DAF Tracking No.: 2025-070	Date	Signature
<input checked="" type="checkbox"/> Recommended by: Manager, Real Estate Services Niall Robertson	March 6, 2025	Signed by Niall Robertson
<input type="checkbox"/> Approved by:		
<input checked="" type="checkbox"/> Approved by: Director, Real Estate Services Alison Folosea	March 10, 2025	Signed by Alison Folosea

**Schedule "A"****Comments (continued):**

The City have the one-time right to terminate this lease upon giving written notice of such termination to the Landlord on or before January 1, 2027, setting out a termination date of April 1, 2027. This is included if Ward 25 elects another candidate, and such candidate wishes to have a constituency office at another location for the new term that would begin in November 2026

The proposed rent fee and other major terms and conditions of the Lease Agreement are considered to be fair, reasonable and reflective of market rates.

**Appendix "A"**  
**Major Terms and Conditions**

<b>Leased Premises:</b>	Building known as 215 Morrish Road, Toronto. Premises known as 382 Old Kingston Road, Toronto located on the ground floor.
<b>Landlord:</b>	Highland Creek Plaza Inc.
<b>Tenant:</b>	City of Toronto
<b>Leased Area:</b>	Approximately 1,314 square feet (122.07 square meters)
<b>Base Rent:</b>	Year 1: \$18.50 per sq.ft. per annum Year 2: \$19.00 per sq.ft. per annum Year 3: \$19.50 per sq.ft. per annum Year 4: \$20.00 per sq.ft. per annum Year 5: \$20.50 per sq.ft. per annum Year 6: \$21.00 per sq.ft. per annum
<b>Additional Rent:</b>	\$13.22 per sq.ft. per annum (TMI) for Year 2025 \$7.63 per sq.ft. per annum (net of Property Taxes) for Year 2025
<b>Lease Commencement Date:</b>	The date next following the end of the Fixturing Period
<b>Fixturing Period:</b>	60 days commencing on March 17, 2025. The fixturing period is free of base rent. Additional rent is payable.
<b>Lease Expiry:</b>	December 31, 2030
<b>Option to Extend:</b>	None
<b>Early Termination by Tenant:</b>	The City shall have the one-time right to terminate this lease upon giving written notice of such termination to the Landlord on or before January 1, 2027, setting out a termination date of April 1, 2027.
<b>Insurance:</b>	The Tenant shall take out, at its expense, Commercial General Liability Insurance of not less than five million dollars (\$5,000,000.00) per occurrence. Such insurance shall include the Landlord as an additional insured and/or loss payee.
<b>Deposit:</b>	\$8,159.09 (first and last months' base rent, additional rent, HST)

