



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

TRACKING NO.: 2025-305

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:	November 21, 2025	Phone No.:	437-996-8720																																																									
Purpose	To obtain authority to enter into a Licence Extension and Amending Agreement (the "Agreement") with The Willowdale Baptist Church (the "Licensor"), at 15 Olive Ave, North York, for a) Term 1: November 1, 2025 – April 30, 2026; b) Term 2: November 1, 2026 – April 30, 2027 and c) Term 3: November 1, 2027 – April 30, 2028 (individually, a "Terms") for the purpose of operating a Warming Centre.																																																											
Property	A portion of the basement of the property municipally known as 15 Olive Ave, North York, legally described as LT 83-87 PL 2282 TWP of York; Toronto (N York), City of Toronto, being all part of PIN 10080-0071 (LT), (the 'Property'), as shown on the Location Map in Appendix "B".																																																											
Actions	Authority to be granted to enter in a Licence Agreement with the Licensor for the Property, substantially on the major terms and conditions set out in Appendix 'A', 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 Terms in the form of the Licence Fee is estimated to be \$134,100.00 (plus HST) or \$136,460.16 (net of HST recovery).</p> <p>Funding is available in the 2025 Council Approved Operating Budget for Toronto Shelter & Support Services ("TSSS") under cost centre FH5350.</p> <p>Total estimated costs, net of HST recoveries and inclusive of HST, are outlined below by fiscal year and term:</p> <table border="1"> <thead> <tr> <th>Fiscal Year</th> <th>2025</th> <th>2026</th> <th>2027</th> <th>2028</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Licence Fee (Before HST)</td> <td>\$ 14,500.00</td> <td>\$ 43,900.00</td> <td>\$ 45,100.00</td> <td>\$ 30,600.00</td> <td>\$ 134,100.00</td> </tr> <tr> <td>Subtotal</td> <td>\$ 14,500.00</td> <td>\$ 43,900.00</td> <td>\$ 45,100.00</td> <td>\$ 30,600.00</td> <td>\$ 134,100.00</td> </tr> <tr> <td>Total (Subtotal + HST)</td> <td>\$ 16,385.00</td> <td>\$ 49,607.00</td> <td>\$ 50,963.00</td> <td>\$ 34,578.00</td> <td>\$ 151,533.00</td> </tr> <tr> <td>Total Net of HST Recovery</td> <td>\$ 14,755.20</td> <td>\$ 44,672.64</td> <td>\$ 45,893.76</td> <td>\$ 31,138.56</td> <td>\$ 136,460.16</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Term 1-3</th> <th>Term 1 (Nov 25 – Apr 26)</th> <th>Term 2 (Nov 26 – Apr 27)</th> <th>Term 3 (Nov 27 – Apr 28)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Licence Fee (Before HST)</td> <td>\$ 43,500.00</td> <td>\$ 44,700.00</td> <td>\$ 45,900.00</td> <td>\$ 134,100.00</td> </tr> <tr> <td>Subtotal</td> <td>\$ 43,500.00</td> <td>\$ 44,700.00</td> <td>\$ 45,900.00</td> <td>\$ 134,100.00</td> </tr> <tr> <td>Total (Subtotal + HST)</td> <td>\$ 49,155.00</td> <td>\$ 50,511.00</td> <td>\$ 51,867.00</td> <td>\$ 151,533.00</td> </tr> <tr> <td>Total Net of HST Recovery</td> <td>\$ 44,265.60</td> <td>\$ 45,486.72</td> <td>\$ 46,707.84</td> <td>\$ 136,460.16</td> </tr> </tbody> </table>					Fiscal Year	2025	2026	2027	2028	Total	Licence Fee (Before HST)	\$ 14,500.00	\$ 43,900.00	\$ 45,100.00	\$ 30,600.00	\$ 134,100.00	Subtotal	\$ 14,500.00	\$ 43,900.00	\$ 45,100.00	\$ 30,600.00	\$ 134,100.00	Total (Subtotal + HST)	\$ 16,385.00	\$ 49,607.00	\$ 50,963.00	\$ 34,578.00	\$ 151,533.00	Total Net of HST Recovery	\$ 14,755.20	\$ 44,672.64	\$ 45,893.76	\$ 31,138.56	\$ 136,460.16	Term 1-3	Term 1 (Nov 25 – Apr 26)	Term 2 (Nov 26 – Apr 27)	Term 3 (Nov 27 – Apr 28)	Total	Licence Fee (Before HST)	\$ 43,500.00	\$ 44,700.00	\$ 45,900.00	\$ 134,100.00	Subtotal	\$ 43,500.00	\$ 44,700.00	\$ 45,900.00	\$ 134,100.00	Total (Subtotal + HST)	\$ 49,155.00	\$ 50,511.00	\$ 51,867.00	\$ 151,533.00	Total Net of HST Recovery	\$ 44,265.60	\$ 45,486.72	\$ 46,707.84	\$ 136,460.16
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Comments	<p>The City, as Licensee, entered into a Licence Agreement authorized by DAF 2023-269 with the Licensor for the premises at 15 Olive Ave, North York, covering the periods November 1, 2023 – April 30, 2024 and November 1, 2024 – April 30, 2025. The City is now extending the Agreement for an additional three terms: November 1, 2025 – April 30, 2026; November 1, 2026 – April 30, 2027; and November 1, 2027 – April 30, 2028.</p> <p>The licence fee and other costs are fair, reasonable, and reflective of market rates.</p>																																																											
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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 & 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:	Lily Cheng	Councillor:	
Contact Name:	Sara Hildebrand	Contact Name:	
Contacted by:	Phone <input type="checkbox"/> X <input 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:	Briefed	Comments:	

Consultation with Divisions and/or Agencies

Division:	Toronto Shelter & Support Services	Division:	Financial Planning
Contact Name:	Kiefer Shields	Contact Name:	Karen Liu
Comments:	Comments Incorporated	Comments:	Comments Incorporated

Legal Services Division Contact

Contact Name: Douglas LaForce

DAF Tracking No.: 2025-305		Date	Signature
Concurred with by: Manager, Real Estate Services			X
<input checked="" type="checkbox"/> Recommended by: Manager, Real Estate Services Devi Mohan		Nov 21 2025	X Signed by Devi Mohan
<input type="checkbox"/> Approved by:			
<input checked="" type="checkbox"/> Approved by: Director, Real Estate Services Alison Folosea		Nov 21 2025	X Signed by Alison Folosea

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

Approximately 7,500 square feet of space at the basement of 15 Olive Ave, North York.

Licensors:

Willowdale Baptist Church.

Terms:

- a) Term 1: November 1, 2025 – April 30, 2026;
- b) Term 2: November 1, 2026 – April 30, 2027; and
- c) Term 3: November 1, 2027 – April 30, 2028

Use:

Warming Centre operated by SSHA.

Licence Fee:

\$7,250 per month plus HST, for Term 1

\$7,450 per month plus HST, for Term 2

\$7,650 per month plus HST, for Term 3

Appendix "B"
Location Map

