



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

TRACKING NO.: 2025-408

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

Prepared By:	Winnie Lam	Division:	Corporate Real Estate Management
Date Prepared:	December 19, 2025	Phone No.:	437-991-8040
Purpose	To obtain authority to: <ol style="list-style-type: none"> sell a portion of the public laneway between 145 Sheppard Avenue East and 181 Sheppard Avenue East to the abutting property owner, Tilzen Holding Limited (the "Purchaser"), conditional upon the closure of the lane as a public highway, and grant a permanent easement to each of the abutting property owners, Toronto Standard Condominium Corporation No. 3101 and Willowshep Properties Ltd. (the "Easement Transferees"), for the purpose of vehicular and pedestrian access. 		
Property	The City-owned public lane located between 145 and 181 Sheppard Avenue East, legally described as Lane PI 3596 North York Abutting Block A Plan 3596 (Part 1 66R29245 Closed by AT4690197); Toronto (N York), City of Toronto. Disposal Lands: Part of the public laneway between 145 and 181 Sheppard Avenue East, legally described as Part of Lane Plan 3596 North York, Abutting Block A Plan 3596 (Part 1 66R29245 Closed by AT4690197); Toronto (N York), City of Toronto, designated as Parts 1 and 2 on the draft Reference Plan prepared by Guido Papa Surveying under Reference No. 17-18-629-03, being part of PIN 10104-0563 (LT) (the "Property"), as shown in Appendix "B". Easement Lands: Part of the public laneway, designated as Part 1, on the draft Reference Plan prepared by Guido Papa Surveying under Reference No. 17-18-629-03, shown in Appendix "B".		
Actions	<ol style="list-style-type: none"> Authority be granted to accept an offer from the Purchaser to purchase the Property (the "Offer") for the sum of \$110,400 plus HST, 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 satisfactory to the City Solicitor. A portion of the proceeds of the sale be directed to fund any outstanding expenses related to the completion of the sale transaction. Authorize Transportation Services staff to give notice to the public of a proposed by-law to close the Property as a public highway in accordance with the requirements of City of Toronto Municipal Code, Chapter 162, with the North York Community Council to hear any member of the public who wishes to speak to the matter during consideration of the proposed by-law. Authorize Transportation Services staff to advise the public of the proposed closure of the Property as a public highway prior to implementation, in accordance with the requirements of the Municipal Class Environmental Assessment for Schedule A* activities, by posting notice of the proposed closure on the notices page of the City's website for at least five working days prior to the North York Community Council meeting at which the proposed by-law to close the Property as a public highway will be considered. Authority be granted to enter into agreements with the Transferees (the "Agreements") for the grant of permanent easements to the Easement Transferees following the closure of the Property as a public highway, for the sum of \$27,600.00 plus HST, 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 satisfactory to the City Solicitor. 		
Financial Impact	The City will receive revenue in the amount of \$138,000.00 (exclusive of HST and other applicable taxes, less closing costs and usual adjustments). The proceeds will be contributed to the Land Acquisition Reserve Fund (XR1012) upon closing of the transaction. The Chief Financial Officer and Treasurer has reviewed this DAF and agrees with the financial implications as identified in the Financial Impact section.		
Comments	The Purchaser is the owner of the adjacent property at 145 Sheppard Avenue East and is the developer of the adjoining subdivision, which will include the Property. The Property was declared surplus on November 24, 2025 (DAF No. 163) with the intended manner of disposal to be by invitation of an offer to purchase from the Purchaser, conditional on granting easements to the Easement Transferees at 181 Sheppard Avenue East for pedestrian and vehicular access to the property. All steps necessary to comply with the City's real estate disposal process as set out in Article 1 of Chapter 213 of the City of Toronto Municipal Code have been complied with.		
Terms	The Offer and Agreements are considered fair, reasonable and reflective of market value, and they are recommended for acceptance substantially on the major terms and conditions set out in Appendix "A".		
Property Details	Ward:	18 - Willowdale	
	Assessment Roll No.:		
	Approximate Size:	40.2 m x 1.33 m ± (131.89 ft x 4.36 ft ±)	
	Approximate Area:	53.466 m ² ± (575.50 ft ² ±)	
	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 checked="" 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 checked="" 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 type="checkbox"/> Where total compensation (including options/ renewals) does not exceed \$1 Million.</p> <p><input checked="" 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:	Ward 8- Willowdale	Councillor:	
Contact Name:	Atefeh Javadian	Contact Name:	
Contacted by:	<input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Memo <input type="checkbox"/> Other	Contacted by:	<input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Memo <input type="checkbox"/> Other
Comments:	No issues.	Comments:	

Consultation with Divisions and/or Agencies

Division:	Transportation Services	Division:	Financial Planning
Contact Name:	Farhad Razmyar	Contact Name:	Karen Liu
Comments:		Comments:	No issues.

Legal Services Division Contact

Contact Name: Chris Cieslik

DAF Tracking No.: 2025-408	Date	Signature
<input checked="" type="checkbox"/> Recommended by: Manager, Real Estate Services Vinette Prescott-Brown	Dec. 22, 2025	Signed by Vinette Prescott-Brown
<input type="checkbox"/> Approved by:		
<input checked="" type="checkbox"/> Approved by: Director, Real Estate Services Alison Folosea	Dec. 22, 2025	Signed by Alison Folosea

Appendix "A"
Major Terms and Conditions

Easement Transactions before Disposal of Laneway:

Easement Fee: Twenty-Seven Thousand Six Hundred Dollars (\$27,600.00) plus HST

Purpose/Use: Pedestrian and vehicular access to the Easement Transferees respective property located at 181 Sheppard Avenue East.

Easement Closing Date: After the closure of the Property as a public highway and before the Closing Date noted below.

Disposal of Laneway:

Irrevocable Date: 30th days after date stated by the Purchaser in the signed Offer to Purchase

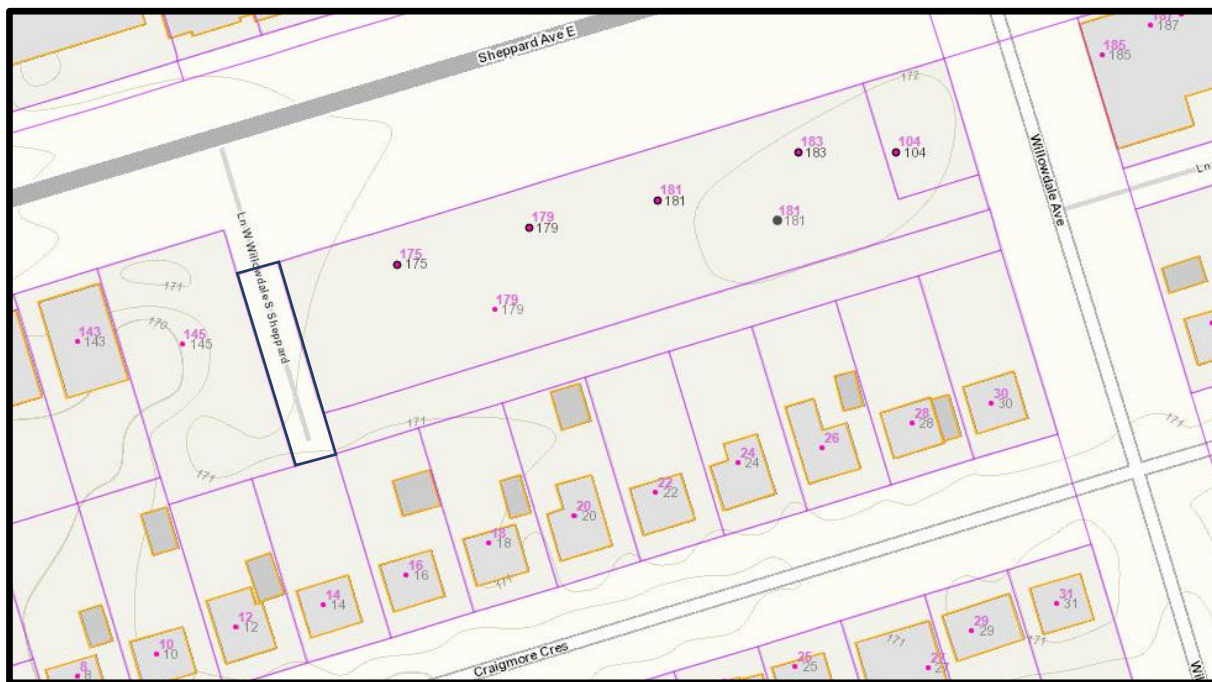
Purchase Price: One Hundred and Ten Thousand Four Hundred Dollars (\$110,400.00) plus HST

Deposit: \$22,080.00 (20% of Purchase Price)

Balance: Wire transfer or electronic funds transfer on closing.

Closing Date: 45th day following the date a Closing By-law is enacted

Sale Conditions: The Purchaser shall accept the Property "as is", including its environmental condition, state of repairs, deficiencies and encroachments from and onto the Property.



Draft Reference Plan

