



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

TRACKING NO.: 2026-022

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

Prepared By:	Wendy Pearson	Division:	Corporate Real Estate Management
Date Prepared:	January 9, 2026	Phone No.:	647-629-6739
Purpose	To obtain authority for the City of Toronto to enter into a Community Space Tenancy lease (the "Lease") with West Neighbourhood House (the "Tenant") with respect to the Property for the purposes of providing community-based social services.		
Property	The leased property is the City owned Unit 23 within the Condominium building (Electra Lofts) at 1029 King St W. This property municipally known as 1029 King St W 23, Toronto, its postal address known as 1033 King St W, Toronto, legally described as, 23 - 70 DOURO ST, TORONTO, M6K3N4, Unit 23, Level 1, Toronto Standard Condominium Plan No. 1445 and its Appurtenant Interest. The Description of the Condominium Property is: Part of Ordnance Reserve, Designated as Part 31, Plan 66R-15016, City of Toronto, S/T as set out in Appendix "A" of Declaration NO. E566411, City of Toronto, being all of PIN 124450023, as shown on Demised Premises, Appendix "B", and the Location Map in Appendix "C".		
Actions	1. Authority be granted to enter into the Lease with the Tenant, substantially on the major terms and conditions set out below/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.		
Financial Impact	As a result of the Lease, the Tenant shall pay to the City a nominal rate of \$2 per year in basic rent for the five year term, for a total revenue of \$10. The Tenant will pay operating costs directly. The Chief Financial Officer and Treasurer has reviewed this DAF and agrees with the financial impact information.		
Comments	In July 2002 the Clause embodied in Report No. 10 of the Administration Committee was adopted by Council at its Special Meeting. Whereby City Council approved a 20-year lease for community space with St. Christopher House (now West Neighbourhood House). This lease expired on December 30, 2023, and is currently in overhold. In 2017(2017.EX28), City Council approved the Community Space Tenancy (CST) Policy. In 2020(GL12.7), Council delegated authority to approve and execute new CST leases for existing and listed Below Market Rent (BMR) tenants—including West Neighbourhood House at 1029 King Street West—to the Deputy City Manager, Corporate Services. This delegation is subject to consultation with the Executive Director of Social Development and the Executive Director of Corporate Real Estate Management (CREM). New leases may only be approved where the existing tenant is in good standing and meets all CST Policy criteria. Corporate Real Estate Management staff, in consultation with Social Development staff, confirm that West Neighbourhood House is eligible under the CST Policy and in good standing. The leased premises will continue to be used to provide social services for all age groups, as further detailed in a Service Level Agreement with Social Development.		
Terms	See Appendix "A", Tenant-Specific Terms		
Property Details	Ward: 10	Spadina-Fort York	
	Assessment Roll No.:	190404125400123	
	Approximate Size:	N/A	
	Approximate Area:	465 m ² ± (5,005.4 ft ² ±)	
	Other Information:	PIN 124450023	

A.	Executive Director, Corporate Real Estate Management has approval authority for:	Deputy City Manager, Corporate 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/REOIs:</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 \$3 Million.</p> <p><input type="checkbox"/> Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$3 Million.</p> <p><input type="checkbox"/> (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$3 Million.</p> <p>Request/waive hearings of necessity delegated to less senior positions.</p> <p><input type="checkbox"/> Issuance of RFPs/REOIs.</p> <p><input type="checkbox"/> Initiate process & authorize GM, Transportation Services to give notice of proposed by-law.</p> <p><input type="checkbox"/> Transfer of Operational Management to Divisions, Agencies and Corporations.</p> <p><input type="checkbox"/> Where total compensation does not exceed \$3 Million.</p> <p><input type="checkbox"/> Where total compensation does not exceed \$3 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 \$3 Million.</p> <p><input type="checkbox"/> (b) Where compensation is less than market value, for periods not exceeding twelve (12) months, including licences for environmental assessments and/or testing, etc.</p> <p>Delegated to a more senior position.</p> <p><input type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$3 Million.</p> <p><input type="checkbox"/> (a) Where total compensation does not exceed \$3 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 \$3 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>	<p><input type="checkbox"/> Where total compensation does not exceed \$5 Million.</p> <p><input type="checkbox"/> Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$5 Million.</p> <p><input type="checkbox"/> (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$5 Million.</p> <p>Request/waive hearings of necessity delegated to less senior positions.</p> <p><input type="checkbox"/> Issuance of RFPs/REOIs.</p> <p><input type="checkbox"/> Initiate process & authorize GM, Transportation Services to give notice of proposed by-law.</p> <p><input type="checkbox"/> Transfer of Operational Management to Divisions, Agencies and Corporations.</p> <p><input type="checkbox"/> Where total compensation does not exceed \$5 Million.</p> <p><input type="checkbox"/> Where total compensation does not exceed \$5 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 \$5 Million.</p> <p><input type="checkbox"/> (b) Where compensation is less than market value, for periods not exceeding twelve (12) months, including licences for environmental assessments and/or testing, etc.</p> <p><input checked="" type="checkbox"/> (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.</p> <p><input type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$5 Million.</p> <p><input type="checkbox"/> (a) Where total compensation does not exceed \$5 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 \$5 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. Deputy City Manager, Corporate Services and Executive Director, Corporate Real Estate Management each has signing authority on behalf of the City for:
<ul style="list-style-type: none"> • 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:	Ausma Malik	Councillor:	
Contact Name:	Nora Cole	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 objections	Comments:	

Consultation with Divisions and/or Agencies

Division:	Social Development	Division:	Financial Planning
Contact Name:	Daniel Bondi	Contact Name:	Ciro Tarantino
Comments:	Concurred	Comments:	No objections

Legal Services Division Contact

Contact Name: Bronwyn Atkinson

DAF Tracking No.: 2026-022	Date	Signature
Recommended by: Manager, Real Estate Services Josie Lee	January 12, 2026	Signed by Josie Lee
Recommended by: Director, Real Estate Services Alison Folosea	Jan 26, 2026	Signed by Alison Folosea
<input type="checkbox"/> Recommended by: Executive Director, Corporate Real Estate Management <input checked="" type="checkbox"/> Approved by: Patrick Matozzo		X
<input checked="" type="checkbox"/> Approved by: Deputy City Manager, Corporate Services David Jollimore	Jan 28, 2026	Signed by David Jollimore

Appendix "A"
Tenant-Specific Terms and Conditions

Landlord	City of Toronto
Tenant	West Neighbourhood House
Leased Premises	Unit 23, Level 1, Toronto Standard Condominium Plan 1445, 1029 King Street West, comprising approximately 465 square meters (5,005.4 square feet) of ground floor space.
Term	Five (5) years
Commencement Date	February 1, 2026
Expiry Date	January 31, 2031
Basic Rent	\$2.00 per annum plus all applicable taxes, payable up front in advance on the commencement date.
Additional Rent	The Tenant shall pay all common expenses, applicable taxes, utility costs, the amounts of any costs, expenses, interest and other charges incurred by the City in order to bring about compliance with any of the Tenant's obligations under the Lease, and all reasonable fees charged by the City for renewals, extensions, amendments and any other matters relating to the Lease.
Permitted Use	Social services geared towards all age groups, such as: community events & older adult programs, family drop-in and after school programs, career counselling, literacy and learning programs, violence against women support, meals on wheels and home care, as will be further detailed in a service level agreement with the City's Social Development Division.
Hours of Operation	Mon – Sun: 9 AM to 9 PM, or as otherwise agreed to by both parties.
Right to Terminate	The Landlord will have the right to terminate the Lease on sixty (60) days' notice.
Tenant's Insurance	<p>The Tenant shall keep in full force and effect:</p> <p>(a) Commercial General Liability insurance with limits of not less than five million dollars (\$5,000,000.00) per occurrence and add the Landlord as an additional insured.</p> <p>The Tenant shall deliver to the Landlord proof of the insurance in the form of a certificate of insurance signed by an authorized representative of the insurer.</p>
Tenant Notice Particulars	<p>1033 King St. West, Toronto, ON M6K 3N3</p> <p>Attn: Maureen Fair, Executive Director</p> <p>Telephone: 416-532-4828 Ext. 233</p> <p>Facsimile: (416) 504-3047</p> <p>Email: maureenfa@westnh.org</p>

Appendix "C" – Location Map

1029 King Street West, Unit 23, Level 1, Toronto, ON

19 04 041 254 001 23 - 1029 KING ST W UNIT 23 [2025] ★ Add Bookmark

2022 - June

Map Satellite Layers Aerial

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Property Description		Assessment Details for 2025 Tax Year	
RollNumber	19 04 041 254 001 23	Total Building Area	5,005 sqft
Address	1029 KING ST W UNIT 23	Design Use	
Municipality	Toronto	Retail Access	Location - Exterior
Legal	TSCP 1445 LEVEL 1 UNIT 23 COM...	Unit Location	Location - Corner
Prop Type	Mixed	Floor Level	1
Prop Code	475 - Commercial condo	Total CVA	2,421,875
Homo Nbrhd	D24		
Zoning			
Is Serviced	Y		
Site Area	n/a		
Frontage	n/a		
Depth	n/a		
2025 Dest. CVA	2,421,000		

Owner

TORONTO CITY

Mailing Address

FACILITIES AND REAL ESTATE
LSM CENTRE FOR TAX AND
55 JOHN ST FLR 2
TORONTO ON M5V 3C8

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