



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

TRACKING NO.: 2026-094

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

Prepared By:	Elliott Baron	Division:	Corporate Real Estate Management
Date Prepared:	March 10, 2026	Phone No.:	416-338-3207
Purpose	To obtain authority to enter into a lease agreement with The Housing Help Centre (the "Tenant") with respect to the property municipally known as 705 Progress Avenue, Unit 21, 22 (the "Leased Premises"), Toronto for the purpose of operating a community food bank (the "Lease Agreement").		
Property	The property municipally known as 705 Progress Avenue Units 21, 22, Toronto, (the "Property"), as shown on the Location Map in Appendix "B".		
Actions	1. Authority be granted to enter into the Lease Agreement with the Tenant, 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.		
Financial Impact	<p>This lease is net nominal to the City of Toronto (the "City"), with all revenues being collected by the City from the Tenant to fund expenses related to the Leased Premises. Therefore, the City will receive a total revenue of \$38,276.45 plus HST for the one (1) year term. This includes a basic rent of \$12,255.00 and estimated additional rent of \$26,021.45. The basic rent will then be paid to the Toronto District School Board (the "TDSB"), as co-owner of the Property, for allowing the City to enter into a below market rent lease with the Tenant, as per the management agreement between the TDSB and the City.</p> <p>The Chief Financial Officer and Treasurer has reviewed this Delegated Approval Form ("DAF") and agrees with the financial implications as identified in the Financial Impact section.</p>		
Comments	<p>The Tenant is a non-profit organization that currently operates a food bank in a privately owned property under a lease agreement. The Tenant's landlord has not agreed to renew the lease and so the Tenant's operation is at risk of closing. The City's Social Development Division ("SD") has advised that the food bank is in high demand, and its closure would have a significant negative impact on food security in the community. At the request of SD, the City's Corporate Real Estate Management Division ("CREM") have agreed to provide the Property to the Tenant at below market value. This will be for a one (1) year term for the Tenant to continue operations while in search of a long term location for their food bank operation.</p> <p>The Property is co-owned by the TDSB and the City. Per their shared management agreement, the City is required to pay the TDSB a fee in lieu of market rent for this lease. As below market rent agreements are to be net and carefree to the City, the TDSB fee has been flowed through to the Tenant as basic rent.</p> <p>The proposed rent and other major terms and conditions of the Lease are considered to be fair, reasonable and in compliance with City policies.</p>		
Terms	See Appendix "A"		
Property Details	Ward:	24 – Scarborough-Guildwood	
	Assessment Roll No.:	1901052810043000210	
	Approximate Size:	15 m x 24 m ± (49'-4" ft x 78'-8" ft ±)	
	Approximate Area:	379.5 m ² ± (4,085 ft ² ±)	
	Other Information:	N/A	

A.	Executive Director, Corporate Real Estate Management has approval authority for:	Deputy City Manager, Corporate Services has approval authority for:
1. Acquisitions:	<input type="checkbox"/> Where total compensation does not exceed \$3 Million.	<input type="checkbox"/> Where total compensation does not exceed \$5 Million.
2A. Expropriations Where City is Expropriating Authority:	<input type="checkbox"/> Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$3 Million.	<input type="checkbox"/> Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$5 Million.
2B. Expropriations For Transit-Related Purposes Where City is Property Owner or Has Interest in Property Being Expropriated:	<input type="checkbox"/> (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$3 Million. Request/waive hearings of necessity delegated to less senior positions.	<input type="checkbox"/> (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$5 Million. Request/waive hearings of necessity delegated to less senior positions.
3. Issuance of RFPs/REOs:	<input type="checkbox"/> Issuance of RFPs/REOs.	<input type="checkbox"/> Issuance of RFPs/REOs.
4. Permanent Highway Closures:	<input type="checkbox"/> Initiate process & authorize GM, Transportation Services to give notice of proposed by-law.	<input type="checkbox"/> Initiate process & authorize GM, Transportation Services to give notice of proposed by-law.
5. Transfer of Operational Management to Divisions, Agencies and Corporations:	<input type="checkbox"/> Transfer of Operational Management to Divisions, Agencies and Corporations.	<input type="checkbox"/> Transfer of Operational Management to Divisions, Agencies and Corporations.
6. Limiting Distance Agreements:	<input type="checkbox"/> Where total compensation does not exceed \$3 Million.	<input type="checkbox"/> Where total compensation does not exceed \$5 Million.
7. Disposals (including Leases of 21 years or more):	<input type="checkbox"/> Where total compensation does not exceed \$3 Million.	<input type="checkbox"/> Where total compensation does not exceed \$5 Million.
8. Exchange of land in Green Space System & Parks & Open Space Areas of Official Plan:	<input type="checkbox"/> Exchange of land in Green Space System and Parks and Open Space Areas of Official Plan.	<input type="checkbox"/> Exchange of land in Green Space System and Parks and Open Space Areas of Official Plan.
9. Leases/Licences (City as Landlord/Licensor):	<input type="checkbox"/> (a) Where total compensation (including options/renewals) does not exceed \$3 Million. <input checked="" 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. Delegated to a more senior position.	<input type="checkbox"/> (a) Where total compensation (including options/renewals) does not exceed \$5 Million. <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. <input 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.
10. Leases/Licences (City as Tenant/Licensee):	<input type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$3 Million.	<input type="checkbox"/> Where total compensation (including options/renewals) does not exceed \$5 Million.
11. Easements (City as Grantor):	<input type="checkbox"/> (a) Where total compensation does not exceed \$3 Million. <input type="checkbox"/> (b) When closing roads, easements to pre-existing utilities for nominal consideration.	<input type="checkbox"/> (a) Where total compensation does not exceed \$5 Million. <input type="checkbox"/> (b) When closing roads, easements to pre-existing utilities for nominal consideration.
12. Easements (City as Grantee):	<input type="checkbox"/> Where total compensation does not exceed \$3 Million.	<input type="checkbox"/> Where total compensation does not exceed \$5 Million.
13. Revisions to Council Decisions in Real Estate Matters:	<input type="checkbox"/> Amendment must not be materially inconsistent with original decision (and subject to General Condition (U)).	<input type="checkbox"/> Amendment must not be materially inconsistent with original decision (and subject to General Condition (U)).
14. Miscellaneous:	<input type="checkbox"/> (a) Approvals, Consents, Notices and Assignments under all Leases/Licences <input type="checkbox"/> (b) Releases/Discharges <input type="checkbox"/> (c) Surrenders/Abandonments <input type="checkbox"/> (d) Enforcements/Terminations <input type="checkbox"/> (e) Consents/Non-Disturbance Agreements/Acknowledgements/Estoppel Certificates <input type="checkbox"/> (f) Objections/Waivers/Cautions <input type="checkbox"/> (g) Notices of Lease and Sublease <input type="checkbox"/> (h) Consent to regulatory applications by City, as owner <input type="checkbox"/> (i) Consent to assignment of Agreement of Purchase/Sale; Direction re Title <input type="checkbox"/> (j) Documentation relating to Land Titles applications <input type="checkbox"/> (k) Correcting/Quit Claim Transfer/Deeds	<input type="checkbox"/> (a) Approvals, Consents, Notices and Assignments under all Leases/Licences <input type="checkbox"/> (b) Releases/Discharges <input type="checkbox"/> (c) Surrenders/Abandonments <input type="checkbox"/> (d) Enforcements/Terminations <input type="checkbox"/> (e) Consents/Non-Disturbance Agreements/Acknowledgements/Estoppel Certificates <input type="checkbox"/> (f) Objections/Waivers/Cautions <input type="checkbox"/> (g) Notices of Lease and Sublease <input type="checkbox"/> (h) Consent to regulatory applications by City, as owner <input type="checkbox"/> (i) Consent to assignment of Agreement of Purchase/Sale; Direction re Title <input type="checkbox"/> (j) Documentation relating to Land Titles applications <input type="checkbox"/> (k) Correcting/Quit Claim Transfer/Deeds

B. Deputy City Manager, Corporate Services and Executive Director, Corporate Real Estate Management each has signing authority on behalf of the City for:

- 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:	Paul Ainslie				Councillor:				
Contact Name:	Bushra Alam				Contact Name:				
Contacted by:	Phone	<input checked="" type="checkbox"/>	E-Mail		Memo		Other		
Comments:	No concerns				Comments:				

Consultation with Divisions and/or Agencies

Division:	Toronto District School Board	Division:	Financial Planning
Contact Name:	Simon Hewitt	Contact Name:	Karen Liu
Comments:	No concerns	Comments:	No concerns

Legal Services Division Contact

Contact Name: **Douglas LaForce – comments incorporated**

DAF Tracking No.: 2026-094	Date	Signature
Recommended by: Manager, Real Estate Services Josie Lee	Mar. 12, 2026	Signed by Josie Lee
Recommended by: Director, Real Estate Services Alison Folosea	Mar 13, 2026	Signed by Alison Folosea
<input type="checkbox"/> Recommended by: Executive Director, Corporate Real Estate Management	Mar 13, 2026	Signed by Patrick Matozzo
<input checked="" type="checkbox"/> Approved by: Patrick Matozzo		
<input type="checkbox"/> Approved by: Deputy City Manager, Corporate Services David Jollimore		X

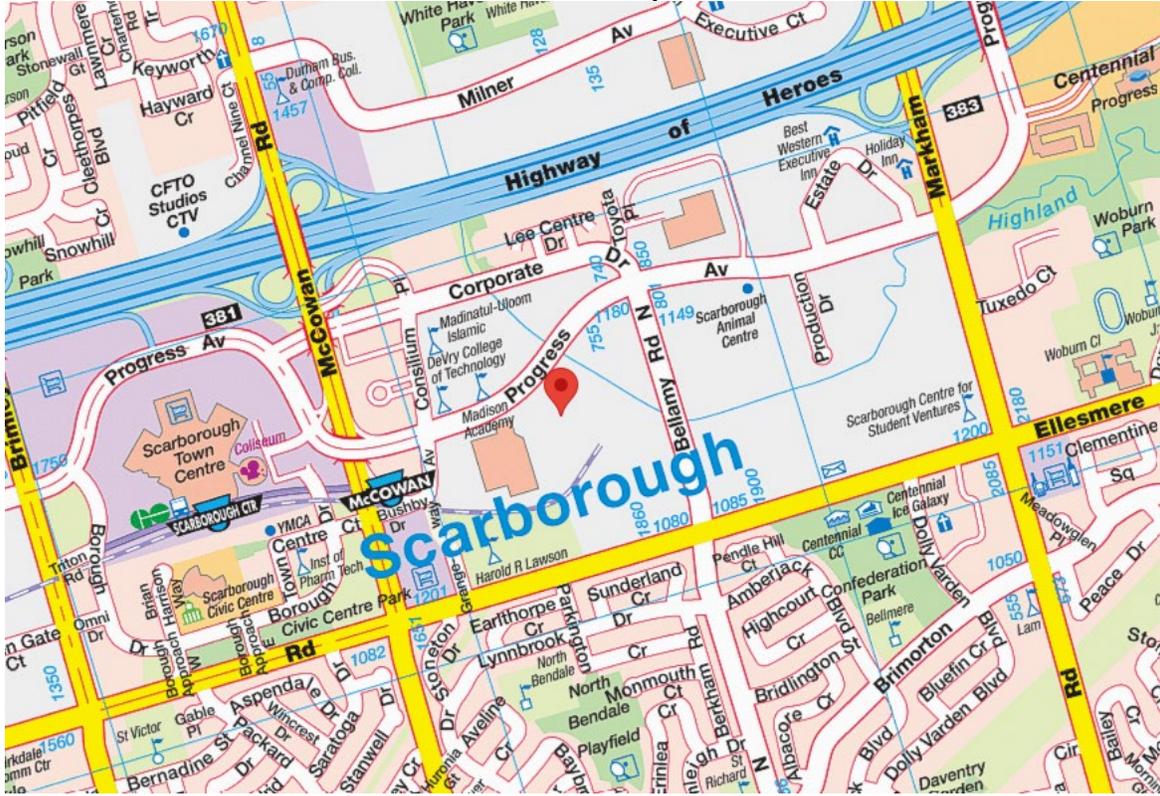
Appendix "A"

Major Terms and Conditions

Leased Premises	Comprising an area of approximately 4,085 ft ² of space, in units 21/22 of the building municipally known as 705 Progress Avenue, Toronto, Ontario (the "Building").
Term	One (1) year, commencing on March 16, 2026, and ending on March 15, 2027.
Basic Rent	\$12,255.00 plus HST, based on a rate of \$3/psf, payable in equal monthly installments of \$1,021.25 plus HST.
Additional Rent	Includes Operating Costs, utilities, property taxes, plus the Tenant's share of common area maintenance. The Tenant will pay the estimated additional rent monthly, which will be reconciled at the end each year. Additional rent for the year 2026 is estimated at \$6.37 per ft ² plus HST per annum, for a total of \$26,021.45 plus HST.
Use	A community food bank and related activities.
Early Termination	The Tenant and the Landlord each have the right to terminate the Lease on sixty (60) days' written notice.
Tenant's Insurance	Comprehensive general liability insurance with limits of not less than five million dollars (\$5,000,000.00) per occurrence, with the Landlord as an additional insured.
Indemnity by Tenant	The Tenant will fully indemnify and save harmless the Landlord and its Authorized Members of, from and against all claims whatsoever. The Tenant agrees that it will not pursue any Claim against a third party which may result in any Claim by such third party against the Landlord

Appendix "B"

Location Map



Appendix "B" Continued

Location Map

