



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

TRACKING NO.: 2026-019

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

Prepared By:	Lianne Chen	Division:	Corporate Real Estate Management
Date Prepared:	January 08, 2026	Phone No.:	416-392-7665

Purpose	To obtain authority to enter a lease amending agreement with the third-party tenants (the " Tenant ") with respect to the property municipally known as 6633 Bells Road, located in Middlesex Centre Township, Ontario for the purpose of residential use (the " Lease Agreement ").
Property	The residential property municipally known as 6633 Bells Road, Middlesex Centre Township, Ontario, legally described and outlined in Appendix " B " attached hereto including the house, any outbuildings, and the land on which same are situate (the " Leased Premises ").
Actions	Authority be granted to enter into the month-to-month 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>The purpose of this DAF is to document tenancy change, The current monthly rent is \$1,553.64 excluding HST. Any future residential rent increases will follow the rent increase guidelines published by the Ontario Landlord and Tenant Board. In addition, the Tenant is responsible for the utilities including water, gas, heating and hydro.</p> <p>Revenues to the City will be included in the Operating Budget for Corporate Real Estate Management (CREM) under cost centre FA2490.</p> <p>The Chief Financial Officer and Treasurer has reviewed this DAF and agrees with the financial implications as identified in the Financial Impact section.</p>
Comments	<p>On December 8, 2015, CHA & CHA Sr. agreed to and signed a standard form residential lease agreement with the Landlord to reside at the Leased Premises. The lease agreement was for a fixed term of two (2) years starting on January 1, 2016, and ending December 31, 2017. At the conclusion of this fixed term, the Tenant had the opportunity to continue to reside at the Leased Premises on a month-to-month basis.</p> <p>As of June 2023, the above noted Landlord and Tenant relationship continued to exist. However, no records show a DAF was finalized at the time. To ensure all documentation is complete, DAF 2023 - 169 was executed in August 2023 for the same lease agreement originally executed by the Tenant on December 8, 2015. The same lease was fully executed on Aug 15, 2023.</p> <p>In Sept 2025, it's confirmed CHA Jr no longer lives in the house and CHA Sr.'s other son (JA) and daughter in law, DO at 6804 Bells Rd. will move into 6633 Bells Rd. DO provided a N9 notice to terminate her tenancy at 6804 Bells Rd. effective Nov. 30, 2025. DO and JHA will have their name added onto the Lease Agreement, and CHA Jr is to be removed from the Lease Agreement.</p> <p>Compass Commercial Realty LP manages the City-owned properties surrounding the Green Lane Landfill site on behalf of City of Toronto. A credit check on the Tenant was conducted and was deemed to be satisfactory.</p>
Terms	See Appendix " A ".

Property Details	Ward:	00 – Outside City
	Assessment Roll No.:	3939 01 9 040 04101
	Approximate Size:	2,422 square feet
	Approximate Area:	N/A
	Other Information:	N/A

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 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 checked="" 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:
<ul style="list-style-type: none"> 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:
<ul style="list-style-type: none"> 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			
<input checked="" type="checkbox"/> Complies with General Conditions in Appendix B of City of Toronto Municipal Code Chapter 213, Real Property			
Consultation with Councillor(s)			
Councillor:	N/A - 00 – Outside City		Councillor:
Contact Name:			Contact Name:
Contacted by:	Phone	<input checked="" type="checkbox"/> E-Mail	Memo
Comments:	Other		Other
Consultation with Divisions and/or Agencies			
Division:	Solid Waste Service Management		Division:
Contact Name:	Sara Little		Contact Name:
Comments:	No issues		Comments:
Legal Services Division Contact			
Contact Name:	Chris Cieslik (comments incorporated)		

DAF Tracking No.: 2026 - 019	Date	Signature
Concurred with by:		X
<input checked="" type="checkbox"/> Recommended by: Manager, Real Estate Services Eric Allen	2026-04-08	Signed by Eric Allen
<input type="checkbox"/> Approved by:		
<input checked="" type="checkbox"/> Approved by: Director, Real Estate Services Alison Folosea	2026-04-13	Signed by Alison Folosea

Appendix "A"

Major Terms and Conditions

Gross Rent:	Current monthly rent: \$1,553.64 / month (no HST)
Additional Rent:	N/A
Term:	Month to Month
Use:	Residential
Landlord's Work:	N/A
Utilities:	Tenant is responsible for water, gas, heating, and hydro.
Deposit:	\$1,350.00, applicable to the last month rent. The tenant agrees to increase the amount of deposit for the last month's rent to the current monthly rent as it may be increased from time to time by paying the Landlord the difference between the then currently-held deposit and the newly increased monthly rent.
Tenant Ending the Tenancy:	At least 60 days' notice.
Landlord Ending the Tenancy:	Must give proper notice with LTB forms in certain situation set out under the <i>Residential Tenancies Act, 2006</i> (the Act).
Payment:	Rent is to be paid in advance of the 1 st of the month, and subject to any increases imposed thereon by the Landlord from time to time at least (90) days prior written notice in accordance with the Ontario Landlord and Tenant Board guidelines.
Insurance:	The tenant is to maintain: <ul style="list-style-type: none"> a) Third party bodily injury and property damage liability insurance in the amount of at least \$1,000,000.00 per occurrence. b) All risks property insurance in an amount equal to one hundred percent (100%) of the full replacement cost, insuring all property located on the Property that is owned by the Tenant, installed by or on behalf of the Tenant, or for which the Tenant is legally liable, including, without limited the generality of the foregoing, all the leasehold improvements, furniture, and equipment; and c) Such other insurance as a prudent tenant, acting reasonably, would maintain.
Indemnity:	The Tenant shall at all times release, indemnify, and save harmless the City and its representatives from and against any and all manner of claims, demands, damages (including indirect and consequential damages), losses, liabilities, costs, charges, fines, penalties, orders, expenses, actions, and other proceedings whatsoever made or brought against, suffered by, or imposed upon the City and its representatives, in connection with any loss, damage, or injury (including property damage, personal injury, bodily injury, and death) to any person, animal, or property arising or resulting directly or indirectly from any and all of: a) the exercise of the Lease; b) the occupation or use by the Tenant of the property or any part thereof; c) any occurrence in, on, or about the property; and d) the breach by the Tenant of any covenant or agreement under the lease.
Acknowledgement:	The Tenant acknowledges that the City owns and operates a landfill and associated operations known as the Green Lane Landfill (the "Landfill"), and that the operation of the Landfill shall not be deemed to constitute a nuisance, annoyance, or similar concern constituting a default of the obligations of the City under the lease or providing the Tenant with any right of set-off in respect of the payment of rent. The Tenant further agrees not to object to any application, appeal, or Regulatory filing in respect of the continued operation of the Landfill or the expansion thereof, and cooperate with the City in respect of any such applications, appeals, or filings, as reasonably requested by the City.

Appendix "B"

Location Map & Floor Plan

1. 6633 Bells Road

PT LT 21 CON 2, PT 1 34R561 MIDDLESEX CENTRE TWP/DELAWARE (PIN: 09719-0019)



