



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

TRACKING NO.: 2026-011

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

Prepared By:	Myron Menezes	Division:	Corporate Real Estate Management
Date Prepared:	January 19, 2026	Phone No.:	(416) 338-3586

Purpose
 To obtain authority to enter into a lease extension and amending agreement with The Manufacturers Life Insurance Company (the "Landlord") with respect to Suites 201, 202 and 203 at the property municipally known as 375 University Avenue, Toronto for the continued use of the premises as office space for the Accountability Officers (the "Lease Agreement").

Property
 Suites 201, 202 and 203 at 375 University Avenue, Toronto, (the "Leased Premises"), as shown on the Location Map in Appendix "B".

Actions
 1. Authority be granted to enter into the Lease Agreement with the Landlord, 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
 The total estimated cost to the City for the five (5) year lease extension, commencing December 1, 2025 and expiring November 30, 2030 is approximately \$2,347,113.91 (plus HST) or \$ \$2,388,423.12 (net of HST recoveries). This figure includes the payment by the City of basic rent and additional rent in the form of a proportionate share of the operating costs and the realty taxes (if applicable) for the Leased Premises.

Fiscal Year	Term/Period	Total Expenditures (plus HST)	Total Expenditures (net of HST recoveries)
2025	Dec 1, 2025 - Dec 31, 2025	\$13,037.18	\$13,266.63
2026	Jan 1, 2026 - Dec 31, 2026	\$350,886.61	\$357,062.21
2027	Jan 1, 2027 - Dec 31, 2027	\$494,198.39	\$502,896.29
2028	Jan 1, 2028 - Dec 31, 2028	\$499,860.00	\$508,657.53
2029	Jan 1, 2029 - Dec 31, 2029	\$513,820.33	\$522,863.56
2030	Jan 1, 2030 -Nov 30, 2030	\$475,311.40	\$483,676.88
Total	Dec 1, 2025 - Nov 30, 2030	\$2,347,113.91	\$2,388,423.12

Comments
 Funding for 2026 has been included in the 2026 Operating Budget submission for Corporate Real Estate Management (CREM) under cost center FA200-10.S and cost elements 4525 for basic rent and 4433 for CAM. Funding for future year expenditures will be addressed through the City's annual budget process and included as part of future year budget submissions for Council consideration. Details of the financials are shown in Appendix A.

The Chief Financial Officer and Treasurer has reviewed this DAF and agrees with the financial implications as identified in the Financial Impact section.

At its meeting held on July 6, 7 and 8, 2010, City Council adopted Item GM32.15, authorizing a ten (10) year lease of the Leased Premises for the term commencing December 1, 2010 and expiring November 30, 2020. Under DAF No. 2021-010, the lease was amended and extended at the then fair market value for a further five (5) year term from December 1, 2020 to November 30, 2025 (the "Lease").

The City of Toronto's Integrity Commissioner, Lobbyist Registrar and Ombudsman Toronto require the continued occupancy of the Leased Premises, as the location is easily accessible and provides convenient proximity to City Hall. As set out in Item 2020.EX18.2, the Leased Premises is excluded from the ModernTO Workplace Modernization Program and the recommended portfolio direction is to remain as a status quo site.

The City and the Landlord have agreed to a further five (5) year extension on the same terms and conditions as the Lease except for the amendments set out in Appendix "A". The proposed rent and other major terms and conditions of the Lease Agreement are considered to be fair, reasonable and reflective of market rates.

Terms
 See Appendix "A".

Property Details	Ward:	Ward 10 – Spadina-Fort York
	Assessment Roll No.:	1904-06-6-110-00100
	Approximate Size:	
	Approximate Area:	908.96 m2 ± (9,784 ft2 ±)
	Other Information:	Part of PIN 212000043

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/Licenser):	<input type="checkbox"/> (a) Where total compensation (including options/renewals) does not exceed \$3 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. 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 checked="" 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:
<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	
<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:	Ausma Malik
Contact Name:	Nora Cole
Contacted by:	<input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Memo <input type="checkbox"/> Other
Comments:	No objections
Consultation with Divisions and/or Agencies	
Division:	City Clerk's Office (on behalf of Accountability officers)
Contact Name:	Lesley Ruscica
Comments:	Comments Incorporated
Legal Services Division Contact	
Contact Name:	Chris Cieslik

DAF Tracking No.: 2026-011	Date	Signature
Recommended by: Manager, Real Estate Services Leila Valenzuela	Jan 19, 2026	Signed by Leila Valenzuela
Recommended by: Director, Real Estate Services Alison Folosea	Jan 19, 2026	Signed by Alison Folosea
<input type="checkbox"/> Recommended by: Executive Director, Corporate Real Estate Management <input checked="" type="checkbox"/> Approved by: Patrick Matozzo	Jan 21, 2026	Signed by Patrick Matozzo
<input type="checkbox"/> Approved by: Deputy City Manager, Corporate Services David Jollimore		X

Appendix "A"**Major Terms & Conditions**

Term	Five (5) years commencing on December 1, 2025 and expiring on November 30, 2030
Net Rent:	<p>Year 1: \$34.00 per square foot applicable to the rentable area, totaling \$166,328.16 plus HST (including 6 months Basic Rent Free amount period) per annum with monthly installments of \$27,721.33;</p> <p>Years 2 and 3: \$34.00 per square foot applicable to the rentable area, totaling \$332,656.00 per annum with monthly installments of \$27,721.33;</p> <p>Years 4 and 5: \$35.00 per square foot applicable to the rentable area, totaling \$342,440.00 per annum with monthly installments of \$28,536.67</p>
Additional Rent	The City shall continue to pay its proportionate share of common area expenses which are estimated for 2026 at \$15.99 per square foot per annum applicable to the rentable area, totaling \$156,446.16 per annum with monthly installments of \$13,037.18. These costs will continue to be reconciled at the end of the year.
Parking:	The Landlord shall continue to provide to the City the option to license four (4) unreserved underground parking spaces at a monthly market value rate upon request, in accordance with Section 5 of Schedule "G" of the Lease.
Basic Rent-Free Period (Tenant inducement):	City is not required to pay Basic Rent for first six (6) months of the Extension Term ("Basic Rent Free Period"). For clarity, all other terms of the Lease remain in full force and effect during the Basic Rent Free Period and thereafter, including without limitation, the payment of Additional Rent.
Landlord right of termination – demolish or substantially renovate the building:	if the landlord intends to demolish or renovate substantially all the building, the landlord may terminate the lease by giving 180 days advanced written notice. The Landlord shall not be able to exercise this right prior to November 30, 2030.
Landlord's work:	<p>The Landlord shall complete the following work, by March 20, 2026, at their sole cost and expense:</p> <ol style="list-style-type: none"> 1. Suite 202: Server door, located by the entrance to the kitchen just before the main area by the glass right beside it to be repaired for scratches on the middle or bottom or replaced if repair is not possible. 2. Wayfinding signage for another government tenant: Add more wayfinding signage for the Province of Ontario in the building to ensure pedestrian traffic is directed to the right areas. 3. Suite 203: Scratched up front entrance door to be repaired or replaced.

Appendix "B"

Location Map

