



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

TRACKING NO.: 2026-147

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

Prepared	Lianne Chen	Division:	Corporate Real Estate Management
Date	April 2, 2026	Phone No.:	416-392-7665
Purpose	To obtain authority to enter into a lease agreement (the " Lease Agreement ") with Masters School of Ministry (the " Tenant ") with respect to the property municipally known as 705 Progress Avenue, Unit 7, Toronto, for the purposes of office uses and storage.		
Property	Part of the property municipally known as 705 Progress Avenue, Toronto, as shown on the location map and premises sketches attached in Appendix " B " (the " Property "), comprising approximately 2,023 square feet and known as Unit 7 (the " Premises ").		
Actions	1. Authority be granted to enter into a three (3) year 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>705 Progress Avenue is a facility jointly owned by the City of Toronto (the "City") and the Toronto District School Board (collectively, the "Landlord"). Net revenues collected are divided equally between the parties. The City's portion of total revenues is \$44,337.42 (plus HST), based on the total minimum rent of \$88,674.83 (plus HST), for the period of thirty-six (36) months commencing on May 1, 2026, and ending April 30, 2029, as per the below table. The City's net revenue will be transferred to the dedicated parkland reserve fund (5% and 2% Land Acquisition Reserve Fund Scarborough - XR2007) less the management fee to be directed to the Operating Budget for Corporate Real Estate Management ("CREM"), under cost center FA1378 and will be included in future operating budget submissions for Council consideration.</p> <p>2026: \$16,521.17 (plus HST) 2027: \$29,670.67 (plus HST) 2028: \$31,693.67 (plus HST) 2029: \$10,789.33 (plus HST) Total: \$88,674.83 (plus HST)</p> <p>The Tenant is responsible for the proportionate share of realty taxes, building insurance and maintenance, as well as all other operating costs of the building, including water, gas, hydro, heating and air conditioning.</p> <p>The Chief Financial Officer and Treasurer has reviewed this Delegated Approval Form ("DAF") and agree with the financial impact section.</p>		
Comments	<p>705 Progress Avenue is an industrial mall type property consisting of approximately 156,000 square feet acquired in August 1996 by the former City of Scarborough in partnership with the former Scarborough Board of Education (the "Board"). Pending development of the property as a future park and a school facility, it was decided to continue leasing the units to multiple tenants. The former City of Scarborough and the Board entered into an Operating Agreement dated January 2, 1997, which provided that the City, in consultation with the Board, would engage a property manager (currently Compass Commercial Realty LP) and enter into a management agreement, whereby the City and the property manager would be responsible for the day-to-day operations of the Property.</p> <p>The proposed minimum rent and other major terms and conditions of the Lease Agreement are considered to be fair, reasonable and reflective of market rates.</p>		
Terms	See Appendix " A ".		
Property Details	Ward:	24-Scarborough Guildwood	
	Assessment Roll No.:	Part of 1901-05-2-810-04300	
	Approximate Size:	N/A	
	Approximate Area:	2,023 sq. ft.	
	Other Information:	N/A	

Revised: January, 2026

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/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 \$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/REOIs.</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 checked="" 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 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:	Paul Ainslie	Councillor:	
Contact Name:	Clarissa Hapin	Contact Name:	
Contacted by:	Phone <input type="checkbox"/> X E-Mail <input type="checkbox"/> Memo <input type="checkbox"/> Other <input type="checkbox"/>	Contacted by:	Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Memo <input type="checkbox"/> Other <input type="checkbox"/>
Comments:	No Objections	Comments:	
Consultation with Divisions and/or Agencies			
Division:	CreateTO/ Parks & Recreation	Division:	Financial Planning
Contact Name:	Nima Kia/Kirsten Stein	Contact Name:	Karen Liu
Comments:	No objections	Comments:	No concerns
Legal Services Division Contact			
Contact Name:	Douglas LaForce		

DAF Tracking No.: 2026-147	Date	Signature
Concurred with by: Manager, Real Estate Services Leila Valenzuela		X
<input type="checkbox"/> Recommended by: Manager, Real Estate Services Eric Allen	06-May-2026	Signed By Eric Allen
<input checked="" type="checkbox"/> Approved by:		
<input checked="" type="checkbox"/> Approved by: Director, Real Estate Services Alison Folosea	08-May-2026	Signed By Alison Folosea

Appendix "A"

Major Terms and Conditions

Minimum Rent:	<table border="0"> <tr> <td>Month 1</td> <td>\$0.00</td> </tr> <tr> <td>Months 2-12</td> <td>\$25,961.83 net of HST (\$14.00/ft²)</td> </tr> <tr> <td>Months 13-24</td> <td>\$30,345.00 net of HST (\$15.00/ft²)</td> </tr> <tr> <td>Months 25-36</td> <td>\$32,368.00 net of HST (\$16.00/ft²)</td> </tr> </table>	Month 1	\$0.00	Months 2-12	\$25,961.83 net of HST (\$14.00/ft ²)	Months 13-24	\$30,345.00 net of HST (\$15.00/ft ²)	Months 25-36	\$32,368.00 net of HST (\$16.00/ft ²)
Month 1	\$0.00								
Months 2-12	\$25,961.83 net of HST (\$14.00/ft ²)								
Months 13-24	\$30,345.00 net of HST (\$15.00/ft ²)								
Months 25-36	\$32,368.00 net of HST (\$16.00/ft ²)								
Additional Rent:	Estimated at \$8,591.01 for 2026, plus any applicable taxes, based on the 2026 operating cost budget rate of \$6.37/ft ² .								
Area of Premises:	Approximately 2,023 ft ² .								
Term:	Three (3) years (May 1, 2026 – April 30, 2029).								
Use:	General office use, financial workshops and storage.								
Prepaid Rent:	<p>First Month's Rent = \$3,880.47 (((\$14.00+6.37) x 2,023 SF/12 + HST)</p> <p>Last Month's Rent = \$4,261.47 (((\$16.00+6.37) x 2,023 SF/12 + HST)</p>								
Security Deposit:	\$4,261.47 (((\$16.00+6.37) x 2,023 SF/12 + HST)								
Option to Extend:	N/A								
Tenant's Early Termination:	N/A								
Landlord's Early Termination:	Upon three (3) months' written notice.								
Late Payment Charges:	1.25% per month or 15% per annum.								
Payment:	Tenant to provide post-dated monthly cheques or arrange to pay the same by pre-authorized bank payment.								
Parking:	One parking space.								
Water Heater:	Tenant responsible for the installation and rental of its own water heater, and any related costs. If there is an existing heater present, then the Tenant shall be responsible for the cost of repair and/or replacement, including any related costs.								
Tenant Acknowledgement:	The Tenant acknowledges that portions of the Lands and Building are being used to provide shelter services. The Tenant releases the Landlord from all liability, costs, damages, claims or demands claimed to be caused by such shelter services, including interference with business operation and quiet enjoyment.								

Appendix "B"

Location Map & Floor Plan



