



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

TRACKING NO.: 2026-255

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

Prepared By:	Joe Corigliano	Division:	Corporate Real Estate Management										
Date Prepared:	July 16, 2026	Phone No.:	416-397-7215										
Purpose	To obtain authority to enter into four (4) separate venue licence agreements with Kzemos Event, Inc. (the "Licensee") in respect to various dates for the use of a section of the property municipally known as Old City Hall, 60 Queen Street West, Toronto for the purpose of Candlelight Concert production (collectively the "Licence Agreements").												
Property	The property municipally known as Old City Hall, 60 Queen Street West, Toronto (the "Property"), as shown on the Location Map in Appendix "B"; parts of the building of the Property (the "Licensed Area").												
Actions	1. Authority be granted to enter into the Licence Agreement with the Licensee, 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 City will receive licence revenue of approximately \$20,656.40, plus any applicable taxes, under the four (4) licence agreements, subject to contingency adjustments of up to an additional \$10,328.20. All proceeds will be directed to the Corporate Services account for events held at Old City Hall (FA2329 FILM-CSTD-O CITY HALL). In addition, the City will receive an estimated \$11,791.15 plus any applicable taxes, for recovery of staffing costs, subject to contingency adjustments up to \$5,895.58 The City will also collect a refundable damage deposit in the amount of \$5,000.00 prior to each concert date. The minimum revenue to be received under the agreement, including licence fee and staffing cost recoveries, is \$36,665.73 including HST. The Chief Financial Officer and Treasurer has reviewed this DAF and agrees with the financial implications as identified in the Financial Impact section.												
Comments	The Licensee has requested the use of the Licensed Area and has worked closely with the Property Management and Key Assets unit of the Corporate Real Estate Management Division to identify the specific dates, times, and locations required for the Candlelight Concert event and related production activities. The Candlelight Concert is a live music concert series designed to provide an intimate and immersive musical experience within an architecturally significant venue. To ensure the event can be delivered safely and responsibly, a comprehensive production meeting was held with facilities and operational staff from Old City Hall, together with the Licensee's production and technical representatives to coordinate all event and production requirements. This collaborative planning process ensures that all production activities will be undertaken in a manner that protects the integrity of the National Historic Site and minimizes any potential impacts to the building. All activities authorized under the Licence Agreement will be carried out in accordance with applicable City policies and procedures, with appropriate City staff in attendance throughout the event on a full cost-recovery basis. The proposed licence fee and other major terms and conditions of the Licence Agreements are considered to be fair, reasonable and reflective of market rates.												
Terms	See Appendix "A".												
Property Details	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Ward:</td> <td>13 – Toronto Centre</td> </tr> <tr> <td>Assessment Roll No.:</td> <td></td> </tr> <tr> <td>Approximate Size:</td> <td>(5,900 ft² ±)</td> </tr> <tr> <td>Approximate Area:</td> <td></td> </tr> <tr> <td>Other Information:</td> <td></td> </tr> </table>			Ward:	13 – Toronto Centre	Assessment Roll No.:		Approximate Size:	(5,900 ft ² ±)	Approximate Area:		Other Information:	
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A.	Manager, Real Estate Services has approval authority for:	Director, Real Estate Services has approval authority for:
1. Acquisitions: 2A. Expropriations Where City is Expropriating Authority: 2B. Expropriations For Transit-Related Purposes Where City is Property Owner or Has Interest in Property Being Expropriated: 3. Issuance of RFPs/REOs: 4. Permanent Highway Closures: 5. Transfer of Operational Management to Divisions, Agencies and Corporations: 6. Limiting Distance Agreements: 7. Disposals (including Leases of 21 years or more): 8. Exchange of land in Green Space System & Parks & Open Space Areas of Official Plan: 9. Leases/Licences (City as Landlord/Licensor): 10. Leases/Licences (City as Tenant/Licensee): 11. Easements (City as Grantor): 12. Easements (City as Grantee): 13. Revisions to Council Decisions in Real Estate Matters: 14. Miscellaneous:	☐ Where total compensation does not exceed \$50,000. ☐ Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$50,000. ☐ (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$50,000. ☐ (b) Request Hearings of Necessity. ☐ (c) Waive Hearings of Necessity. Delegated to more senior positions. Delegated to more senior positions. Delegated to more senior positions. ☐ Where total compensation does not exceed \$50,000. ☐ Where total compensation does not exceed \$50,000. Delegated to more senior positions. ☐ (a) Where total compensation (including options/ renewals) does not exceed \$50,000. ☐ (b) Where compensation is less than market value, for periods not exceeding three (3) months, including licences for environmental assessments and/or testing, etc. Leases pursuant to the Community Space Tenancy Policy delegated to a more senior position. ☐ Where total compensation (including options/ renewals) does not exceed \$50,000. ☐ Where total compensation does not exceed \$50,000. Delegated to more senior positions. ☐ Where total compensation does not exceed \$50,000. Delegated to more senior positions. Delegated to more senior positions.	☐ Where total compensation does not exceed \$1 Million. ☐ Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$1 Million. ☐ (a) Acceptance of statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$1 Million. ☐ (b) Request Hearings of Necessity. ☐ (c) Waive Hearings of Necessity. ☐ Issuance of RFPs/REOs. ☐ Initiate process & authorize GM, Transportation Services to give notice of proposed by-law. Delegated to more senior positions. ☐ Where total compensation does not exceed \$1 Million. ☐ Where total compensation does not exceed \$1 Million. ☐ Exchange of land in Green Space System and Parks and Open Space Areas of Official Plan. ☒ (a) Where total compensation (including options/ renewals) does not exceed \$1 Million. ☐ (b) Where compensation is less than market value, for periods not exceeding six (6) months, including licences for environmental assessments and/or testing, etc. Leases pursuant to the Community Space Tenancy Policy delegated to a more senior position. ☐ Where total compensation (including options/ renewals) does not exceed \$1 Million. ☐ (a) Where total compensation does not exceed \$1 Million. ☐ (b) When closing roads, easements to pre-existing utilities for nominal consideration. ☐ Where total compensation does not exceed \$1 Million. ☐ Amendment must not be materially inconsistent with original decision (and subject to General Condition (U)). ☐ (a) Approvals, Consents, Notices and Assignments under all Leases/Licences ☐ (b) Releases/Discharges ☐ (c) Surrenders/Abandonments ☐ (d) Enforcements/Terminations ☐ (e) Consents/Non-Disturbance Agreements/ Acknowledgements/Estoppel Certificates ☐ (f) Objections/Waivers/Cautions ☐ (g) Notices of Lease and Sublease ☐ (h) Consent to regulatory applications by City, as owner ☐ (i) Consent to assignment of Agreement of Purchase/Sale; Direction re Title ☐ (j) Documentation relating to Land Titles applications ☐ (k) Correcting/Quit Claim Transfer/Deeds

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

- 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:

- 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

☒ Complies with General Conditions in Appendix B of City of Toronto Municipal Code Chapter 213, Real Property

Consultation with Councillor(s)

Councillor:	Chris Moise	Councillor:	
Contact Name:	Tyler Johnson	Contact Name:	
Contacted by:	Phone ☐ X ☒ E-Mail ☐ Memo ☐ Other ☐	Contacted by:	Phone ☐ E-mail ☐ Memo ☐ Other ☐
Comments:		Comments:	

Consultation with Divisions and/or Agencies

Division:	CREM – Property Management and Key Assets	Division:	Financial Planning
Contact Name:	Amelia Pettit	Contact Name:	Karen Liu
Comments:	Comments incorporated	Comments:	Comments incorporated

Legal Services Division Contact

Contact Name: Kenneth Farrell

DAF Tracking No.: 2026-255	Date	Signature
☒ Recommended by: Manager, Real Estate Services Leila Valenzuela	July 16, 2026	Signed By Leila Valenzuela
☐ Approved by:		
☒ Approved by: Director, Real Estate Services Alison Folosea	July 23, 2026	Signed By Alison Folosea

Appendix "A"

Major Terms and Conditions of the Four (4) Licence Agreements

	Licence 1	Licence 2	Licence 3	Licence 4
Term (Event Date)	September 25, 2026 3 pm-11 pm	October 23, 2026 3 pm - 11 pm	November 20, 2026 3 pm - 11 pm	December 4, 2026 3 pm - 11 pm

Fees:

	Sep 25, 2026	Oct 23, 2026	Nov 20, 2026	Dec 04, 2026	Total
Minimum License Fees					
License Fee	5,164.10	5,164.10	5,164.10	5,164.10	20,656.40
Staffing Services Fees	2,947.79	2,947.79	2,947.79	2,947.79	11,791.15
Subtotal	8,111.89	8,111.89	8,111.89	8,111.89	32,447.55
HST	1,054.55	1,054.55	1,054.55	1,054.55	4,218.18
Total License & Staffing Fees	\$ 9,166.43	\$ 9,166.43	\$ 9,166.43	\$ 9,166.43	\$ 36,665.73
Contingency (Where Applicable)					
License Contingency	2,582.05	2,582.05	2,582.05	2,582.05	10,328.20
Staffing Contingency	1,473.89	1,473.89	1,473.89	1,473.89	5,895.58
Subtotal	4,055.94	4,055.94	4,055.94	4,055.94	16,223.78
HST	527.27	527.27	527.27	527.27	2,109.09
Total Contingency	\$ 4,583.22	\$ 4,583.22	\$ 4,583.22	\$ 4,583.22	\$ 18,332.87
Damage Deposit	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00
Total Payable (Incl. Refundable Portions)	\$ 18,749.65	\$ 18,749.65	\$ 18,749.65	\$ 18,749.65	\$ 74,998.60

The following terms apply to all four (4) Licence Agreements:

Use: Event production

Options to Renew: None

Reconciliation: At the expiration of the Term:

(a) The City will make a final determination of the Staffing Services fee payable (the "Final Staffing Services Fee") and if it exceeds the Estimated Staffing Services Fee, the City will apply the damage deposit towards any difference. If there is still an outstanding amount, the City will provide the Licensee with an invoice for the applicable balance to be paid within 30 days of the end of the Term.

(b) If the Estimated Staffing Services Fee exceed the Final Staffing Services Fee, provided there are no outstanding obligations, monetary or otherwise of Licensee under the Licence Agreement, the City will return the difference, without interest, to the Licensee.

(c) Any amount of the Damage Deposit not applied as payment for damages or in respect of Final Staffing Services Fee, as applicable, will be returned to the Licensee without interest.

Insurance: Commercial General Liability in the amount of not less than \$2,000,000.00.

"As Is" Condition:	The Licensee accepts the condition of the Licensed Area "as is" at the date of the commencement of the Term and shall not require the City to pay for or do any work or supply any equipment or services except as specifically provided in this Licence.
Substitution:	The City reserves the right, acting reasonably and by providing reasonable written notice to the Licensee, to substitute the Licensed Area with other Corporate Real Estate Management managed locations, if available, due to circumstances beyond the City's control.
Event Date Cancellation:	The City reserves the right, acting reasonably and by providing reasonable written notice to the Licensee, to cancel any or all of the filming dates due to circumstances beyond the City's control. The City may provide alternative date(s) to the Licensee.
Early Termination:	The City reserves the right to cancel any or all of the event dates and shall make reasonable efforts, depending on the circumstances, to account for the Licensee's actual use of the Staffing Services and the Licensed Area resulting from the City's cancellation of the event dates in the calculation of the Final Staffing Services Fee and the adjustment of the Licence Fee, as may be.
Permits/Installations:	The Licensee acknowledges that it must obtain the Facility Event Coordinator's prior written approval for the location, placement, installation, and bracing or securing, of all furniture, equipment, signage, tents etc.; and that it will take all necessary steps to preserve the historic character of the Property.
General Requirements: The Licensee must:	(a) ensure all food service complies with Toronto Public Health Guidelines and all regulations as set out in https://www.toronto.ca/community-people/health-wellnesscare/health-programs-advice/food-safety/food-safety-at-special-events/; (b) comply with the with the Toronto Municipal Code Chapter 591, Noise Bylaw as well as any site-specific policy and procedure of which the City makes the Event Organizer aware. A copy of the exemption permit must be provided to the Facility Event Coordinator prior to the event to which the exemption permit applies; (c) keep the Licensed Area clean, tidy and presentable; (d) prominently display directional and informational signage for event staff and members of the public; (f) ensure all cables are fully matted and installed in such a way that is compliant with the Accessibility for Ontarians with Disabilities Act (the "AODA"); and (g) ensure their materials do not cover any safety signage or equipment.
Electrical Requirements:	The Licensee must receive approval from the Facility Event Coordinator for all electrical requirements and cable runs prior to the installation and event dates. The Licensee acknowledges that the City will not be providing any cables for the event. The Licensee will ensure that all cables used for the event will be safely installed, AODA compliant, and covered to avoid a trip hazard. The Licensee will ensure that all exposed electrical connections are unplugged in the event of a storm or rain. The Licensee will be billed back at a rate of \$15.00 per hour for electricity consumed while using a power source on City of Toronto property. The Licensee will follow all Electrical Safety Authority rules and regulations during the Term of the Agreement.
Load in/Load out:	The Licensee must ensure that each production vehicle is safely loaded at the Licensed Area and that production vehicles access the Licensed Area only by the access points approved by the Facility Event Coordinator. At all times, space must be maintained for emergency vehicles. The Licensee must abide by the following site and vehicle accommodation limits: Parking for up to 2 vehicles at a time permitted in the courtyard, and 2 vehicles at a time permitted on the front driveway.
Indemnity:	The Licensee shall release and indemnify the City and its mayor, council, directors, employees, contractors and agents (the "Indemnitees") of all claims, demands, damages, liabilities and other proceedings whatsoever (including those under or in connection with the Workplace Safety and Insurance Act, 1997 or any successor legislation), made against, suffered by or imposed on the Indemnitees or its property in respect of any loss, damage or injury to any person or property directly or indirectly arising out of, resulting from or sustained as a result of the Licensee's occupation or use of, or any operation in connection with, the Licensed Area and obligations under the Licence Agreement.
WSIB:	The Licensee shall secure, maintain and pay all costs for Workplace Safety and Insurance Board ("WSIB") workers' compensation coverage for its employees whether required statutorily or not under the Workplace Safety and Insurance Act, 1997.

Appendix "B"

Location Map

