



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

TRACKING NO.: 2026-276

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

Prepared By:	Ruby Padillo	Division:	Corporate Real Estate Management										
Date Prepared:	August 5, 2026	Phone No.:	416-392-3084										
Purpose	To obtain authority to enter into a licence agreement (" Licence Agreement ") with Good Shepherd Refuge Social Ministries (the " Licensee ") as agent and with the consent of Toronto and Region Conservation Authority (" TRCA ") with respect to the property bearing a municipal address of 1651 and 1655 Sheppard Ave West, Toronto to permit the operation of transitional shelter service.												
Property	Part of the property bearing municipal addresses of 1651 and 1655 Sheppard Ave West, Toronto, being part of PIN 10262-2694(LT) (the "Property"), as shown on the Location Map in Appendix B.												
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 licence fee is nominal. The City will be responsible for the payment of the utility costs associated with the Licensed Area throughout the term of the Licence. The funding is available in the Toronto Shelter and Support Services Operating Budget, under Cost Centre F03521 and FAC1710100000. 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 Property is located within Downsview Dells Park and is owned by the TRCA. In 1961, the City and TRCA entered into a management agreement which authorizes the City to manage, operate, maintain, and develop the TRCA-owned property at the City's expense, subject to TRCA approval requirements and oversight. The City proposed that TRCA be a signatory to the License Agreement but TRCA's preference was to issue a consent letter to the license. In 1990, Walker House at Downsview Dells Park was leased by Metropolitan Toronto, with TRCA approval, to Renascent Foundation Inc.. In 1999, the City entered into a sublease, following Renascent Foundation's relocation, to accommodate shelter and rehabilitation programming through its Community and Neighbourhood Services Shelter, Housing and Support Division (now Toronto Shelter and Support Services), marking the beginning of the site's long-standing use within Toronto's shelter system. To maintain the Property's use in support of homelessness services, the City proposes to license the premises to the Licensee for the continued operation of a transitional shelter program by a third-party provider. The proposed licence fee is nominal, and other major terms and conditions of the Licence Agreement are considered fair and reasonable.												
Terms	See Appendix A												
Property Details	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Ward:</td> <td>6 – York Centre</td> </tr> <tr> <td>Assessment Roll No.:</td> <td>-</td> </tr> <tr> <td>Approximate Size:</td> <td>-</td> </tr> <tr> <td>Approximate Area:</td> <td>7,750 sqft</td> </tr> <tr> <td>Other Information:</td> <td>-</td> </tr> </table>			Ward:	6 – York Centre	Assessment Roll No.:	-	Approximate Size:	-	Approximate Area:	7,750 sqft	Other Information:	-
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A.	Executive Director, Corporate Real Estate Management has approval authority for:	Deputy City Manager, Corporate 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/REOIs: 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 \$3 Million. ☐ Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$3 Million. ☐ (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. ☐ Issuance of RFPs/REOIs. ☐ Initiate process & authorize GM, Transportation Services to give notice of proposed by-law. ☐ Transfer of Operational Management to Divisions, Agencies and Corporations. ☐ Where total compensation does not exceed \$3 Million. ☐ Where total compensation does not exceed \$3 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 \$3 Million. ☒ (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. ☐ Where total compensation (including options/ renewals) does not exceed \$3 Million. ☐ (a) Where total compensation does not exceed \$3 Million. ☐ (b) When closing roads, easements to pre-existing utilities for nominal consideration. ☐ Where total compensation does not exceed \$3 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	☐ Where total compensation does not exceed \$5 Million. ☐ Statutory offers, agreements and settlements where total compensation does not cumulatively exceed \$5 Million. ☐ (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. ☐ Issuance of RFPs/REOIs. ☐ Initiate process & authorize GM, Transportation Services to give notice of proposed by-law. ☐ Transfer of Operational Management to Divisions, Agencies and Corporations. ☐ Where total compensation does not exceed \$5 Million. ☐ Where total compensation does not exceed \$5 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 \$5 Million. ☐ (b) Where compensation is less than market value, for periods not exceeding twelve (12) months, including licences for environmental assessments and/or testing, etc. ☐ (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. ☐ Where total compensation (including options/ renewals) does not exceed \$5 Million. ☐ (a) Where total compensation does not exceed \$5 Million. ☐ (b) When closing roads, easements to pre-existing utilities for nominal consideration. ☐ Where total compensation does not exceed \$5 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. 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:	James Pasternak	Councillor:	
Contact Name:	James Pasternak	Contact Name:	
Contacted by:	☐ Phone ☒ E-Mail ☐ Memo ☐ Other	Contacted by:	☐ Phone ☐ E-mail ☐ Memo ☐ Other
Comments:	No Concerns	Comments:	

Consultation with Divisions and/or Agencies

Division:	Toronto Shelter and Support Services	Division:	Financial Planning
Contact Name:	Tracy Campbell & Loretta Ramadhin	Contact Name:	Karen Liu
Comments:	Comments Incorporated	Comments:	Comments Incorporated

Legal Services Division Contact

Contact Name:	Anders Knudsen
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DAF Tracking No.: 2026-276	Date	Signature
Recommended by: Manager, Real Estate Services Devi Mohan	August 5 2026	Signed By Devi Mohan
Recommended by: Director, Real Estate Services Alison Folosea		X
☐ Recommended by: Executive Director, Corporate Real Estate Management	August 7, 2026	Signed By Patrick Matozzo
☒ Approved by: Patrick Matozzo		
☐ Approved by: Interim Deputy City Manager, Corporate Services Sonia Brar		X

Appendix A – Major Terms and Conditions

Licence Fee:	Nominal
Licensed Area:	Approximately 7,750sqft, shown in Appendix C
Term:	1-year, commencing August 5, 2026 and expiring August 4, 2027
Use:	To provide accommodation as a transitional shelter. Program to eligible men 18 years or older who are experiencing homelessness, or are at risk of experiencing homelessness, and are committed to maintaining abstinence based programing and support.
Insurance:	• The Licensee is required to maintain comprehensive insurance coverage throughout the term of the licence. This includes all-risk property insurance (including flood and earthquake) for the full replacement value of all property, improvements, equipment, and contents located on the licensed area, as well as extra expense insurance for costs arising from loss of access to the site. • The Licensee must also carry comprehensive general liability insurance of at least \$5 million per occurrence, naming the City as an additional insured • The Licensee must maintain automobile liability insurance of at least \$1 million per accident.
Early Termination:	The City may terminate the Licence at any time by providing written notice at least 30 days in advance, specifying the effective termination date.
Restoration	Upon termination or expiry of the Licence, the Licensee must, at its own expense, remove any improvements or trade fixtures and restore the building and licensed area to their original condition, repairing any damage caused by the removal and ensuring no damage is done to City-constructed works.

Appendix B – Location Map

