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

TRACKING NO: 2026-032

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

Prepared By:	Claret Smith	Division:	Legal File No: 2600-752-9327-2026
Date Prepared:	January 14, 2026	Phone No.:	416 392-1488

Purpose

To consent to the release of Instrument Number LT505522, being an Encroachment Agreement, registered as a Charge on October 13, 1951 (the "Charge"), from the lands described as Parcel 75-3 Section M17, being part of Lot 75 North Side of Dundas Street, Plan M17, being PIN 10518-0039 (LT) (the "Property").

Property

3280 (3280A) Dundas Street West, Toronto.

Actions

To consent to the discharge of the Charge from the Property.

Financial Impact

There is no financial impact.

Comments

Prior owners entered into the above noted Encroachment Agreement/Charge with the City in connection with encroachment that existed with the construction and maintenance of an area containing a fuel oil fill pipe erected on the land that encroached over the public Highway. The metal oil pipes have been permanently capped and sealed and the owner has requested a release of the charge registered in relation to this encroachment.

Terms

Ann Marie Hyman, Permits & Enforcement, Transportation Services, confirmed by Memo dated January 14, 2026 and correspondence on January 15, that the metal pipes have been permanently capped and sealed and are no longer functioning. There is no objection to the discharge of the Charge from the Property.

Property Details

Ward:	Parkdale-High Park (4)
Assessment Roll No.:	n/a
Approximate Size:	
Approximate Area:	
Other Information:	n/a

A.	Manager, Real Estate Services has approval authority for:	Director, Real Estate Services has approval authority for:
1. Acquisitions:	☐ Where total compensation does not exceed $50,000.	☐ Where total compensation does not exceed $1 Million.
2A. Expropriations Where City is Expropriating Authority:	☐ Statutory offers, agreements and settlements where total compensation does not cumulatively exceed $50,000.	☐ Statutory offers, agreements and settlements where total compensation does not cumulatively exceed $1 Million.
2B. Expropriations For Transit-Related Purposes Where City is Property Owner or Has Interest in Property Being Expropriated:	☐ **(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.	☐ **(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.
3. Issuance of RFPs/REOIs:	**Delegated to more senior positions.**	☐ Issuance of RFPs/REOIs.
4. Permanent Highway Closures:	**Delegated to more senior positions.**	☐ Initiate process & authorize GM, Transportation Services to give notice of proposed by-law.
5. Transfer of Operational Management to Divisions, Agencies and Corporations:	**Delegated to more senior positions**.	**Delegated to more senior positions**.
6. Limiting Distance Agreements:	☐ Where total compensation does not exceed $50,000.	☐ Where total compensation does not exceed $1 Million.
7. Disposals (including Leases of 21 years or more):	☐ Where total compensation does not exceed $50,000.	☐ Where total compensation does not exceed $1 Million.
8. Exchange of land in Green Space System & Parks & Open Space Areas of Official Plan:	**Delegated to more senior positions**.	☐ Exchange of land in Green Space System and Parks and Open Space Areas of Official Plan.
9. Leases/Licences (City as Landlord/Licensor):	☐ **(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.	☐ **(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.	**Leases pursuant to the Community Space Tenancy Policy delegated to a more senior position.**
10. Leases/Licences (City as Tenant/Licensee):	☐ Where total compensation (including options/ renewals) does not exceed $50,000.	☐ Where total compensation (including options/ renewals) does not exceed $1 Million.
11. Easements (City as Grantor):	☐ Where total compensation does not exceed $50,000. **Delegated to more senior positions.**	☐ **(a)** Where total compensation does not exceed $1 Million. ☐ **(b)** When closing roads, easements to pre-existing utilities for nominal consideration.
12. Easements (City as Grantee):	☐ Where total compensation does not exceed $50,000.	☐ Where total compensation does not exceed $1 Million.
13. Revisions to Council Decisions in Real Estate Matters:	**Delegated to more senior positions.**	☐ Amendment must not be materially inconsistent with original decision (and subject to General Condition (U)).
14. Miscellaneous:	**Delegated to more senior positions.**	☐ **(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			
[x] Complies with General Conditions in Appendix B of City of Toronto Municipal Code Chapter 213, Real Property			
Consultation with Councillor(s)			
Councillor:		Councillor:	
Contact Name:		Contact Name:	
Contacted by: [ ] Phone [ ] E-Mail [ ] Memo [ ] Other		Contacted by: [ ] Phone [ ] E-mail [ ] Memo [ ] Other	
Comments:		Comments:	
Consultation with Divisions and/or Agencies			
Division:	Transportation Services	Division:	
Contact Name:	Ann Marie Hyman	Contact Name:	
Comments:	No Objections	Comments:	
Legal Services Division Contact			
Contact Name:	Claret Smith, Legal Conveyancing Clerk		

DAF Tracking No.: 2026-032	**Date**	**Signature**
[x] **Recommended by:** **Deputy City Solicitor, Real Estate Law Ray Mickevicius** [ ] **Approved by:**	Jan 15/26	Signed By Ray Mickevicius
[x] **Approved by:** **Director, Real Estate Services Alison Folosea**	Jan 15/26	Signed By Alison Folosea