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

TRACKING NO.: 2026-286

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

Prepared By:	Trixy Pugh	Division:	Corporate Real Estate Management
Date Prepared:	October 7, 2026	Phone No.	(416) 392-8160

Purpose

To obtain authority to enter into a licence agreement with Metrolinx with respect to part of the property municipally known as 238 Queen Street West for the purpose of installing reference prism monitors on the building facade in connection with the construction of the Ontario Line project (the "Licence").

Property

Parts of the property municipally known as 238 Queen Street West, being parts PIN 21207-0008(LT) (the “Property”) as shown on the Location Map attached as Appendix "A".

Actions

1. Authority be granted to enter into the Licence with the Metrolinx, substantially on the major terms and conditions set out below, 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 $1,000 (plus HST) for the initial term and any extension term. Revenues will be directed to the Operating Budget for Corporate Real Estate Management under Cost Centre FA1474 and functional area code 3220200000.

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

Comments

On December 15, 2021, City Council adopted item EX28.12 “Metrolinx Subways Program – Real Estate Protocol and Principles for Subways and GO Expansion Programs.” Upon its adoption, the City, TTC and Metrolinx entered into an agreement dated June 16, 2022 which outlined the process for real estate transactions related to subway projects (the “Real Estate Protocol”). The Real Estate Protocol provides a clear process for the City, TTC and Metrolinx to follow relating to the acquisition, ownership and disposition of real property between the parties, both temporary and permanent interests, required for the Subways Program which includes the Ontario Line.

Metrolinx requires temporary access to, and use of the Property for the installation and maintenance of prism survey equipment in connection with construction of the Ontario Line.

The proposed licence fee and other major terms and conditions of the Licence are considered to be fair, reasonable and reflective of market rates.

On June 26, 2024, City Council adopted staff report EX15.2 titled “Priorities in Transit Expansion and Transit-Oriented Communities Projects.” The report contained a recommendation that required Metrolinx to provide the City with certain information prior to completing any further real estate transactions involving City lands. The Transit Expansion (TE) Division has confirmed that Metrolinx has provided satisfactory information about its mitigation efforts related to construction impact to residential tenants and businesses, which satisfies the conditions set out in EX15.2 relating to the Property.

Terms

- Term: Seventeen (17) months commencing upon the full execution of the Licence, with an option for Metrolinx to extend the term for an additional period of four (4) years upon delivering three (3) months of prior written notice to the City
- Fee: $1,000 (plus HST) for initial term and the extension term

Property Details

Ward:	13 – Toronto Centre
Assessment Roll No.:	1904-06-5-070-00100
Approximate Size:	
Approximate Area:	588.7 m^2 ± (6,336.7 ft^2 ±)
Other Information:	

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. **Leases pursuant to the Community Space Tenancy Policy delegated to a more senior position.**	☐ **(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.**
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:	Chris Moise							Councillor:					
Contact Name:	Councillor Moise							Contact Name:					
Contacted by:		Phone	X	E-Mail		Memo		Other	Contacted by:		Phone		E-mail		Memo		Other
Comments:	Advised								Comments:								
Consultation with Divisions and/or Agencies													
Division:	TPA								Division:	**Financial Planning**							
Contact Name:	Pinremola Olufemi								Contact Name:	Karen Liu							
Comments:	Incorporated into DAF								Comments:	Incorporated into DAF							
Legal Services Division Contact													
Contact Name:	Luxmen Aloysius												

DAF Tracking No.: 2026-286	**Date**	**Signature**
Concurred with by: Manager, Real Estate Services Leila Valenzuela	Oct 8, 2026	Signed By Leila Valenzuela
[ ] **Recommended by:** **Manager, Real Estate Services** [X] **Approved by:** **Vinette Prescott-Brown**	Oct 7, 2026	Signed By Vinette Prescott-Brown
[ ] **Approved by:** **Director, Real Estate Services** **Alison Folosea**		X

Appendix "A"

Location Map and Aerial



