



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

**TRACKING NO.: 2025-308**

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

|                       |                    |                   |                                  |
|-----------------------|--------------------|-------------------|----------------------------------|
| <b>Prepared By:</b>   | Akhilesh Tekchand  | <b>Division:</b>  | Corporate Real Estate Management |
| <b>Date Prepared:</b> | September 25, 2025 | <b>Phone No.:</b> | 416-648-7061                     |

|                         |   |
|-------------------------|---|
| <b>Purpose</b>          | To obtain authority to enter into a licence agreement with Red Apple Day Care (Overlea) (the "Licensee") with respect to a portion of the property municipally known as 8450 Sheppard Avenue East, Toronto for the purpose of permitting the Licensee to enter and maintain the daycare space and provide custodial services on an interim basis (the "Licence Agreement").   |
| <b>Property</b>         | Part of property municipally known as 8450 Sheppard Avenue East, Toronto, legally described as Block 168, Plan 66M2419, City of Toronto, being all of PIN 06054-2251(LT), (the "Property"), as shown on the Location Map in Appendix "B".   |
| <b>Actions</b>          | 1. Authority be granted to enter into the Licence Agreement with the Licensee, 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.   |
| <b>Financial Impact</b> | The License Agreement is for nominal consideration.<br>The Chief Financial Officer and Treasurer have reviewed this DAF and agree with the financial implications as identified in the Financial Impact section.  |
| <b>Comments</b>         | On August 6, 2025, the City entered into a nominal lease agreement (the "Lease") with the Licensee to operate a child care centre located within the City-owned Property known as Rouge Valley Community Recreation & Child Care Centre as authorized under Item 2025.GG22.14.<br><br>Authority is being sought to execute a temporary license agreement with the Licensee at the Property to permit the Licensee to enter and maintain portions of the Property that serve the daycare space and provide custodial services on an interim basis. This arrangement is necessary due to delays in finalizing the City's custodial contract for the facility. |
| <b>Terms</b>            | See Appendix "A"  |

|                         |                             |                             |
|-------------------------|-----------------------------|-----------------------------|
| <b>Property Details</b> | <b>Ward:</b>                | 25 – Scarborough-Rouge Park |
|                         | <b>Assessment Roll No.:</b> |                             |
|                         | <b>Approximate Size:</b>    |                             |
|                         | <b>Approximate Area:</b>    |                             |
|                         | <b>Other Information:</b>   |                             |

| 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 &amp; Parks &amp; 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><b>Delegated to more senior positions.</b></p> <p><b>Delegated to more senior positions.</b></p> <p><b>Delegated to more senior positions.</b></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><b>Delegated to more senior positions.</b></p> <p><input type="checkbox"/> (a) Where total compensation (including options/ renewals) does not exceed \$50,000.</p> <p><input checked="" 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><b>Leases pursuant to the Community Space Tenancy Policy delegated to a more senior position.</b></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><b>Delegated to more senior positions.</b></p> <p><input type="checkbox"/> Where total compensation does not exceed \$50,000.</p> <p><b>Delegated to more senior positions.</b></p> <p><b>Delegated to more senior positions.</b></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 &amp; authorize GM, Transportation Services to give notice of proposed by-law.</p> <p><b>Delegated to more senior positions.</b></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 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><b>Leases pursuant to the Community Space Tenancy Policy delegated to a more senior position.</b></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:**

- 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:   | Mayor Olivia Chow  | Councillor:   |   |
| Contact Name: | Karla Webber-Gallagher   | Contact Name: |   |
| Contacted by: | <input type="checkbox"/> Phone <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Memo <input type="checkbox"/> Other | Contacted by: | <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Memo <input type="checkbox"/> Other |
| Comments:     | Advised  | Comments:     |   |

**Consultation with Divisions and/or Agencies**

|               |                       |               |                           |
|---------------|-----------------------|---------------|---------------------------|
| Division:     | Children's Services   | Division:     | <b>Financial Planning</b> |
| Contact Name: | Suzanne Cooke-Wooland | Contact Name: | Karen Liu                 |
| Comments:     | Concurred             | Comments:     | Concurred                 |

**Legal Services Division Contact**

|               |                  |
|---------------|------------------|
| Contact Name: | Finuzza Mongiovi |
|---------------|------------------|

| DAF Tracking No.: 2025-308   | Date           | Signature                        |
|--|----------------|----------------------------------|
| Concurred with by: Manager, Real Estate Services<br>Vinette Prescott-Brown             | Sept. 29, 2025 | Signed by Vinette Prescott-Brown |
| <input type="checkbox"/> Recommended by: Manager, Real Estate Services<br>Josie Lee    | Sept. 29, 2025 | Signed by Josie Lee              |
| <input checked="" type="checkbox"/> Approved by:                                       |                |                                  |
| <input type="checkbox"/> Approved by: Director, Real Estate Services<br>Alison Folosea |                | X                                |

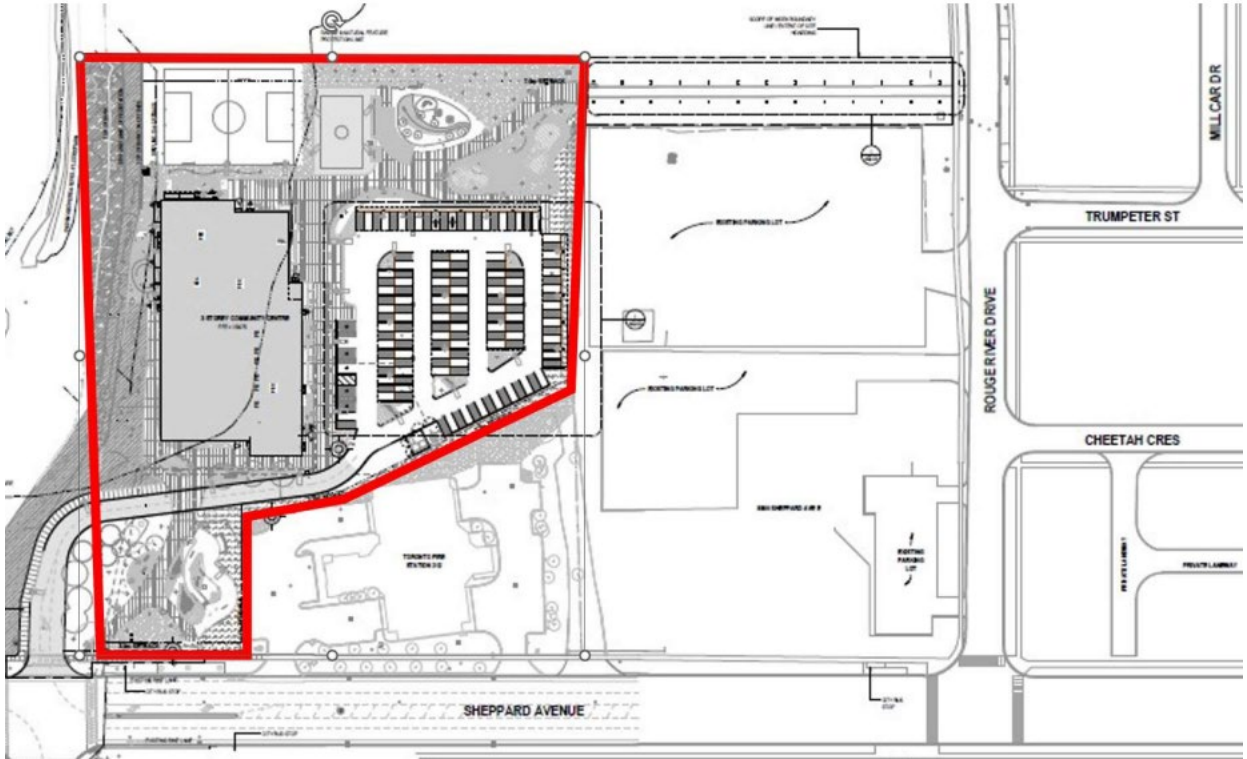
**Appendix "A"**

**Major Terms and Conditions**

- Licence Fee: \$2.00 total for initial term, plus applicable costs
- Term: October 1, 2025 to November 30, 2025
- Options to Renew: One 1-month extension with 2 weeks' prior notice
- Use: Cleaning, custodial, and waste removal services supporting childcare
- Insurance: CGL insurance of \$5M and property insurance for owned items, with the City named as additional insured.
- Early Termination: Upon damage, default, or City notice of building operation

### Appendix "B"

### Location Map



### Sketch of Licensed Premises

