



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

TRACKING NO.: 2026-124

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

Prepared By:	Latoya Gordon	Division:	Corporate Real Estate Management
Date Prepared:	April 21, 2026	Phone No.:	942-444-9499
Purpose	To obtain authority to enter into a licence agreement with Infrastructure Maintenance Ltd. ("the Licensee") with respect to the properties municipally known as 8270 Sheppard Avenue East and 891 Morningside Avenue for the purpose of short-term parking and storage of commercial equipment related to the City's winter maintenance program (the "Licence Agreement").		
Property	A portion of the properties municipally known as 8270 Sheppard Avenue East, Toronto, being part of PIN 06054- 0759 (LT), and 891 Morningside Avenue, Toronto, being part of PIN 06192-0392 (LT) as shown in Appendices "B" and "B-1".		
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 amended terms as deemed appropriate by the approving authority herein, and in a form satisfactory to the City Solicitor.		
Financial Impact	<p>The City will receive total licensee fee revenue of \$68,288.70, plus HST, for the initial six (6) month term as shown in Appendix "A". Upon renewal the annual licence fee will be the amount charged for the previous year increased by the annual average rate of Consumer Price Index published by Statistics Canada applicable to the City of Toronto.</p> <p>Funds are to be directed to Transportation Services Cost Center TS6000.</p> <p>The Chief Financial Officer and Treasurer has reviewed this DAF and agrees with the financial implications as identified in the Financial Impact section.</p>		
Comments	<p>To facilitate contractors retained by the City to deliver the winter maintenance program, the City will enter into a licence agreement permitting the short-term use of a designated municipal yard for the parking and storage of commercial vehicles and winter maintenance equipment during the off-season.</p> <p>The licence agreement will automatically extend to align with the full term of the contractor's winter maintenance contract. This alignment will ensure contractors have continuous access to the storage space, therefore supporting their ability to meet operational and contractual obligations under the winter maintenance service agreements.</p> <p>The proposed licence fee and the other major terms and conditions of the Licence Agreement are considered fair, reasonable, and reflective of market rates.</p>		
Terms	See Appendix "A" Major Terms and Conditions.		
Property Details	Ward:	Scarborough-Rouge Park	
	Assessment Roll No.:	N/A	
	Approximate Size:	Shown in Appendix "B"	
	Approximate Area:	Shown in Appendix "B"	
	Other Information:	N/A	

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/REOs:</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 & Parks & 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>Delegated to more senior positions.</p> <p>Delegated to more senior positions.</p> <p>Delegated to more senior positions.</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>Delegated to more senior positions.</p> <p><input type="checkbox"/> (a) Where total compensation (including options/ renewals) does not exceed \$50,000.</p> <p><input 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>Leases pursuant to the Community Space Tenancy Policy delegated to a more senior position.</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>Delegated to more senior positions.</p> <p><input type="checkbox"/> Where total compensation does not exceed \$50,000.</p> <p>Delegated to more senior positions.</p> <p>Delegated to more senior positions.</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/REOs.</p> <p><input type="checkbox"/> Initiate process & authorize GM, Transportation Services to give notice of proposed by-law.</p> <p>Delegated to more senior positions.</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 checked="" 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>Leases pursuant to the Community Space Tenancy Policy delegated to a more senior position.</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:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • 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			
<input checked="" type="checkbox"/> Complies with General Conditions in Appendix B of City of Toronto Municipal Code Chapter 213, Real Property			
Consultation with Councillor(s)			
Councillor:	Councillor Shan	Councillor:	
Contact Name:	Adam Chaleff	Contact Name:	
Contacted by:	Phone <input type="checkbox"/> X E-Mail <input type="checkbox"/> Memo <input type="checkbox"/> Other <input type="checkbox"/>	Contacted by:	Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Memo <input type="checkbox"/> Other <input type="checkbox"/>
Comments:	Advised	Comments:	
Consultation with Divisions and/or Agencies			
Division:	Transportation Services	Division:	Financial Planning
Contact Name:	Myles Currie	Contact Name:	Karen Liu
Comments:	Concurs	Comments:	
Legal Services Division Contact			
Contact Name:	Frank Weng		

DAF Tracking No.: 2026-124	Date	Signature
<input checked="" type="checkbox"/> Recommended by: Manager, Real Estate Services Vinette Prescott-Brown	April 24, 2026	Signed By Vinette Prescott-Brown
<input type="checkbox"/> Approved by:		
<input checked="" type="checkbox"/> Approved by: Director, Real Estate Services Alison Folosea	May 8, 2026	Signed By Alison Folosea

Appendix "A"

Major Terms and Conditions

Licensed Areas:

- 8270 Sheppard Ave shown as Parts 100, 200, 300, 400 and 500 on Appendix "B".
- 891 Morningside Ave. shown as Parts 100, 200, 300, 400, 500, 600, 700, 800, and 900 on Appendix "B-1".

Licence Fee: \$68,288.70, plus HST, payable in equal instalment of \$11,381.45 plus HST per month in advance on or before the 15th day of every month.

Initial Term: 6 months, April 15, 2025 to October 14, 2025.

Options to Extend: Licensee shall have 6 consecutive options to extend the Term for 6 months each, as shown listed below, on the same terms and conditions contained in the Licence Agreement, except the licence fee for the extension term will increase each year based on the average annual Consumer Price Index (CPI) for Toronto and will take effect each year by April 15.

Term	License Fee (Subject to CPI increase annually)	Total (Subject to HST)
Initial Term: April 15, 2025 - October 14, 2025	\$68,288.70	\$68,288.70
Extension 1: April 15, 2026 - October 14, 2026	\$68,288.70	\$136,577.40
Extension 2: April 15, 2027 - October 14, 2027	\$68,288.70	\$204,866.1
Extension 3: April 15, 2028 - October 14, 2028	\$68,288.70	\$273,154.8
Extension 4: April 15, 2029 - October 14, 2029	\$68,288.70	\$341,443.5
Extension 5: April 15, 2030 - October 14, 2030	\$68,288.70	\$409,732.2
Extension 6: April 15, 2031 - October 14, 2031	\$68,288.70	\$478,020.9

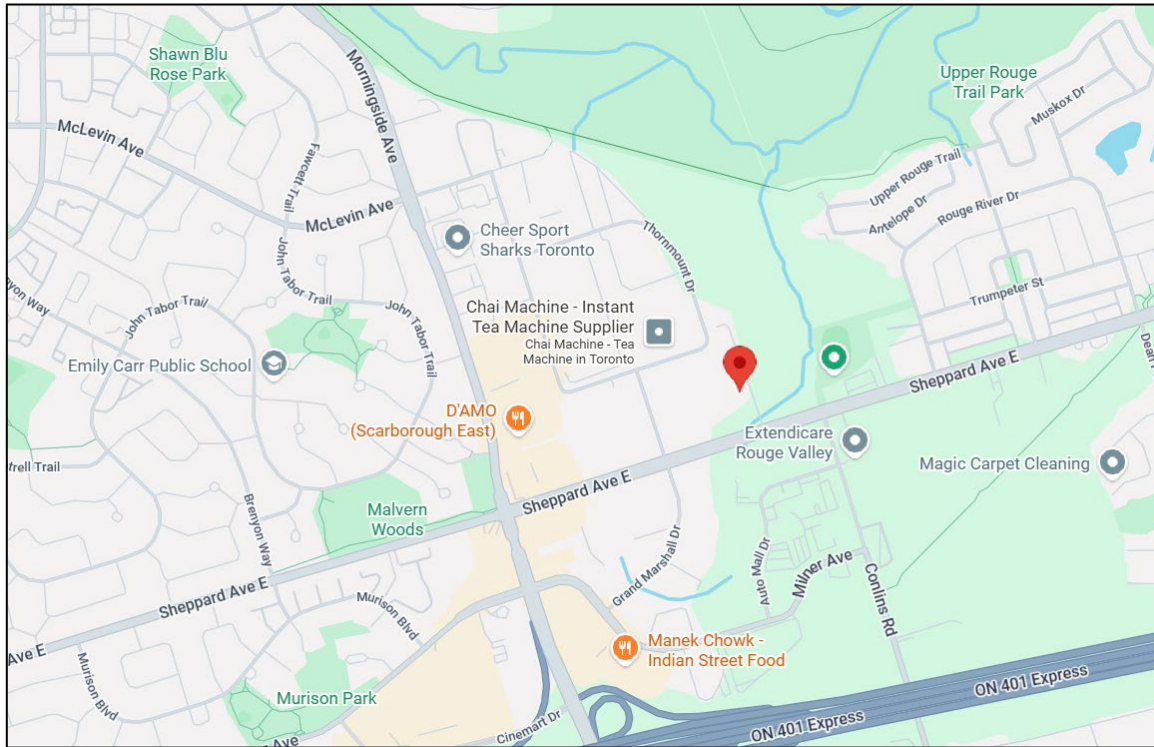
Use: Short-term parking lot for commercial vehicles (including trailers and trucks) and for storage of commercial equipment.

Insurance: The Licensee to take out and keep commercial general liability insurance including, products liability, if applicable, personal injury, employer's/and contingent employer's liability, blanket contractual liability and provisions for cross liability and severability of interests and non-owned automobile liability with limits of not less than Five Million Dollars (\$5,000,000.00), per occurrence. The City is to be added as an additional insured.

Early Termination: Upon thirty (30) days' notice given by the terminating party to the other party.

Appendix "B" 8270 Sheppard Avenue East

Location Map

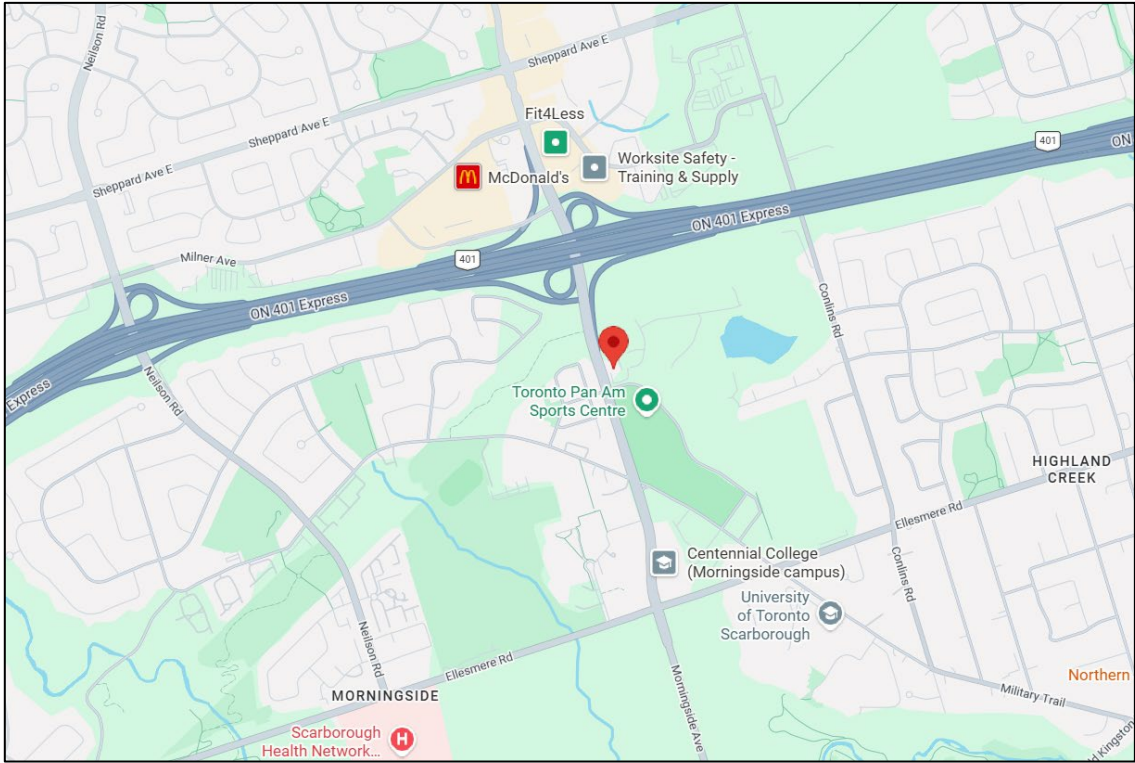


Licensed Premises



Appendix "B-1" 891 Morningside Ave.

Location Map



Licensed Premises

891 MORNINGSIDE AVE		TYPE	SQFT	TYPE	SQFT	TYPE	SQFT	TYPE	SQFT	TYPE	SQFT
		100	4904	300	3170.6	500	2016.4	700	1008.8	900	1374.2
		200	777.2	400	2942.5	600	3212	800	3471.7		