



City of Toronto

Request for Expressions of Interest (REOI) Application Information Package

—Community Space Tenancy—
90 Mill Street & 373 Front Street East

Questions?

We encourage you to contact Serena De Souza, Project Manager, Community Infrastructure Unit, Social Development Division at communityspace@toronto.ca

APPLICATION DEADLINE

Friday, February 6, 2026, 11:59 PM Eastern Standard Time (EST)

**Application Deadline for Indigenous or Black led organizations is
Friday, February 20, 2026, 11:59 PM Eastern Standard Time (EST)**

TABLE OF CONTENTS

A. Overview	Page 3
B. Key Dates.....	Page 5
C. Service Priorities & Area Demographics	Page 6
D. REOI Application.....	Page 8
E. Mandatory Online Information Session.....	Page 10
F. REOI Evaluation Process.....	Page 11
G. Community Space Tenancy Agreements.....	Page 12
H. REOI Provisions	Page 14

Appendices

A.Community Space Prospectus.....	Page 15
B. Aerial Context Map.....	Page 16
C.Block Scale Context Map	Page 17
D. Community Space Floorplan	Page 18
E. Building Render.....	Page 19

A. OVERVIEW

The City of Toronto (“City”) has a history of providing City-owned or City-leased spaces to eligible non-profit organizations for nominal, below-market rent, referred to as Community Space (“Community Space”). Community organizations are important partners in furthering the City’s strategic objectives through programs and services to Toronto residents that meet community needs.

In 2017, Toronto City Council adopted the [Community Space Tenancy Policy](#) (“CST Policy”), as amended in 2020. For additional information or term definitions for the content below, see the CST Policy. Toronto City Council and City staff with a process for leasing City-owned and managed Community Space in a consistent, fair, accountable, and transparent approach, guided by the following principles:

Fairness and Equity: The City will apply fair and equitable criteria for the determination of eligibility of the organization(s) for Community Space Tenancies.

Openness and Transparency: The City will provide information about the allocation of Community Space Tenancies, including the evaluation processes, publicly accessible.

Accountability: The City will make information about the allocation of space available to the public and make decisions regarding the allocation of such space in public.

This Request for Expressions of Interest (REOI) is for eligible not-for-profit organizations interested in applying for a below-market rent lease agreement under the CST Policy, with the City of Toronto.

A 5,015 square foot (466 square metre) community space is available for lease on the ground floor of a new rental housing development, located at 90 Mill Street / 373 Front Street East. In addition to the community space, the proposed mixed use development includes 855 residential units and several spaces for retail (retailers are still to be determined.)

The community space includes the following:

- Separate entrance from the residential lobby;
- Approximately 500 square foot meeting room;
- 400 square foot office;
- Two washrooms (including one universal washroom);
- Kitchen with appliances;
- Two storage rooms;
- One parking spot; and
- Large, central area that can be further divided if the tenant wishes to do so.

Specifically, the development is located within the southwest quadrant of Front Street East and Cherry Street, with frontage on both Cherry Street and a new laneway. See Appendix B-C for maps that indicate the location of the community space.

The surrounding local neighbourhood includes the historic Distillery District, as well as the emerging Canary District neighbourhood. Corktown Common Park, Cooper Koo YMCA facility and the new Indigenous Health Centre are all within a short walking distance of the new community space.

Further east and south along the waterfront, several new neighbourhoods are planned, introducing a significant influx of new residents into the area. This includes the new island of Ookwemin Minising (formerly Villers Island). Given the potential growth of the immediate and surrounding area, the existing demographic information provided in this document may be subject to change in the future.

New public transit stations and streetcar lines are also planned or under construction within close proximity to the community space, including the new Corktown subway station and the Waterfront East Light Rail Transit Line. The existing 504A King streetcar (Distillery Loop) runs directly in front of the community space. In time, this streetcar is expected to continue further south onto the new island.

Tenant Responsibilities:

The tenant pays a basic rent of \$2.00 a year, in addition to utilities, insurance and common area maintenance costs, which together are estimated to range from \$20.00 to \$30.00 per square foot. Per the Community Space Tenancy policy, up to two (2) subtenants are permitted to share the space and costs with the head tenant.

The successful applicant is able to make leasehold improvements to the space, subject to approval by the City of Toronto's Corporate Real Estate Division and Toronto Buildings (if required). Conservative estimates for leasehold improvements range from \$210 to \$260 per square foot.

Applicant due diligence for leasehold improvements and costs must reflect the applicant's planned finishes, layout, and program-specific space needs. The successful applicant must demonstrate it is capable of the capital commitment required to finish and furnish the individual space to an operational level that suits the organization and provide an ongoing operational fiscal plan per the CST Policy.

B. KEY DATES

The following schedule is subject to change at the sole discretion of the City, and written notice of any changes will be provided where feasible.

ACTION	DATE
Request for Expression of Interest Issued	Thursday, October 30, 2025
Mandatory Online Information Session(s)	Thursday, November 13, 2025, or Thursday, December 4, 2025
Deadline To Apply	Friday, February 6, 2026, 11:59 PM
Deadline To Apply for Indigenous Led and Black Led Organizations	Friday, February 20, 2026, 11:59 PM
Evaluation of Applications	Estimated Q2 2026 (April to June)
Selection of Preferred Organization(s)	Estimated Q2 2026 (April to June)
City Council Lease Approval	Estimated Q2 2026 (April to June)
Lease Offer & Service Agreement Completion	Estimated Q3 2026 (July to September)
Occupancy Date	Estimated Q4 2026 (October to December)

Register your interest to attend one mandatory online information session by emailing communityspace@toronto.ca.

C. SERVICE PRIORITIES & AREA DEMOGRAPHICS

In recognition of the diversity of the various communities within this area, priorities are identified for area-wide programs and/or services to be offered by a local organization or group of organizations within the Community Space. Priorities were determined by assessing the community services and facilities in the surrounding neighbourhood, analyzing Census 2021 demographic data, and based on the service needs expressed by the community through the 211 [Helpline](#). Listed below are those priorities of significance for this community.

Key Demographic Information

For more information or demographic information about the area, visit the City's [Neighbourhood Profile webpage](#).

- 15% of population is considered Low-Income After Tax (LIM-AT), 2% higher than the City average;
- 17% of children under 18 are LIM-AT, 2% higher than City average, and 22% of seniors are LIM-AT, 5% higher than City average;
- 60% of community members are renters, 12% higher than City average;
- 94% of population live in apartment buildings, over twice the City average;
- 37% of community face unaffordable housing and spend more than 30% of total income on shelter, 5% higher than City average;
- Median household income is 3% higher than City average, with 71% of residents holding a Bachelor's degree or higher (+21% City average), with a 76% participation rate (+13% City average);
- 72% of residents are working age (25-64), which is 13% higher than City average;
- Over half (52%) of community members live in 1 person households (+20% City average);
- 41% of seniors age 65-84 and 60% of seniors age 85+ live alone, higher than City averages by 16% and 28% respectively;
- 9% of population receives government transfers;
- 49% of residents are immigrants, and 11% are recent immigrants, with top places of birth including: India, China, and the United Kingdom;

Key Service Priorities

The applicant(s) must respond to the identified service priorities and demonstrate that they have a track record of effective service delivery and are familiar with the unique demographic needs of the area. The applicant(s) must be able to deliver services that support some or all of the following categories, as listed below, and demonstrate their capacity to address the diverse needs of the surrounding community. These categories, derived from the [Canadian AIRS Needs Categories](#)¹, include:

- **Health Service:** such as diagnostic services, disease control and prevention, health inspections, health-related support groups, general/ specialized health care service;
- **Housing Assistance:** such as crisis, emergency, domestic violence, elder abuse, sexual assault, youth, homeless drop-in; tenant readiness education programs; housing expense assistance;
- **Community Supports:** such as service navigation, material goods; discount buying programs; furniture; office equipment and supplies; adult, baby, school, maternity, and children's clothing; diapers; shoes; winter clothing; food preparation facilities; computer repair;
- **Food Security:** such as emergency food; food banks; formula/baby food; crop disaster aid programs; community gardening; low-cost meals; home delivered meals; school breakfasts/lunches;
- **Income Support:** such as money management programs, public assistance programs, childcare

¹ These service categories are based on the Canadian AIRS Needs Categories, a comprehensive framework developed by the *Alliance of Information and Referral Systems (AIRS)* to classify community needs and service offerings. The categories are designed to help identify and address the diverse range of services required by individuals and families within communities, ensuring effective delivery of resources and support.

expense assistance, health insurance, temporary financial assistance, and employment programs for stable, long-term, advancement-oriented jobs;

- **Family Services:** such as individual and family support services, mentoring programs, home repair programs, parenting education, and support groups—with a specific focus on youth and older adult populations;
- **Mental Health and Addiction Services:** such as mental health and dependencies support groups, counselling and therapy, mental health care facilities, crisis intervention hotlines, mental health evaluation and treatment;
- **Legal and Public Safety:** such as legal education and information, crime victim support, crime prevention services, and diversion programs;
- **Settlement & Immigration Services:** such as citizenship programs, programs for immigrants and refugees, and language interpreter programs—tailored to existing (and projected) cultural demographics, and/or
- **Cultural Services:** such as arts and cultural programming, community arts initiatives, cultural education and workshops, support for culturally specific organizations, heritage preservation projects, and programs fostering intercultural exchange and community storytelling.

All applicants must demonstrate the ability to effectively meet the needs of some or all of these categories within the Community Space while ensuring compliance with the use expectations outlined in the CST Policy.

Alignment to City of Toronto Strategies

Providing accessible Community Space is a key component to building strong neighbourhoods. Applicant(s) must demonstrate how their proposals respond to City priorities, such as:

- [Reconciliation Action Plan](#)
- [Toronto Action Plan to Confront Anti-Black Racism](#)
- [Toronto Poverty Reduction Strategy](#)
- [Toronto Newcomer Strategy](#)
- [Toronto Youth Equity Strategy](#)
- [Toronto Seniors' Strategy](#)
- [SafeTO, Toronto's Community Safety and Wellbeing Plan](#)
- [Toronto Resilience Strategy](#)
- [Toronto Strong Neighbourhoods Strategy](#)

D. THE REOI APPLICATION

The initial phase of the application process is to complete the REOI form and submit it to Social Development by the deadline. Social Development will assess each application to determine eligibility for the designated Community Space Tenancy under the [CST Policy](#).

To be eligible for this Community Space opportunity, organizations must also qualify for a Community Space Tenancy lease or sublease with the following criteria, summarized from section 3 of the CST Policy.

A qualifying organization or group of organizations must:

- A. All must be incorporated as a not-for-profit corporation and may not be a subsidiary or related entity of a for-profit corporation or a for-profit social enterprise;
- B. Provide services to Toronto residents that are eligible under the CST Policy and:
 - 1. Provide service(s) that meet community need(s);
 - 2. Propose an integration of services that support local community members;
 - 3. Are consistent with the strategic directions or objectives of the City Council and/or a City Division; and
 - 4. These will be the only services and functions provided in the Community Space and will be available to the public.
- C. Demonstrate that it is in good financial standing, is not in default under any existing lease, service agreement, or other agreement with the City, and has limited risk of insolvency or bankruptcy.
- D. Satisfy the City by reasonably demonstrating the ability to secure the capital funds necessary for the final fit-out of the facility in 2025 construction dollars;
- E. Satisfy all requirements outlined in the Request for Expressions of Interest (REOI), the CST Policy and comply with all applicable laws and policies of the City.

Applications submitted by organizations that do not propose programming for the entire space and five-year lease will not be accepted.

The successful applicant(s) will receive a satisfactory evaluation from the City for a lease. Contingent upon the successful applicant(s) demonstrating the security of funds required for the final fit-out of the facility, a pre-lease commitment will be established 3-6 months before the land/space is conveyed to the City.

Social Development, in consultation with CREM, will prepare and present the recommendation to Toronto City Council to authorize the execution of agreement(s) under the CST Policy. All CST organizations must go through the appropriate City divisions to receive initial Council approval to be tenants in a City-owned or managed Community Space. The successful applicant(s) will be required to enter into two agreements with the City: (1) a Service Agreement and (2) a Lease Agreement. More information about these agreements is provided below.

Application Form

The application form will be provided to interested organizations following attendance at one mandatory information session. For any questions regarding the application process or inquiries about this opportunity, please contact communityspace@toronto.ca or visit the City's community space webpage at www.toronto.ca/CommunitySpace.

How To Submit Your Application

Completed applications must be submitted by **11:59 PM** on **Friday, February 6 2026**.

Applications from Indigenous-led and/or Black-led Organizations must be submitted by **11:59 PM** on **Friday, February 20, 2025**.

The application form is provided upon request after attendance at the mandatory information session. It will be completed online through the City's secure Medallia platform.

Late Applications and Requests for Extensions

Late submissions and requests for deadline extensions pertaining to the REOI will be considered at the discretion of the City in alignment with the CST Policy and evaluated on a case-by-case basis. Applicants are strongly encouraged to adhere to the stated timelines; however, exceptional circumstances may be taken into account.

Application Requirements

Complete the REOI application, ensuring all required materials are attached and submitted based on the checklist provided. Only one submission per organization will be accepted. Late or incomplete applications will not be accepted. Any questions related to the application may be directed to communityspace@toronto.ca

Special Needs

Accommodation of special needs (e.g. documents in alternate formats, sign-language interpreters, off-hour meetings) is available to ensure groups can fully participate in the process. For accommodations for special needs, please contact communityspace@toronto.ca.

The application, information provided to the City regarding the application, and evaluation results are subject to the [Municipal Freedom of Information and Protection of Privacy Act](#), and may be disclosed in accordance with that Act.

E. MANDATORY ONLINE INFORMATION SESSION

Participation in **one (1)** online information session is mandatory for all interested organizations. The convener will confirm attendance. Organizations that do not participate in the information session will automatically be removed from the list of applicants for the Community Space Tenancy, and their applications will not be accepted.

Session 1	Session 2
Date: Thursday, November 13, 2025 Time: 10:00 AM to 11:30 AM (1.5 Hours) Location: Online (Microsoft Teams) Deadline To Register: Wednesday, November 12, 2025	Date: Thursday, December 4, 2025 Time: 1:30 PM to 3:00 PM (1.5 Hours) Location: Online (Microsoft Teams) Deadline To Register: Wednesday, December 3, 2025

Register your interest to attend one (1) mandatory information session by emailing communityspace@toronto.ca.

F. REOI EVALUATION PROCESS

Review Panel

Social Development will review all REOI applications in consultation with CREM. As appropriate, a local community representative, City Planning and/or other City divisions may also be on the panel. The evaluation criteria set out in the REOI will be applied. By responding to an REOI, interested applicant(s) acknowledge that the decisions of the review panel are final and binding.

Eligibility Assessment Scores

The eligibility assessment scores applications based on their ability to meet the CST Policy eligibility criteria, align with City services, and meet Community Space service priorities. The application will be marked based on an evaluation rubric, with criteria categories outlined below. Upon conclusion of the evaluation process, a final selection recommendation will be made by the review panel to City senior management in appropriate divisions for approval.

1. Organizational Strength

- Strong organizational and operational structures;
- Governed by a board that is made up of at least 50% local community members;
- The Board has functional expertise in key areas to ensure program and service delivery objectives;
- Recruitment and utilization of volunteers to advance the mission;
- Adherence to City policies of providing a workplace and program and/or service space that is free from harassment and discrimination;
- Effective governance and strategic direction; and
- Demonstration or knowledge of working with other service providers for co-location and integrating services and/or facilities for the public.

2. Financial Resiliency

- Financial sustainability for the entire 10-year lease term;
- Required financial documents as submitted through the application;
- Revenue mix, cash position, operating reserve, asset/liability mix, and debt-reduction strategies;
- Endowments and relationships with any parent organizations; and
- Information on how the Board assures good financial governance.

3. Alignment to City Objectives and Community Needs

- Capacity to deliver programs and/or services that are relevant to identified community needs;
- Alignment with the [City's strategic](#) objectives;
- Ability to demonstrate engagement and/or partnerships with other organizations present in the community; and
- Ability to ensure programs and/or services are accessible to participants and community members.

4. 5-Year Plan for Community Space Criteria

- Plans for fitting up the space;
- Financial plan to finish space and purchase/supply necessary equipment needed to actively program space; and
- A financial plan demonstrating a capacity to manage all projected occupancy costs.

G. COMMUNITY SPACE TENANCY AGREEMENTS

Service Agreement

A mandatory Service Agreement between Social Development and the successful applicant(s) will be required. This agreement will outline the following:

1. **Programs and Services:** A clear description of the programs and services offered by the organization or group of organizations.
2. **Alignment with City Priorities:** Conditions for use of the space to ensure activities and programs remain consistent with City and divisional priorities.
3. **Eligibility and Notification:** Ongoing compliance with eligibility criteria under the Community Space Tenancy (CST) Policy. Obligation to notify the City of any organizational changes that may affect eligibility.
4. **Reporting Requirements:** Annual submission of detailed updates on services and programming to support the City's assessment of continued eligibility.
5. **Agreement Term:** The Service Agreement will commence and terminate on the same dates as the Lease Agreement. Termination of the Lease Agreement will automatically terminate the Service Agreement.
6. **No Partnership Created:** The Service Agreement does not constitute a partnership or joint venture between the City and the organization(s).

Terms of the Lease Agreement

The Lease Agreement between the City and the successful applicant(s) will set out the conditions for using the Community Space and financial obligations. These include, but are not limited to:

1. The Tenant agrees to fulfill the covenants, representations and warranties under the CST Policy.
2. Commencement and termination dates of the lease.
3. Condition of leased premises, correct to terminate, liability for failure to vacate, and leasehold improvements and trade fixtures.
4. Rent, including additional/occupancy costs, security deposit, late payment and other related matters.
5. Defines the Tenant's tax obligations, specifically the Tenant's taxes, sales taxes and contribution to realty taxes.
6. Services and Common Facilities: responsibilities in the operation of Community Space, including shared facilities, utilities, janitorial and other services.
7. Use and Occupancy of Leased Premises: This section contains further stipulations about what the Tenant can/cannot or should/should not do while in the Community Space.
8. The successful applicant(s) shall notify the City of any occurrences related to bankruptcy, dissolution, merger, or liquidation of the Organization.
9. Alterations and other tenant work, including required City Council approval.
10. Maintenance and repair of Building structure, external components and Common Facilities are covered by the landlord. The leased premises, all leasehold improvements in good condition and repairs, including any Building damage done by tenant, are covered by the Tenant.

An example of the lease agreement outlined above can be made available upon request through communityspace@toronto.ca

Insurance and Liability

The signing of any agreement will be at the absolute discretion of the City. The selection of the organization(s) will not obligate the City to negotiate or execute an agreement with that preferred organization. Any signing of an agreement(s) resulting from this REOI will be under the City's by-laws, policies, and procedures and approved by the City Council. The City has the right to negotiate on such

matter(s) as it chooses with the selected organization without obligation to negotiate with other organizations. The City shall incur no liability to other organizations because of such negotiation.

H. REOI PROVISIONS

Any organization submitting a response to this Request for Expressions of Interest (REOI) does so fully accepting the following provisions:

This is an REOI only; it is not a call for proposals. The information contained in this REOI is intended for information purposes only to assist interested parties in assessing whether or not to respond to such requests. No representation or warranty express or implied is made by the City of Toronto or any of its agents, as to the accuracy or completeness of such information. Neither the City of Toronto nor its agents will be responsible for, and hereby expressly disclaim, all liability for any errors, omissions or inaccuracies in connection therewith. In its response to this REOI, the Respondent must disclose to the City of Toronto any potential conflict of interest that might compromise this process if such a conflict of interest does exist. The City of Toronto may, at its discretion, refuse to consider the response in question.

The Respondent must also disclose whether it is aware if any City of Toronto employee or member of the Board of Directors has a financial interest in the Respondent and the nature of that interest. If such an interest exists or arises at any point leading to the selection of the successful Respondent, The City of Toronto may, at its discretion, refuse to consider the response, or proceed with the Respondent any further in this process unless and until the matter is resolved to City of Toronto's sole satisfaction. All information provided by or obtained at any time from the City of Toronto or its agents in any form in connection with this REOI that is not publicly available (i) must be treated in a highly confidential manner; (ii) is not to be used for any other purpose other than responding to this REOI; (iii) must not be disclosed to any other person without the prior written authorization of the City of Toronto; and (iv) shall be returned to the City of Toronto immediately upon the request.

The REOI is not a request for tenders. This is a request for expressions of interest only and no legal obligations will arise here under any circumstances. The City of Toronto reserves the right to amend the scope of this REOI, and to carry out discussions with one or more prospective organizations at any time, or from time to time, while finalizing an acceptable agreement, at all times without recourse against the City of Toronto and its agents, should no such agreement be concluded.

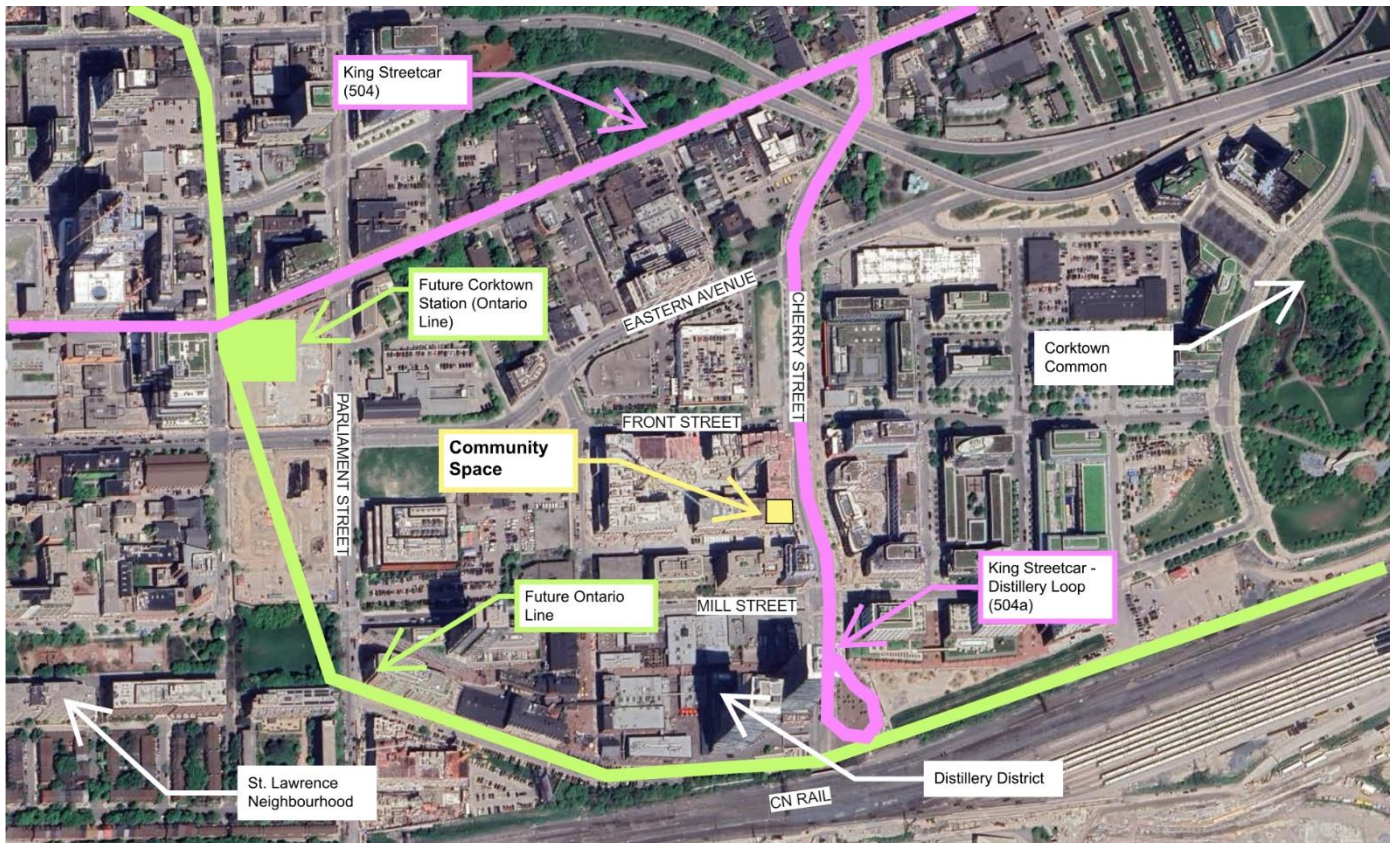
The City of Toronto may proceed as it determines in its sole discretion, including to discontinue or invalidate this REOI and including to re-issue or proceed with a further REOI and the City of Toronto will not be responsible for any losses or costs incurred by any Respondent as a result thereof. If one or more selected organizations do not enter into the required *Lease Agreement* and *Service Level Agreements*, the City of Toronto may issue a new REOI to fill any remaining vacancies.

The City of Toronto has the right not to respond to any report or request made by a Respondent and not to distribute copies of any reports or requests received from a Respondent and responses thereto, to the other Respondents. Where The City of Toronto, at its discretion, considers that such report or request necessitates a change to this REOI, The City of Toronto will prepare and issue an appropriate addendum to this REOI. The City of Toronto reserves the right to terminate this REOI at any time for any reason.

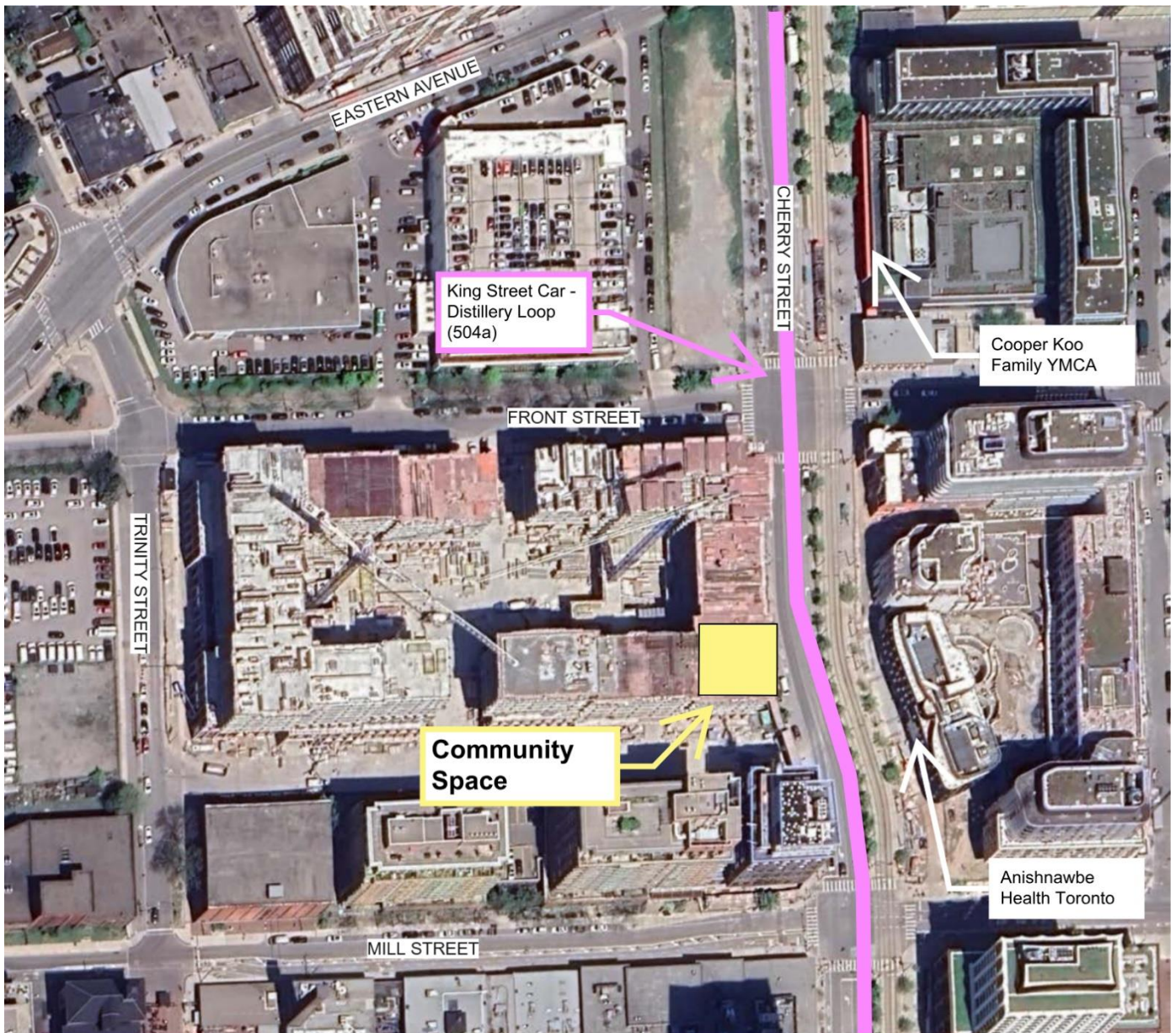
APPENDIX A:
COMMUNITY SPACE PROSPECTUS

Address	90 Mill Street & 373 Front Street East
Intersection	Southwest quadrant of Front St. E. and Cherry St.
Neighbourhood	St. Lawrence-East Bayfront-The Islands (166)
Ward	Toronto Centre (13)
Community Space	5,015 square feet in total area. Includes a meeting room, office, storage areas, washrooms, a kitchen and large flexible open space that can be sub-divided by the tenant, if so desired. One underground parking space is also provided.
Occupancy Date	Projected to be Q4 2026. To be confirmed.
Lease Term	The lease term will be 5 years. Organizations must request lease renewal 6-9 months before the lease expiration date.
Basic Rent	Community Partner Tenant: \$2.00 per annum per organization will be paid upfront and in full for the 5-year lease term.
Additional Rent	Additional Rent is estimated to be at \$20 to \$30 per square foot. An estimated increase at a rate of 5% per annum should be projected. Additional rent includes all operating costs, utilities, property taxes for the leased premises, and the Tenant's maintenance costs. The Tenant will pay the estimated additional rent, which will be reconciled at the end of each year. Tenants may experience a debit or credit resulting from the reconciliation, depending on the variance between actual operating costs and the budgeted rate paid.
Fit-Up Costs	The Tenant is solely responsible for fit-up and/or leaseholder improvement costs to prepare the space for initial occupancy and ongoing operations. The City estimates this cost to be \$210 to \$260 per square foot for the available REOI space. These costs will need to be confirmed through the Tenant's due diligence. Note: Contingencies have not been included in either of the estimates.

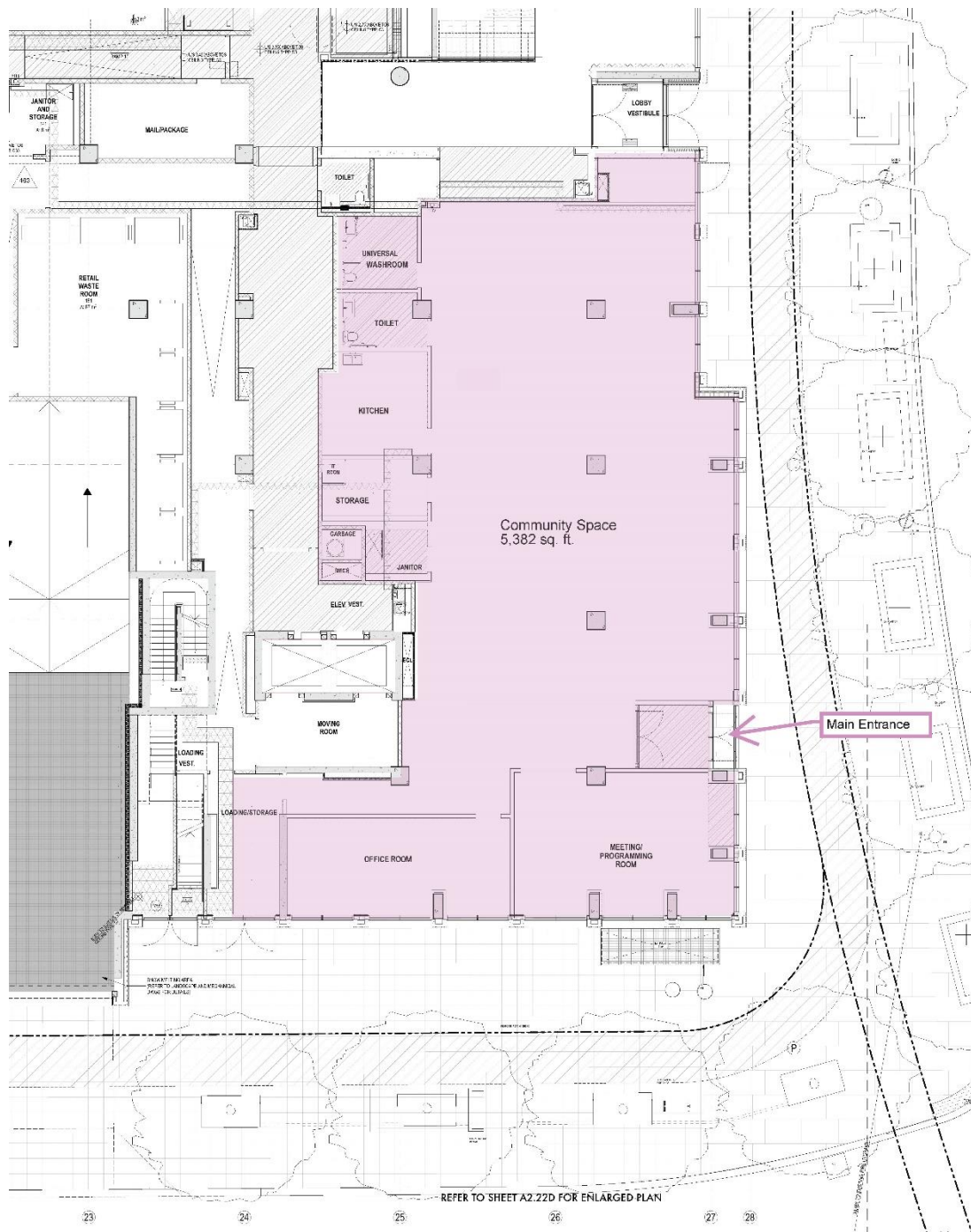
APPENDIX B:
AERIAL CONTEXT MAP



APPENDIX C:
AERIAL CONTEXT MAP – BLOCK SCALE



APPENDIX D: COMMUNITY SPACE FLOOR PLAN



NOTE: The floor plan is not to scale and is subject to change.

APPENDIX E:
ARTISTIC RENDERING OF THE GROUND FLOOR DESIGN



NOTE: This image is an example of what the architecture of the project is proposed to look like. The space above is not of the Community Space, but the exterior of the Community Space is proposed to look like the above. Note that the design is subject to change.