



## City of Toronto

### Request for Expressions of Interest (REOI) Application Information Package

**—Community Space Tenancy Program—**  
*90-104 Queen Street East / 3 Mutual Street*

#### **Questions?**

We encourage you to contact Serena De Souza, Project Manager, Community Infrastructure Unit, Social Development Division, at [communityspace@toronto.ca](mailto:communityspace@toronto.ca).

#### **APPLICATION DEADLINE**

**Friday, June 5, 2026, 11:59 PM Eastern Standard Time (EST)**

**Application Deadline for Indigenous- or Black-led organizations is  
Friday, June 19, 2026, 11:59 PM Eastern Standard Time (EST)**

## TABLE OF CONTENTS

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

## APPENDICES

<b>A. Community Space Prospectus</b>	Page 15
<b>B. Aerial Context Map</b>	Page 16
<b>C. Block Scale Context Map</b>	Page 17
<b>D. Community Space Floor Plan – Ground Floor</b>	Page 18
<b>E. Community Space Floor Plan – Second Floor</b>	Page 19
<b>F. Exterior Building Render</b>	Page 20

## A. OVERVIEW

The City of Toronto (herein referred to as the “**City**”) has a history of providing City-owned or City-leased community spaces to eligible non-profit organizations for nominal, below-market rent (referred to as “**Community Space Tenancy**” or “**CST**”). 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 will follow 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 (herein referred to as the “**REOI**”) is for eligible not-for-profit organizations (herein referred to as an “**organization**”) interested in applying for a below-market rent Community Space Tenancy, pursuant to the CST Policy, and subject to a Lease Agreement and Service Agreement with the City.

An approximately 3,710 square foot (346 square metre) community space (hereinafter referred to as the “**Community Space**”) is available for lease on the second floor of a new building with dedicated ground floor access through a lobby and elevator. The new building will be a 34-storey mixed-use condominium with 369 residential units and is located on the northeast corner of Mutual Street and Queen Street East, in the Garden District.

The Community Space will include a kitchen, a barrier-free washroom, separate men’s and women’s washrooms, an electrical room, a janitorial/garbage storage room, a closet, a machine room, a storage room, and a flexible multi-purpose area designed to accommodate up to 100 people.

The site sits at a prominent intersection with strong pedestrian activity along Queen Street East. The nearest subway station is Queen Station on Line 1 (Yonge–University), a short walk west, and the property is directly served by the 501 Queen streetcar with stops nearby. Given the site’s proximity to higher-order transit, no on-site parking is provided as part of this lease.

### **Tenant Responsibilities:**

Subject to a Lease Agreement with the City, the successful organization (in this context, referred

to as a “**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. Note that limited funding is available from the City to offset additional rental costs in the Community Space. Per the Community Space Tenancy policy, up to two (2) subtenants are permitted to share the space and costs with the head tenant.

The Tenant is able to make leasehold improvements to the space, subject to approval by the City of Toronto’s Corporate Real Estate Division (CREM) and Toronto Buildings (if required). Conservative estimates for leasehold improvements range from \$210 to \$260 per square foot. Note that limited funding is available from the City for leasehold improvements in the Community Space.

Applicant due diligence for leasehold improvements and costs must reflect the applicant’s planned finishes, layout, and program-specific space needs. The successful organization 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 appropriate written notice of any changes will be provided where feasible.

<b>ACTION</b>	<b>DATE</b>
Request for Expression of Interest Issued	<b>Thursday, March 5, 2026</b>
Mandatory Online Information Session(s)	<b>Thursday, March 26, 2026 OR Tuesday, April 14, 2026</b>
Optional Site Visit	<b>TBD*</b>
Deadline To Apply	<b>Friday, June 5, 2026, 11:59 PM</b>
Deadline To Apply for Indigenous-Led and Black-Led Organizations	<b>Friday, June 19, 2026, 11:59 PM</b>
Evaluation of Applications	<b>Estimated Q3 2026 (July to September)</b>
Selection of Preferred Organization(s)	<b>Estimated Q3 2026 (July to September)</b>
City Council Lease Approval	<b>Estimated Q1 2027 (January to March)</b>
Lease Offer & Service Agreement Completion	<b>Estimated Q1 2027 (January to March)</b>
Occupancy Date	<b>Estimated Q1 2027 (January to March)</b>

Register your interest to attend the one mandatory online information session by emailing [communityspace@toronto.ca](mailto:communityspace@toronto.ca).

*\*A final date for the optional site visit will be communicated to attendees of the information sessions by email upon final confirmation.*

## C. SERVICE PRIORITIES & AREA DEMOGRAPHICS

In recognition of the diversity of the various communities within this area, priorities have been 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 deemed significant for this community, classified within the [Canadian AIRS Needs Categories](#)<sup>1</sup>.

### Key Demographic Information

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

- Unemployment is at 14%, and the community's participation rate is 73%;
- 12% of the population receive income from government transfers and 23% are considered low-income measure after-tax (LIM-AT), which is +10% City average;
- 30% of seniors (65 years and over) and 26% of youth (under 18 years) live below the low-income measure (+13% and +11% of City averages respectively);
- 46% of seniors aged 65-84 live alone, and 40% of seniors age 85+ live alone (+18% and +9% City averages respectively);
- 64% of households are renters, with 40% living with unaffordable housing (+16% and +8% City average respectively);
- 66% of the population has a bachelor's degree or higher;
- 15% of families are single-parent households, predominately female lone-parent families;
- 57% of households are single-person, +24% City average;
- 55% of the population identifies as a visible minority, with 39% being immigrants;
- 17% of the population identify as refugees;
- Top birth places for immigrants includes India, China, and the Philippines.

### Key Service Priorities

An organization submitting a response to this REOI (hereinafter referred to as an “**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 the following categories, as listed below, and demonstrate their capacity to address the diverse needs of the surrounding community.

The priority service categories for the community space, which directly respond to the identified community needs include:

- **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

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<sup>1</sup> 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.

- repair;
- **Income Support:** such as money management programs, public assistance programs, childcare expense assistance, health insurance, and temporary financial assistance;
- **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;
- **Health Service:** such as diagnostic services, disease control and prevention, health inspections, health-related support groups, general/ specialized health care service;
- **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;

Additional service categories that will be accepted as part of the application process include:

- **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;
- **Housing Assistance:** such as domestic violence, elder abuse, sexual assault, youth drop-in; tenant readiness education programs; housing expense assistance;
- **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.

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

For questions or more information, please contact [communityspace@toronto.ca](mailto:communityspace@toronto.ca).

### **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 and Divisional priorities such as:

- [Reconciliation Action Plan](#)
- [Downtown East 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 a 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 2026 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 a five-year lease will not be accepted.

The successful organization will receive a satisfactory evaluation from the City for a lease. Contingent upon the successful organization 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 organization 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](mailto:communityspace@toronto.ca) or visit the City's community space webpage at [www.toronto.ca/CommunitySpace](http://www.toronto.ca/CommunitySpace).

## **How To Submit Your Application**

Completed applications must be submitted by **11:59 PM** on **Friday, June 5, 2026**.

Applications from Indigenous-led and/or Black-led Organizations must be submitted by **11:59 PM** on **Friday, June 19, 2026**.

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](mailto: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](mailto:communityspace@toronto.ca).

The applicant's response to this REOI, information provided to the City regarding the REOI, and the 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. ONLINE INFORMATION SESSION (MANDATORY)

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.

	<b>Session 1</b>	<b>Session 2</b>
<b>Date</b>	Thursday, March 26, 2026	Tuesday, April 14, 2026
<b>Time</b>	1:30 PM – 3:00 PM (1.5 Hours)	10:00 AM – 11:30 AM (1.5 Hours)
<b>Location</b>	Online (Microsoft Teams)	Online (Microsoft Teams)
<b>Deadline to Register</b>	Wednesday, March 25, 2026	Monday, April 13, 2026

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

### **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 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

#### **4. 5-Year Plan for Community Space**

- 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 the City and the successful organization will be required. This agreement will outline the following, including, but not limited to:

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).
7. **Insurance:** Requirements for insurance coverage.
8. **Attestation:** Requirement for the organization to attest that it will be providing only social health, community centre, recreational or cultural services to the public from the Community Space and that the Community Space will be occupied and used by the Tenant for a service or function that would otherwise be provided by the City.
9. **Declaration:** Requirement for the organization to complete and sign a Declaration of Compliance with the City's Human Rights and Anti-Harassment/Discrimination Policy.

### Lease Agreement

A Lease Agreement between the City and the successful organization 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 organization 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 Service or Lease Agreement outlined above can be made available upon request through [communityspace@toronto.ca](mailto:communityspace@toronto.ca)*

## H. REOI PROVISIONS

Any applicant submitting a response to REOI does so having fully read, understood, and accepted the following provisions:

This is an REOI only; it is not a call for proposals or tender. The information contained in this REOI is for information purposes only to assist an interested organization in assessing whether or not to respond to this REOI. No representation or warranty, express or implied, is made by the City or any of its agents, as to the accuracy or completeness of such information. Neither the City or its agents will be responsible for, and hereby expressly disclaim, all liability for any errors, omissions or inaccuracies in connection therewith.

The applicant must disclose to the City in its response to this REOI any potential or actual conflict of interest that might compromise this REOI process, or whether it is aware if any City employee or a member of the organization's board of directors has a financial interest in the organization and the nature of that interest. If such a conflict of interest or financial interest exists or arises at any point leading to the selection of an organization, the City may, at its discretion, decline to consider the applicant's response and refuse to proceed any further in this REOI process, unless and until the matter is resolved to the City's sole satisfaction.

All information provided by or obtained at any time from the City 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; and (iv) shall be returned to the City immediately upon the request.

The City reserves the right to carry out discussions with one or more organizations at any time, or from time to time, to review, evaluate, select, and finalize an agreement. The City will not incur any liability to the successful organization should no such agreement be concluded.

The City reserves the right to: amend the scope or contents of this REOI, discontinue or invalidate this REOI, re-issue or proceed with a further REOI, or to withdraw and rescind this REOI, at any time and for any reason, and the City will not be responsible or incur any liability for any losses or costs incurred by any organization as a result thereof. If one or more successful organizations do not conclude a required Lease Agreement and Service Level Agreement with the City, the City may issue a new REOI to fill any remaining vacancies.

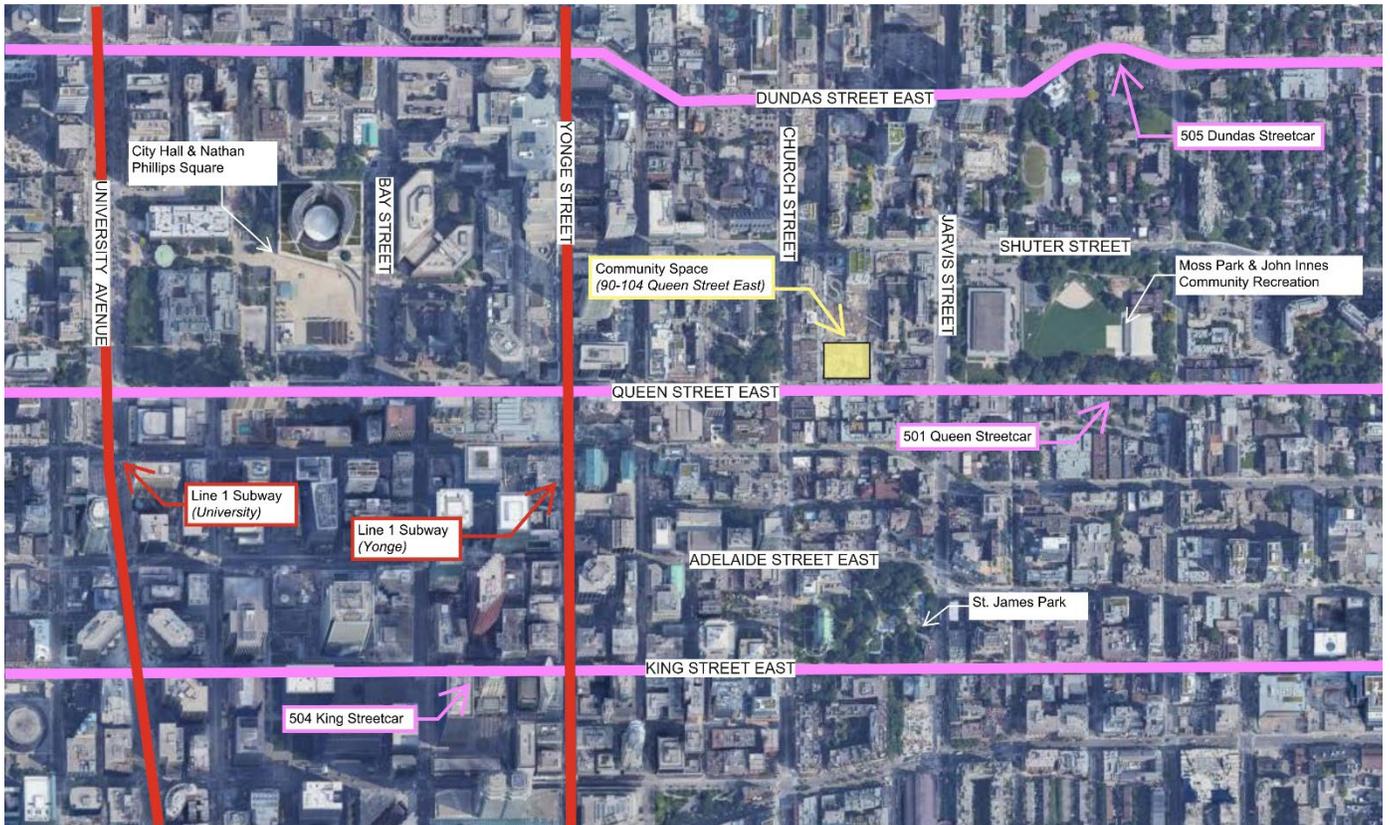
The City reserves the right not to respond to any report or request made by an applicant in connection with this REOI, including not to share or distribute copies of any reports or requests received from an applicant, or any responses thereto, with the other applicants. Where the City considers that such report or request warrants a change to this REOI, the City will prepare and issue an amendment or addendum to this REOI.

This REOI does not create any legal obligations, or an agreement, between the City and the organization. The selection of a successful organization(s) as a part of this REOI does not create an obligation for the City to negotiate or execute an agreement with the organization. Any execution of an agreement with the organization resulting from this REOI will be at the absolute discretion of the City, entered into in accordance with applicable City's by-laws, policies, and procedures, including the CST Policy, and is subject to approval from Toronto City Council.

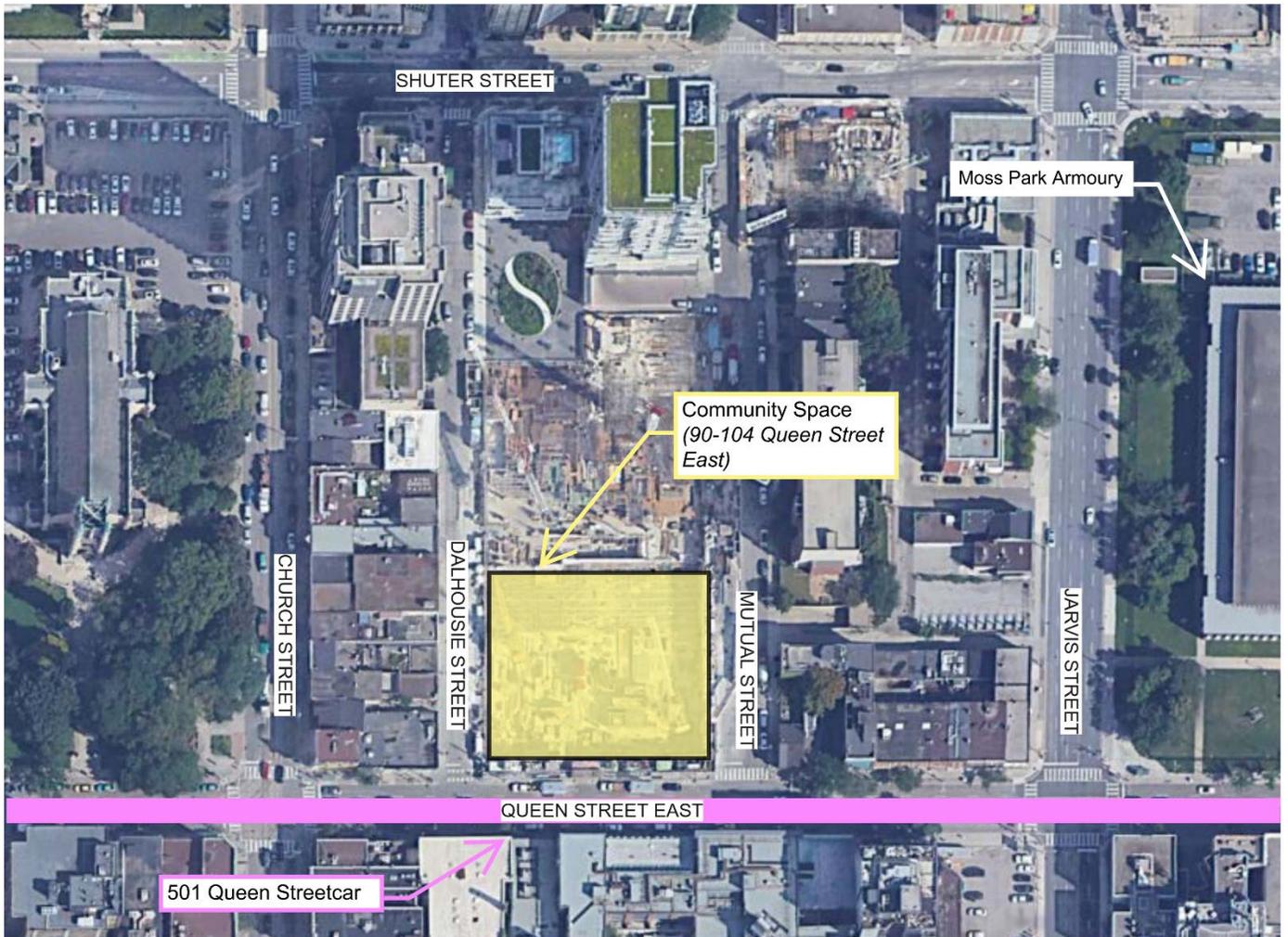
**APPENDIX A:**  
COMMUNITY SPACE PROSPECTUS

<b>Address</b>	90-104 Queen Street East & 3 Mutual Street
<b>Intersection</b>	Queen Street East & Mutual Street
<b>Neighbourhood</b>	Downtown Yonge East (168)
<b>Ward</b>	Toronto Centre (13)
<b>Community Space</b>	<p>3,710 square feet</p> <ul style="list-style-type: none"> <li>- a flexible multi-purpose area designed to accommodate up to 100 people</li> <li>- Kitchen area</li> <li>- Barrier-free washroom, men's and women's washrooms</li> <li>- Electrical room</li> <li>- Janitorial/ Garbage Storage room</li> <li>- Closet</li> <li>- Machine room</li> <li>- No parking spaces available</li> </ul>
<b>Occupancy Date</b>	Projected to be Q1 2027. To be confirmed.
<b>Lease Term</b>	The lease term will be 5-10 years and will be confirmed upon signed lease agreement. Organizations must request lease renewal 6-9 months before the lease expiration date.
<b>Basic Rent</b>	Community Partner Tenant: \$2.00 per annum per organization will be paid upfront and in full for the 5-year lease term.
<b>Additional Rent</b>	<p>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.</p> <p>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.</p> <p>Note that limited funding is available from the City to offset additional rental costs for the Community Space.</p>
<b>Fit-Up Costs</b>	<p>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.</p> <p>Limited funding is available from the City for leasehold improvements for the Community Space. Note: Contingencies have not been included in either of the estimates.</p>

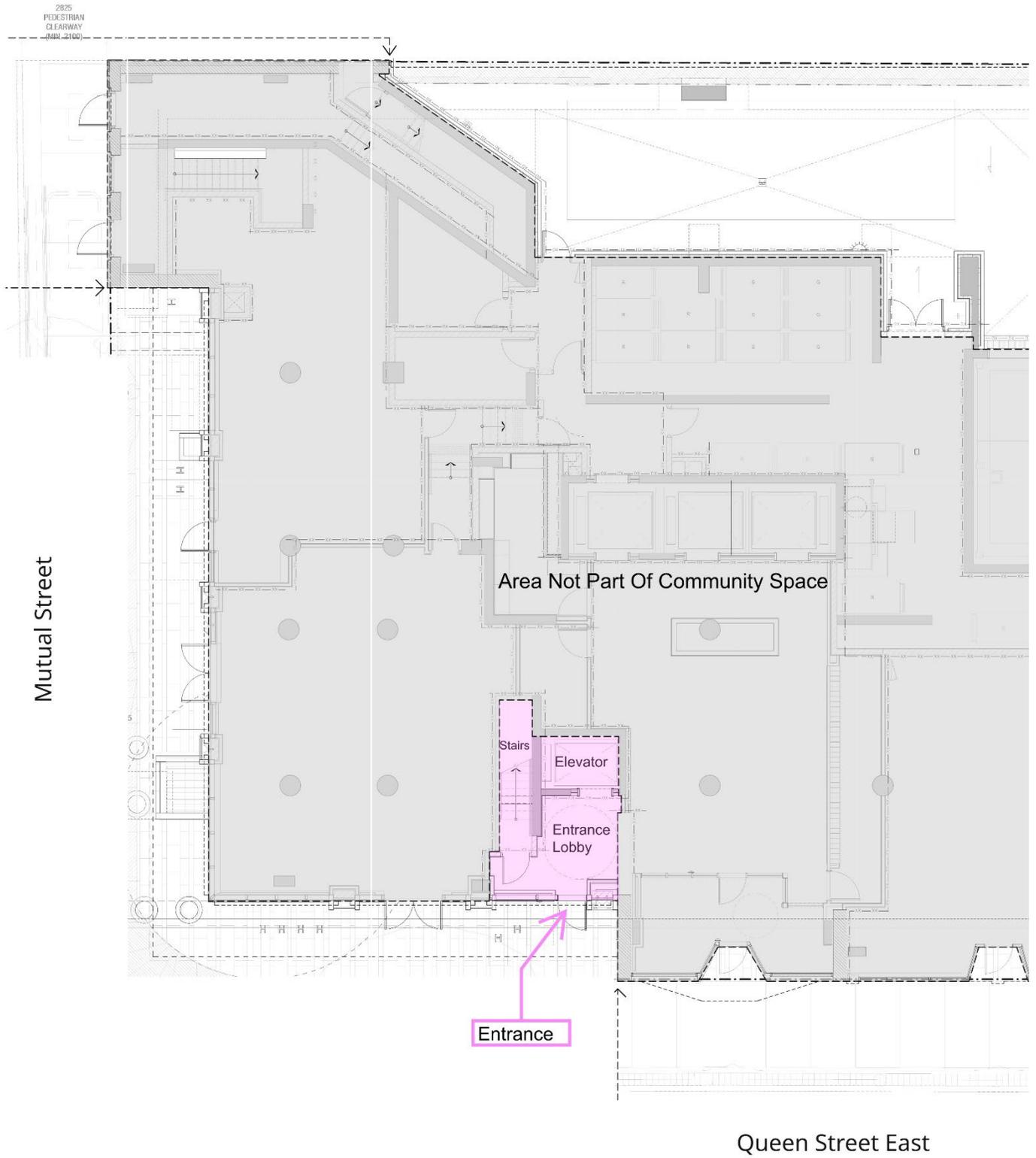
# APPENDIX B: AERIAL CONTEXT MAP



**APPENDIX C:**  
**AERIAL CONTEXT MAP – BLOCK SCALE**



**APPENDIX D:  
COMMUNITY SPACE FLOOR PLAN – GROUND FLOOR**



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

**APPENDIX E:  
COMMUNITY SPACE FLOOR PLAN – GROUND FLOOR**



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

**APPENDIX F:  
EXTERIOR BUILDING RENDER**



**NOTE:** This is a conceptual render of the building exterior and is subject to change.