City of Toronto

Request for Expressions of Interest (REOI)
Application Information Package

—Community Space Tenancy Program—
226 Simcoe Street

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

APPLICATION DEADLINES

Friday, February 12, 2027, 11:59 PM Eastern Standard Time (EST)

Application Deadline for Indigenous- or Black-led organizations is Friday, February 26, 2027, 11:59 PM Eastern Standard Time (EST)

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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 6,000 square foot (464 square metre) community space (hereinafter referred to as the **"Community Space"**) is available for lease on the second floor of a new building, located at 226 Simcoe Street, with ground floor access through a shared lobby and elevator. The new building is part of a three-building mixed-use development called 'Artists' Alley', with 899 residential units.

The Community Space includes an approximately 900-square-foot conference room; two small meeting rooms ranging from 180 to 240 square feet; three office rooms ranging from 145 to 160 square feet; a breakroom of approximately 400 square feet with a rough-in for a kitchen; and approximately 3,300 square feet of flexible, multipurpose space. Note that most of the rooms described are not currently enclosed; however, limited funds are available through Section 37 funds to assist with fit-up costs, including creation of walls to partition the space. Washrooms are located centrally and shared with other commercial tenants on the second floor.

The site sits just Southwest of the intersection of Dundas Street West and University Avenue, near both St. Patrick and Osgoode subway stations along University Avenue. The site is near several prominent civic spaces, including Grange Park two blocks West and City Hall and Nathan Philips Square two blocks East. In addition to access to the nearby Subway Line 1 along University Avenue, there is East-West access to the site via the 505 streetcar line along Dundas Street West

to the North and the 501 streetcar line along Queen Street West to the South.

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. 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.

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 making the capital commitment required to finish and furnish the individual space to an operational level that suits the organization, and of providing 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.

ACTION	DATE
Request for Expression of Interest Issued	**Wednesday, November 4, 2026**
Mandatory Online Information Session(s)	**Thursday, November 19, 2026** OR **Tuesday, December 8, 2026** OR **Thursday, January 14, 2027**
Deadline To Apply	**Friday, February 12, 2027, 11:59 PM**
Deadline To Apply for Indigenous-Led and Black-Led Organizations	**Friday, February 26, 2027, 11:59 PM**
Evaluation of Applications	**Estimated Q1 2027** (January to March)
Selection of Preferred Organization(s)	**Estimated Q1 2027** (January to March)
City Council Lease Approval	**Estimated Q2 2027** (April to June)
Lease Offer & Service Agreement Completion	**Estimated Q3 2027** (July to September)
Occupancy Date	**Estimated Q3 2027** (July to September)

Register your interest to attend the 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 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 using the following criteria:

- Assessing community services and facilities in the surrounding neighborhood
- Analyzing demographic data from the 2021 Census and the Toronto Community Survey
- Reviewing trends reflected in the Community Space Interest Registry
- Considering the service needs expressed through the 211 Helpline
- Reviewing community research, reports, plans, and local engagement findings

Key Demographic Information for the Kensington-Chinatown, Yonge-Bay Corridor, and Wellington Place neighbourhoods
For more information or demographic information about the area, visit the City's Neighbourhood Profile webpage.

- Unemployment is at 13% (-1% City average), with full-time employment making up 56% of the workforce (+2% City average);
- 10% of the population receive income from government transfers and 20% live with low income as measured after-tax (LIM-AT), (-5% and +7% City averages respectively);
- 27% of seniors (65 years and over) and 23% of youth (under 18 years) live below the low-income measure (+10% and +8% of City averages respectively);
- 22% of seniors aged 65-84 live alone, and 40% of seniors aged 85+ live alone (-3% and +9% City averages respectively);
- 66% of households are renters, with 46% living with unaffordable housing (+18% and +14% City average respectively);
- 85% of residents live in apartment buildings (5+ storeys), (+39% City average);
- 54% of households are single-person (+21% City average);
- 33% of adults (age 15-64) live alone (+20% City average);
- 62% of the population identifies as a visible minority (+8% City average), with 54% being immigrants and 10% recent immigrants (+6% and +3% City averages respectively) ;
- Top birthplaces for immigrants include China and India;
- 46% of community members have a mother tongue other than English (+31% City average);
- Top languages spoken: Mandarin, Cantonese, Spanish.

Key Service Priorities
Listed below are the service priorities deemed significant for this community, classified within the Canadian AIRS Needs Categories[1]. 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 are selected in alignment with the centre's existing service focus areas, which directly respond to the identified community needs, and

include:

- **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;
- **Legal and Public Safety**: such as legal education and information, crime victim support, crime prevention services, and diversion programs;
- **Housing Assistance**: such as domestic violence, elder abuse, sexual assault, youth drop-in; tenant readiness education programs; housing expense assistance;
- **Health Service**: such as diagnostic services, disease control and prevention, health inspections, health-related support groups, general/ specialized health care service;
- **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;

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;
- **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;
- **Settlement & Immigration Services**: such as citizenship programs, programs for immigrants and refugees, and language interpreter programs—tailored to existing (and projected) cultural demographics.
- **Income Support**: such as money management programs, public assistance programs, childcare expense assistance, health insurance, and temporary financial assistance;
- **Arts and Culture:** 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 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.

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
Culture Connects	

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 ten-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 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 12, 2027.**

Applications from Indigenous-led and/or Black-led Organizations must be submitted by **11:59 PM** on **Friday, February 26, 2027**.

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.

Joint Applications
Joint applications refer to the ability for multiple interested organizations to apply together for a single CST opportunity. All organizations part of a joint application must meet the mandatory eligibility requirements outlined above and will only require one completed application by the lead applicant. Joint applications may contain a diversity of services but the application must include a service integration, and strategic plan addressing all partners and a proposed governance model for occupying the single Community Space. Examples include partnership agreements or a memorandum of understanding (MOU). Additional supports to navigate this stream can be requested through communityspace@toronto.ca

Subtenants
As outlined in the CST Policy, any Community Partner Tenant may have up to two subtenants occupy the Community Space alongside their organization. All subtenants must meet the CST Policy eligibility requirements and will be required to enter into a Sublease Acknowledgement Agreement at the same time the tenant enters its initial lease. The Community Partner Tenant is permitted to charge costs to the Subtenant on a cost-recovery basis only for the subleased space.

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 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.

	Session 1	Session 2	Session 3
Date	Thursday, November 19, 2026	Tuesday, December 8, 2026	Thursday, January 14, 2027
Time	10:00 AM – 11:30 AM (1.5 Hours)	10:00 AM – 11:30 AM (1.5 Hours)	1:30 PM – 3:00 PM (1.5 Hours)
Location	Online (Microsoft Teams)	Online (Microsoft Teams)	Online (Microsoft Teams)
Deadline to Register	Wednesday, November 18, 2026	Monday, December 7, 2026	Wednesday, January 13, 2027

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 and other City divisions. 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 using an evaluation rubric, with the criteria categories outlined below.

1. **Organizational Strength** (20%)
   - Strong organizational and operational structures;
   - Governed by a board that is made up of at least 50% local community members (residing within the City of Toronto);
   - The Board has functional expertise in key areas to ensure program and service delivery;
   - 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 Resilience** (25%)
   - Financial sustainability for the entire lease term, including annual additional rent in the projected amounts of $179,850 (calculated at $30 per square foot);
   - 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;
   - Information on how the Board assures good financial governance; and
   - Financial plan to finish space and purchase/supply necessary equipment needed to actively program space, demonstrating capacity to manage projected occupancy costs.

3. **Alignment to City Objectives** (20%)
   - Alignment with the City's strategic objectives;
   - Compliance with anti-discrimination and harassment policies; and
   - Use of equity, diversity, and inclusion approaches to support program and service delivery.

4. **Meeting Community Need** (35%)
   - Capacity to deliver programs and/or services that are relevant to identified community needs;
   - 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

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

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.

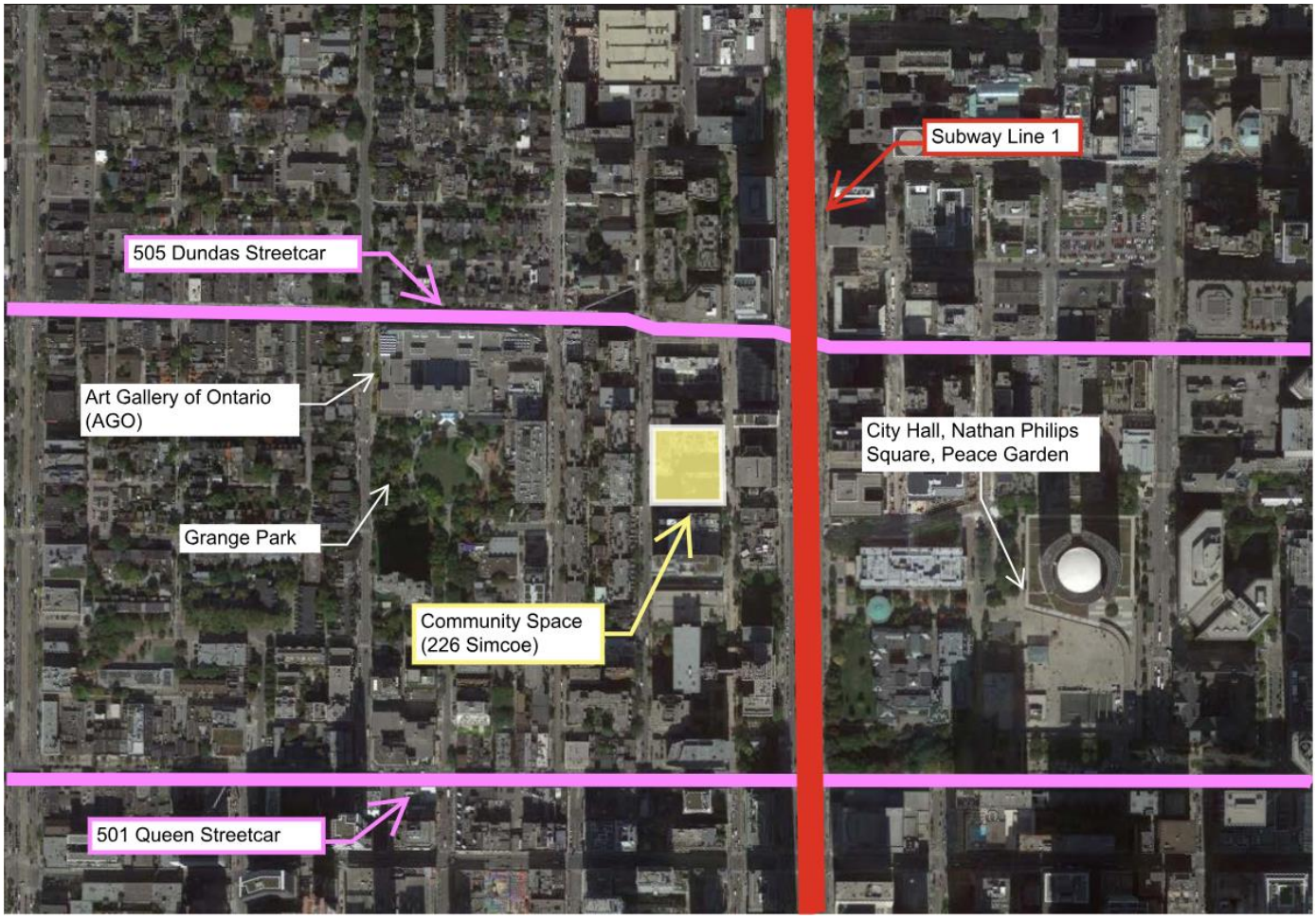
The City reserves the right not to respond to any report or request made by an applicant in connection with this REOI, including not to share or distribute copies of any reports or requests received from an applicant, or any responses thereto, with the other applicants. Where the City considers that 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.

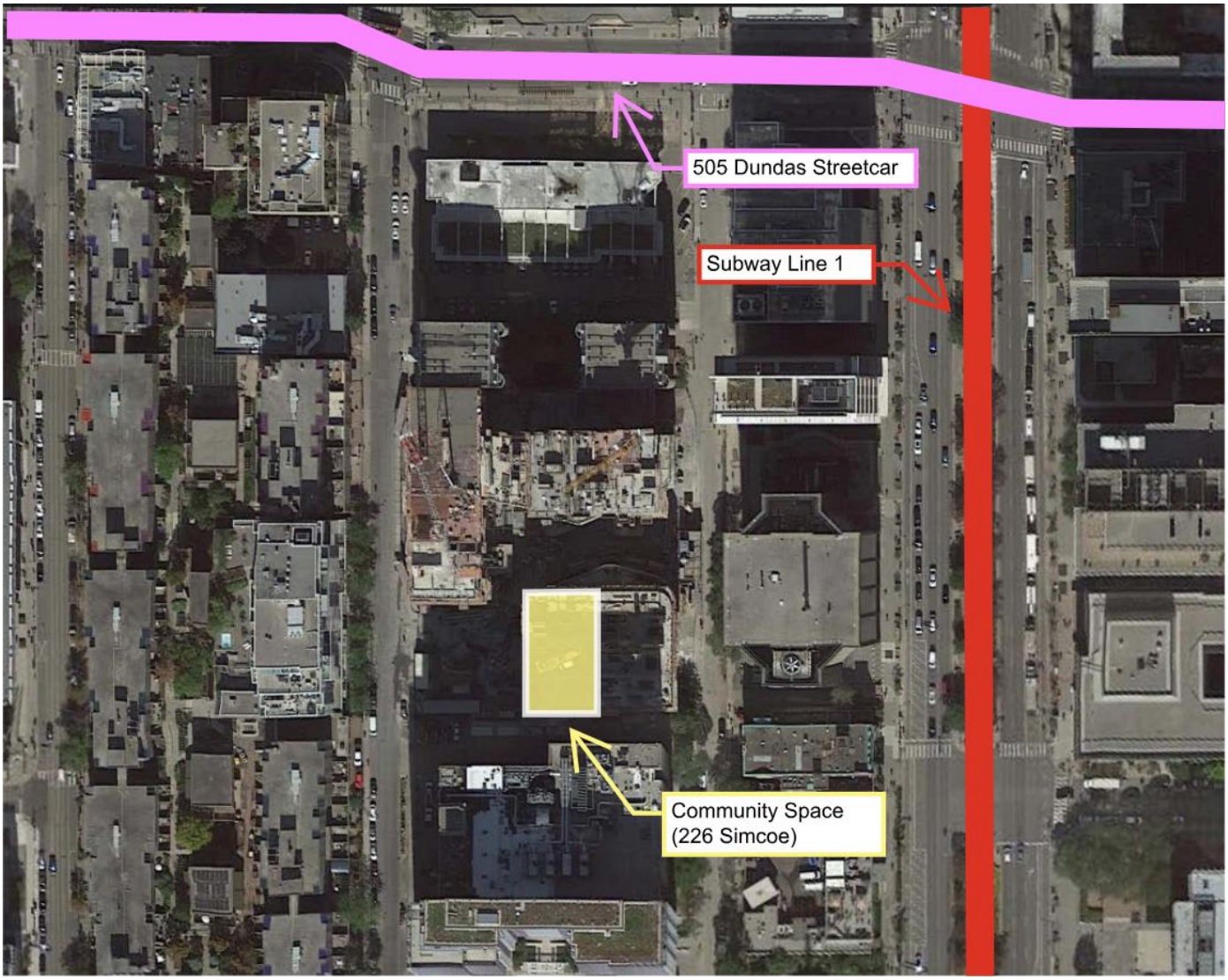
APPENDIX A:
COMMUNITY SPACE PROSPECTUS

Address	226 Simcoe Street
Intersection	Dundas Street West & University Avenue
Neighbourhood	Kensington-Chinatown (78)
Ward	Spadina-Fort York (10)
Community Space	5,995 square feet - Flexible multipurpose space - Conference room - Two small meeting rooms - Three office spaces - Breakroom with rough-in for kitchen - Shared washrooms - Shared elevator access
Occupancy Date	Projected to be Q3 2027. To be confirmed.
Lease Term	The lease term will be 10 years and will be confirmed within the lease agreement. 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 10-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.
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. Limited funding is available from the City for leasehold improvements for the Community Space totaling $100,000. Note that contingencies have not been included in the estimate and the availability of these funds is dependent on Council approval.

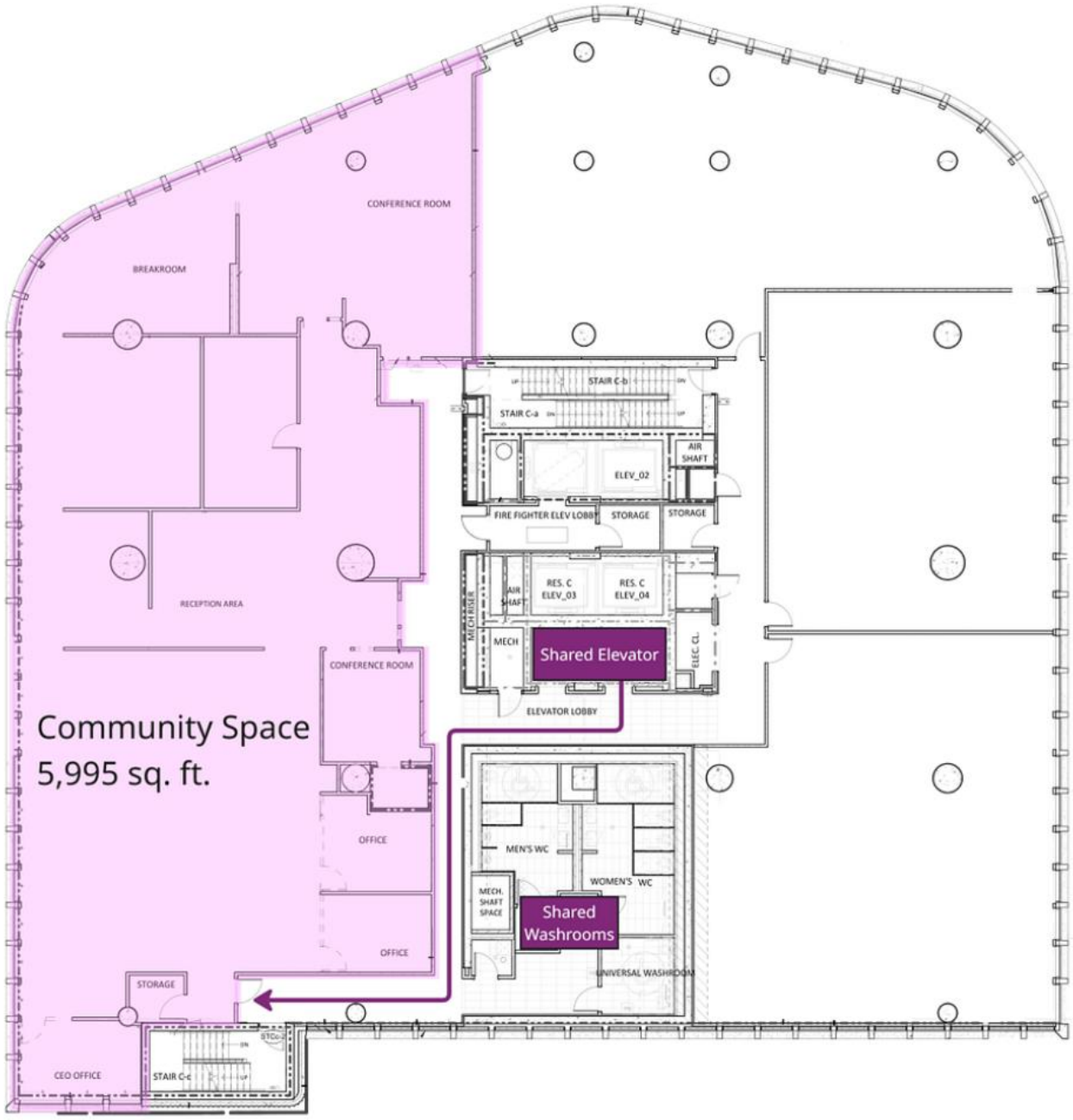
APPENDIX B:
AERIAL CONTEXT MAP



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:
COMMUNITY SPACE INTERIOR PHOTOGRAPHS

