

Request for Expressions of Interest (REOI) Application for 32 Lisgar Street

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This completed Application including all required documents is due August 12, 2022 at 5 pm Eastern Standard Time

ADDENDUM TO REOI APPLICATION FOR 32 LISGAR STREET:

Date: July 11 2022

Submission Deadline:

Original deadline:

- The REOI application and supporting documents were due by July 22, 2022 at 5pm EST

It is changed throughout the document as follows:

- The REOI Application and supporting documents are due by **August 12, 2022 at 5pm EST**

Timeline:

The timeline associated with the REOI is changed as follows:

Activity	Original Date	Revised Date
Request for Expression of Interest Release	June 10 2022	
Information Session and Property Tour	June 27 - 28 2022	
Submission Due Date	July 22 2022	August 12 2022
Submission Review and Applicant Short List Selection	August - September 2022 (Shortlisted Applicants informed by Aug 12)	Shortlisted Applicants informed by September 2
Complete Proposals Due Date for Short Listed Applicants	Sept 16 2022	October 28 2022
Applicant Selection	October 2022	November 2022
Successful Applicant Agreement Negotiations	October – December 2022	November – December 2022
City Council Approval	January 2023	
Execution of Lease	February 2023	
Commencement of Lease	Early 2023 or later	

New Appendix:

New Appendix G added, containing questions and answers following the site visits.

EXECUTIVE SUMMARY

The City of Toronto's Economic Development and Culture (EDC) Division is seeking expressions of interest for a qualified incorporated not-for-profit corporation to lease and operate a media and creative digital arts hub at 32 Lisgar Street.

The purpose of this Request for Expressions of Interest (REOI) is to solicit proposals from qualified not-for-profit corporations to:

- Lease ~30,284 ft² (~2,813 m²) of space for up to 20 years from the City of Toronto, with possibility of extension;
- Provide arts and culture programming and services, specifically to support media arts and creative digital uses, to the local community and broader cultural sector;
- Manage and operate the Property, including any sub-tenants; and
- Implement any required capital upgrades or fit-ups to the space, as required. See Appendix B for a list of operating and capital costs.

Proposals must be from qualified not-for-profit corporations, who may wish to apply on their own as a single Tenant or as a group, with a head Tenant and eligible incorporated not-for-profit sub-tenants.

REOI applications and supporting documents are due by **August 12, 2022 at 5 pm Eastern Standard Time.**

BACKGROUND

The City of Toronto has a history of providing community space to not-for-profit corporations at nominal and below-market rent rates. The tenants of such spaces are important partners for the City of Toronto in fulfilling its strategic objectives and delivering vital programs and services to Toronto residents and communities.

The cultural space at 32 Lisgar Street was negotiated by the City of Toronto through its powers in land use planning for the benefit of the local residential community and Toronto's media arts sector for the purposes of providing a sustainable, accessible community amenity for the development and enjoyment of media arts and associated creative digital cultural uses.

PURPOSE

The purpose of this Request for Expression of Interest (REOI) is to select a qualified incorporated not-for-profit corporation to lease 32 Lisgar Street (the "Property"). This Property comprises approximately 30,284 square feet (~2,813 square meters) of space for an eligible not-for-profit arts and cultural corporation (the "Tenant") to provide arts and culture uses and programming to the community, specifically to support media arts and creative digital uses and to provide facility management to the Property. The successful applicant ("Successful Applicant") will be required to enter into a lease agreement on terms satisfactory to the Economic Development and Culture ("EDC") Division and in consultation with Corporate Real Estate Management ("CREM") and in a form satisfactory to the City Solicitor and approved by City Council.

The Property is located in the West Queen West neighbourhood of Toronto and occupies three floors of the podium of a residential condominium development. Most of the available space is contiguous on the second and third floors, with access from the first floor.

The purpose of this REOI is to solicit proposals and select a qualified incorporated not-for profit corporation to:

- Lease ~ 30,284 ft² (~2,813 m²) of space for up to 20 years from the City of Toronto, with possibility of extension;
- Provide arts and culture programming and services, specifically to support media arts and creative digital uses, to the local community and broader cultural sector;
- Manage and operate the Property, including any sub-tenants; and
- Implement any required capital upgrades or fit-ups to the space, as required. See Appendix B for a list of operating and capital costs.

The Successful Applicant will have to demonstrate that they are capable of meeting the minimum capital commitment required to finish and furnish the space to deliver a sustainable media arts centre, with sufficient resources to meet their ongoing operational plan.

The Successful Applicant must be an incorporated not-for-profit corporation, who may wish to lease the Property as a sole Tenant or as a head Tenant with sub-tenants. Any sub-tenants must also be incorporated not-for-profit corporations.

This completed Application including all required documents is due August 12, 2022 at 5 pm Eastern Standard Time

THE VISION: A MEDIA ARTS HUB FOR TORONTO

The vision for the Property is to become a media arts hub that supports a range of creative endeavors and arts programming. Toronto's arts, digital and creative industries are a force – both creatively and economically.

Currently there is no physical hub for public events and activities for the media arts and creative digital community, and space for creative organizations is in short supply. The development of the Property into a hub with a focus on the future of arts and creative digital uses will provide this much needed facility within the city.

The Property should provide opportunities for artists, creative industries, organizations, festivals, researchers, futurists and creatives to test out new ideas, network, and create collaborations. There should be opportunities for exhibitions, education, workshops, talks, hackathons and many other activities.

The City envisions the Property to be a magnet for people interested in the intersection of arts, design, technology and creative digital cultural industries, as well as a place for tourism and the community to gather in the neighbourhood. Toronto has an opportunity to be the centre for the future of media arts and other creative digital uses by leveraging current economic powerhouses such as the media arts, gaming, music, VFX/animation, film and technology and merging them with immersive, AR/VR, esports, AI, blockchain and other emerging technologies.

The Successful Applicant and any sub-tenants must also ensure that they incorporate values of community, collaboration, diversity, equity and inclusion into the Property, programming and activities that take place within the Property. As the Property owner, the City will monitor the success of the Property and Tenant to ensure compliance with the zoning bylaw, and the vision for the Property.

Alternate Proposals

Though the City aspires to support media arts as a key activity for the Property, other fields of arts and cultural production will be considered. Applicants may propose a not-for-profit anchor Tenant that is not a media arts corporation, so long as the majority of the proposed sub-tenants are not-for-profit corporations involved in media arts and the proposal meets the City's requirements related to programming and public access.

CITY'S STRATEGIC PRIORITIES

The City of Toronto recognizes the importance of investing in neighbourhoods and has a long history of collaborating with the not-for-profit sector to foster culture through renovated, expanded and new cultural facilities. Providing the arts and cultural community with access to municipally-owned facilities/properties helps ensure access and opportunity for cultural participation to all citizens and visitors to Toronto.

The City of Toronto recognizes that barriers to cultural access and participation exist for many members of Toronto's diverse communities, particularly for low-income residents, women, persons with disabilities, ethno-cultural and racialized community members, immigrants and refugees, Indigenous peoples, 2SLGBTQ+ communities, and seniors.

The City of Toronto expects not-for-profit corporations assisted through grants and below market rent spaces to act as positive forces in helping to eliminate these barriers.

Several City of Toronto strategic documents provide the direction and prioritize the importance of space, access to space for the creative sector, and equity, affordability and accessibility including:

City of Toronto Corporate Strategic Plan: <https://www.toronto.ca/wp-content/uploads/2019/10/9886-DS-19-0438-Corporate-Strategic-Plan-V4-MG1.pdf>

Building Back Stronger: Report of the City of Toronto's Economic and Culture Recovery Advisory Group: <https://www.toronto.ca/legdocs/mmis/2020/ec/bgrd/backgroundfile-159197.pdf>

Economic Development and Culture Divisional Strategy: <https://www.toronto.ca/wp-content/uploads/2020/01/8e45-2019-EDC-Divisional-Strategy.pdf>

Strategic Priorities for Investment in Culture (2020 – 2024):
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.EC8.6>

Interactive Digital Media Strategy (2022-2026) (*forthcoming*)

Reconciliation Action Plan (2022-2032):
<https://www.toronto.ca/legdocs/mmis/2022/ex/bgrd/backgroundfile-222934.pdf>

Confronting Anti-Black Racism: <https://www.toronto.ca/community-people/get-involved/community/confronting-anti-black-racism/>

Equity, Diversity and Inclusion: <https://www.toronto.ca/city-government/accessibility-human-rights/equity-diversity-inclusion/>

Accessibility and Human Rights: <https://www.toronto.ca/city-government/accessibility-human-rights/>

Applicants should demonstrate how they are helping to advance the City of Toronto's strategic priorities and helping to eliminate barriers to cultural access and participation faced by residents and those in the creative sector.

PROPERTY DETAILS

The Property is located at 32 Lisgar Street, in the West Queen West neighbourhood of Toronto. The Property is owned by the City of Toronto and comprises approximately 30,284 ft² (~2,813 m²). Most of this space is contiguous on the second and third floors, with main entrance access from the first floor. See Appendix A for a copy of the floor plan.

LEASE TERM

The City will be issuing a long-term lease (up to 20 years) for the Property, with an option of two further 10-year terms. Tenants are expected to be financially sustainable in the space for the entire lease term.

BUILDING AMENITIES

The Property has several existing amenities and dedicated spaces that were designed into the existing space but can be re-designed for different uses as required. These include:

- Location for a potential café on the ground floor
- Location for a theatre space (film screenings, events, esports, video games, performance, talks, teaching, etc)
- Event space
- Four gallery / exhibit spaces (including 2 black-box galleries which could be used for performances, new media installations, technology, R&D and skills training)
- Offices, meeting rooms, co-working spaces
- Workshop and teaching spaces

Some of these spaces require additional fit-up work to be complete. See Appendix A for more information about the Property, and description of potential fit-up that may be required for the Property.

The Property also includes one Type G loading space that is shared with the adjacent residential building. The Property faces onto Lisgar Park, which is a City-owned and operated park that may include opportunities for future programming by the Tenant, if appropriate.

There is no dedicated parking space(s) for the Property, however there is underground Green P parking available adjacent to the Property as well as paid on-street parking.

BUILDING CONDITION ASSESSMENT

The Property will be leased in an "as is" condition. The Tenant will be responsible for completing their own due diligence on the suitability of the premises prior to tenancy. The Tenant will be

required to finish the building fit up to a commercial standard with AODA compliance, ready for occupancy by the anchor Tenant and any sub-tenants, and ready for any public presentations and exhibitions. Subject to the City of Toronto's consent, any and all fit-ups, and the costs thereof that may be required prior to and during the occupancy will be the responsibility of the Tenant. A Building Condition Assessment was completed in 2022 and may be available for review by Applicants, upon request.

The Property will be finished by the City of Toronto to a base condition that includes concrete floors, electrical, mechanical, plumbing, HVAC, elevators, and fire and life safety services.

See Appendix C for further details of the building condition.

A detailed plan and budget for leasehold improvements will be required as part of the REOI application, including the source of funds (both confirmed and projected) that will be used for the leasehold improvements, or modifications to the Property.

The Tenant has the option to fit-up the building per their requirements and does not need to follow the plans for the original amenities. The fit-up work can be completed in phases.

CAPITAL AND OPERATING COSTS

Capital Improvements (Fit-up Costs)

The Tenant will be required to complete any capital improvements and AODA compliance to the Property. The fit-up cost estimate will vary depending on the proposed use, programming and scope and scale of capital improvements. Appendix B provides an estimate, which is intended only to give Applicants a *general* understanding of potential costs. These are not exact costs for capital improvements to the Property.

Fit-up costs can vary greatly from what is listed in Appendix B, depending on and subject to the Tenant's proposed use. The Tenant is required to complete some base fit-up improvements such as buffing, painting and finishing the property amenities, as described in Appendix A. Applicants are required to outline proposed uses for the Property including any capital improvements and fit up costs as part of their REOI business plan submission requirement. Applicants may propose a phased approach to implementing any capital improvements to the Property.

Operating Costs

The Property's operating costs are affected by the two shared agreements as outlined in the Shared Agreements section of this REOI.

The Shared Facility Agreement outlines the share of costs between the Tenant, Residential Condominium Corporation No. 2448, the Toronto Parking Authority and a commercial entity, including costs such as utilities, non-residential garbage, security and safety.

The estimated operating costs for the Property are currently being finalized by the City. Details of the Shared Facility Agreement will be shared with Short Listed Applicants as part of their REOI application. High level estimates are provided below.

	Estimated Costs
Annual Rent	\$2.00
Average Annual Operating Cost (incl. utilities, non-residential garbage, security, safety, rent) (excluding property taxes)	\$140,000 - \$190,000
Average Monthly Operating Cost (incl. utilities, non-residential garbage, security, safety, rent) (excluding property taxes)	\$12,000 - \$16,000

Property Taxes are approximately \$294,537 per year, however Municipal Capital Facility designation or a Creative Co-Location Facilities Property Tax Subclass Designation may reduce the property taxes. See below for further information.

Municipal Capital Facility Considerations

When making your application, please consider that the Property may be designated by City Council as a Municipal Capital Facility if a Tenant's or sub-tenant's use of their premises is eligible. A Municipal Capital Facility Designation exempts the Property from property taxes. Subsection 2(1) of O.Reg 598/06 (<https://www.ontario.ca/laws/regulation/060598>) sets out the classes of Municipal Capital Facility and, in particular, in the context of this REOI, the cultural purposes class (paragraph 2(1)16) may apply.

Eligibility will be assessed after the REOI is completed and the use of the premises is known. No assessment will be made in advance of this. Eligibility is assessed based on a number of factors including that the Tenant or sub-tenant must be an incorporated not-for-profit corporation not associated with a for-profit corporation, and that any social enterprise carried out by the Tenant or sub-tenant must be ancillary to the use, with all profits of the social enterprise going back into the use.

Creative Co-Location Facilities Property Tax Subclass Designation

The Tenant may wish to apply for property tax reduction through the Creative Co-Location Facilities Property Tax Subclass Designation.

In order to be considered for this property tax reduction, the Property must meet the eligibility requirements under either the Tenant-based, Membership-based, or Live Music Venue streams. For more information see: <https://www.toronto.ca/business-economy/business-operation-growth/business-incentives/creative-co-location-facilities-property-tax-subclass-designation/>

MODIFICATIONS TO THE INTERIOR OF THE PROPERTY AND/OR ADDITIONAL USES

Applicants are welcome to propose improvements and modifications to the interior of the Property. Additionally, Applicants are welcome to incorporate additional uses provided these uses are appropriate and compatible with the media arts focus of the Property. Improvements and modifications to the building interior and/or the introduction of additional uses must comply with the current zoning bylaw and all applicable laws, regulations, by-laws and City policies, as may be amended from time to time.

Any improvements or modifications to the interior of the Property, will be subject to approval by the City of Toronto in accordance with the requirements of City of Toronto policies and bylaws and all applicable laws and regulations. For any changes to the Property, the Successful Applicant will need to apply for a Use Only Preliminary Project Review (<https://www.toronto.ca/services-payments/building-construction/preliminary-zoning-reviews-information/apply-for-a-zoning-review/>).

The Property will be provided on an “as is” basis. The City of Toronto will be responsible for all exterior maintenance, repair and upkeep of the existing systems of the base building. The City of Toronto will complete certain modifications to the building prior to tenancy. See Appendix A and C for further details on the Property amenities, building condition, and further details on capital improvements undertaken or to be undertaken by the City of Toronto. The City of Toronto will not make any further capital investment to the interior of the Property.

Applicants are encouraged to disclose contemplated additional uses as part of their REOI submission. Applicants may propose a phased approach to implementing any improvements, modifications or additional uses to the Property. The REOI Advisor will provide guidance to all Short Listed Applicants (without disclosing the proprietary plans of any Applicant) regarding compatibility of uses via an addendum to the REOI.

Questions for the REOI Advisor can be directed to: Anthea Foyer, Sector Development Officer, Interactive Digital Media Office, Economic Development and Culture at IDMOffice@toronto.ca.

SHARED AGREEMENTS

There are two shared agreements that the Tenant will be required to comply with, including all variations and future amendments. These are the Shared Facility Agreement and the Commercial Cost Sharing Agreement.

Shared Facility Agreement

The Property has a Shared Facility Agreement with Toronto Standard Condominium Corporation No.2448, the Toronto Parking Authority, 2509489 Ontario Inc. and the City of Toronto.

The Shared Facility Agreement binds the above organizations to share costs for the Property including utilities, non-residential garbage, security and life safety systems.

Commercial Cost Sharing Agreement

2509489 Ontario Inc. is the owner (the "Commercial Owner") of the space known municipally as 28 Lisgar Street (the "Commercial Space") which adjoins the Property. The City and the Commercial Owner share certain physical spaces within the property of each, such as stairwells, elevators and hallways, and are bound by a Commercial Cost Sharing Agreement which limits access to certain areas and elevators. The Commercial Cost Sharing Agreement also requires installation of ventilation equipment to limit the escape of cooking odours into the Commercial Space (should the Tenant of the Property intend to utilize kitchen facilities in the Property).

The Commercial Owner is a media arts organization, and the Tenant may wish to find opportunities for sharing and collaboration within the Property, beyond the Commercial Cost Sharing Agreement.

Appendix A includes a floor plan of the Property and also indicates which areas are owned by the Commercial Owner.

TENANT CRITERIA

The City of Toronto's priority in conducting this REOI process is to find a Tenant to sub-lease the Property and sustainably operate it for through the delivery of arts and culture programming.

The Tenant:

- Must be an incorporated not-for-profit corporation.
- Is preferably a media arts and creative digital media arts organization, or the Tenant may be in a different field of arts and culture production with sub-tenant(s) involved in media arts.
- May have one or more sub-tenants. Sub-tenants must also be incorporated not-for-profit corporations.
- Will be responsible for Property management, operation and maintenance, including the management of any sub-tenants.
- Must be in good financial standing, with the capacity to manage operating costs during the term of the lease.
- Must have the administrative capacity to manage the Property and to deliver programming activities and services. Programming can be provided directly by the Tenant, sub-tenants, or in partnership with other arts and culture, media and creative digital media arts organizations.
- Must have a strong corporate structure, including being governed by a Board of Directors that are actively recruited and have functional expertise in key areas to ensure the Tenant corporation is able to deliver its programming and service objectives, and be compliant with their obligations under the Canada Not-for-profit Corporations Act.
- Must adhere to the City of Toronto's policy of providing a workplace and program and/or service space that is free from harassment and discrimination.

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TENANT RESPONSIBILITIES

Property

The Tenant will be responsible for all capital and operating costs associated with use of the Property and will be responsible for routine maintenance and repair of the Property. The City will not be offering operating support (beyond the significant value of the nominal cost lease) to the Tenant and the Tenant's operations will need to be financially self-sustaining. The Tenant will be responsible for any and all proposed fit-up work for the Property.

Lease Agreement

The Tenant will be required to enter into a lease agreement with the City of Toronto, in a final form satisfactory to the City of Toronto and subject to City Council approval. The City of Toronto retains the right to terminate the lease in the event that the Tenant violates any terms of the lease. The Tenant will be required to report back yearly and comply with other monitoring conditions set out in the lease.

Programming

The vision for the Property is to become a media arts hub that supports a range of creative endeavors and arts programming, available to the community. The Tenant must support and enhance the vision for the Property through proposed uses of the Property, programming, and support for the community.

The Tenant will be expected to work with a variety of creative industry organizations and provide opportunities for artists and creatives. The Tenant should provide opportunities for learning, workshops, networking, and for creatives to test out new ideas and collaborate.

The Tenant will be expected to create a media arts hub that will be an anchor for the community, to animate the surrounding area and neighbourhood, and to be an open and welcoming space for the public.

The Tenant will need to work closely with the City of Toronto to deliver on its strategy for the Property, to ensure a successful media arts hub at the Property with accessible cultural programming and support to the media arts and creative industry sectors.

CITY OF TORONTO SUPPORT

The City of Toronto is committed to ensuring the success of the Property, and support to develop and launch a media arts and creative industries hub for the sector and the community.

The City of Toronto is committed to delivering a sustainable and accessible creative hub through this process, as contemplated in the original development proposal and endorsed by City Council. To support the development and operation of the media arts hub, the City of Toronto will provide the following assistance to the Successful Applicant:

- **Below-market lease rate:** the Property will be leased to the Successful Applicant at a nominal lease rate of \$2 per year.
- **Building condition:** The Property will be finished by the City of Toronto to a base condition that includes concrete floors, electrical, mechanical, plumbing, HVAC, elevators, and fire and life safety services.
- **Shared space:** the Successful Applicant will be required to maintain shared space as per the Shared Facilities Agreements. This includes maintenance for shared elevators, and other shared amenities.
- **Ongoing maintenance:** the Successful Applicant will be responsible for all maintenance of the Property.
- **Property tax reductions or exemptions:** through an application process, the Successful Applicant can seek property tax reduction through the Creative Co-Location Facility Property Subclass Designation or the Municipal Capital Facility designation. The eligibility of the Property or portions of the Property as a Municipal Capital Facility will be assessed after the REOI is completed and the use of the Property is known.
- **Engagement support:** the City of Toronto will support the Successful Applicant to engage with potential cultural organizations, creatives or partners as needed to support the programming objectives and vision for the space. The City of Toronto will also support the Successful Applicant to engage other levels of government to secure additional funding resources, if needed.

APPLICATION PROCESS

REOI PROCESS

This REOI will be a two-stage process to identify a Successful Applicant who meets the eligibility requirements and has the financial capacity to participate in the competitive selection process.

The first stage will be an open call for interested applicants to submit an expression of interest. Short-listed applicants will be selected and invited to submit full proposals.

In the event of an unsuccessful process to determine a Tenant, the City retains the right to initiate a new process to ensure the development and sustainability of a media arts hub at the Property.

MAIN CONTACT INFORMATION

The City of Toronto main contact for this REOI is Anthea Foyer, Sector Development Officer, Interactive Digital Media Office, Economic Development and Culture. REOI Submissions, questions or concerns must be sent to Anthea Foyer at IDMOffice@toronto.ca

SUBMISSION INSTRUCTIONS

Applicants must include their REOI application and documents listed in the Submission Requirements section **attached in one email to Anthea Foyer at IDMOffice@toronto.ca.**

Applicants must submit their completed REOI application as well as the required documents as one compiled document. If the file is too big, it can be submitted via a file sharing platform such as WeTransfer.

Submissions will only be accepted electronically, and must be clearly labeled as "**Applicant Name_REOI 32 Lisgar**".

Do not submit any documentation that has not been requested in the Required Documents checklist or this REOI form. Documentation not requested will not be reviewed and evaluated. If further information is required, City staff will reach out as appropriate.

Please note: multiple application emails from the same Applicant / Corporation, incomplete applications and documents received after the submission deadline of **August 12, 2022 at 5 pm Eastern Standard Time will not be accepted and your Corporation will automatically be deemed ineligible. No exceptions.**

Applications submitted by applicants that did not attend the full **mandatory information session and facility tour on June 27 / 28, 2022** will not be accepted and will automatically be deemed ineligible. **No exceptions.**

Upon your submission, please email Anthea Foyer at IDMOffice@toronto.ca to confirm receipt of your application.

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SUBMISSION DEADLINE

Applicants are required to submit their application through email by the submission deadline of **August 12, 2022 at 5 pm Eastern Standard Time**.

Applications and documents received after the deadline will not be accepted.

MANDATORY INFORMATION SESSION AND TOUR

Applicants must attend an information session and Property tour presented by Economic Development and Culture, Corporate Real Estate Management, and other relevant City Divisions on **June 27 / 28, 2022**. This date is subject to change, and all applicants will be provided 2 weeks' notice of any changes.

The information session will provide further details on the vision for the Property, community and creative sector needs, building conditions and preliminary work being conducted by the City of Toronto, the REOI application and process, and the evaluation and selection process for selecting a Successful Applicant.

TIMELINE

The following timeline is associated with the REOI. Dates may be subject to change.

Activity	Original Date	Revised Date
Request for Expression of Interest Release	June 10 2022	
Information Session and Property Tour	June 27 - 28 2022	
Submission Due Date	July 22 2022	August 12 2022
Submission Review and Applicant Short List Selection	August - September 2022 (Shortlisted Applicants informed by Aug 12)	Shortlisted Applicants informed by September 2
Complete Proposals Due Date for Short Listed Applicants	Sept 16 2022	October 28 2022
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City Council Approval	January 2023	
Execution of Lease	February 2023	
Commencement of Lease	Early 2023 or later	

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SUBMISSION REQUIREMENTS

Applicants are required to submit their REOI application and required documents by email by the submission deadline of **August 12, 2022 at 5 pm Eastern Standard Time**, to Anthea Foyer at IDMOffice@toronto.ca. Applications must include the below information in order to be considered complete.

The REOI will be a two-stage process. All interested Applicants will need to submit the required information for the first stage of the REOI application. Only those applicants that satisfy the requirements of the first phase will proceed to the second phase of the process.

Short Listed Applicants will be required to submit a complete application including additional information required for the second stage of the application process. Short Listed Applicants will be contacted with further information on when their full proposals will be due, and if they require an additional tour of the Property.

[Please note – Applicants may consist of one corporation or a head-corporation/Tenant with sub-tenants. Where relevant please include the below information on any confirmed sub-tenants.]

Stage One Application Submission Requirements – Expression Of Interest:

A. Executive Summary

B. Mandatory Eligibility Requirements Checklist (see Appendix D)

C. Declaration of Conflict of Interest – provide a statement of any conflict of interest, if applicable

D. Declaration of Compliance with Anti-Harassment / Discrimination Legislation and City Policy – review, complete and submit form (<https://www.toronto.ca/wp-content/uploads/2017/10/9670-cc-declaration-anti-harassment-policy.pdf>)

E. Applicant Profile

- a. Applicant Overview – a summary of the Applicant (Tenant (and sub-tenant)) corporation, including:
 - i. Applicant information – Corporate name, address, lead contact information
 - ii. Corporation history:
 1. Date incorporated
 2. Mission and mandate
 3. Total number of employees
 4. Business partners information
 5. Board of Directors information
 - iii. Proof of not-for-profit status demonstrated by a current corporation profile report
 - iv. Overview of proposed tenancy: if the application is prepared by a group with head a Tenant and incorporated sub-tenants, an overview of each entity is required, along with an overview of each entity's role. **The**

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application will need to be submitted by the proposed head Tenant.

- b. Experience and Qualifications
 - i. Experience – relevant experience with similar projects, programming and facility management.
 - ii. Relevant skills and key staff – skills, experience and expertise necessary to implement and deliver a media arts and creative industries hub.
 - iii. References – provide three to five (3-5) references for the purpose of evaluating the Applicant's experience and track record.
- c. Other City of Toronto Tenancies – list any City-owned or City-managed space the Applicant is currently leasing.

F. Proposed Use of the Property

- a. High level overview including: vision for the property, goals and objectives, proposed services and programs, potential or confirmed community partnerships.
- b. High level overview of how the proposed services and programs will address arts and culture sector needs, community needs and positively impact equity, diversity and inclusion.

G. Financial Capacity

- a. High level overview of the Applicant's existing financial position including recent audited financial statements, cash position, assets and liabilities. Applicants must demonstrate ability to cover monthly and annual operating costs for the Property.

H. Corporation Structure and Management Assessment

- a. High level overview of the Applicant's corporate structure including Board and management composition, and information on anti-racism, equity, access and diversity policies, processes, training, programming etc.
- b. High level overview of staffing information (excluding personal or identifying information) and proposed management of the Property.

Stage Two Application Submission Requirements - SHORT LIST APPLICANTS ONLY:

In addition to the above, Short-Listed Applicants are required to submit detailed proposals for the use of the property, detailed financial capacity information, and a business plan.

I. Proposed Use of the Property

- a. Proposed Services and Programs – clearly demonstrate how the Applicant will deliver programs and services relevant to the vision and need for the Property and alignment with the City of Toronto's strategic objectives. Including:
 - i. Vision for the Property
 - ii. Goals and objectives
 - iii. Proposed programs and services
- b. Community Need – describe how the proposed services and programs address arts and culture sector needs, community needs and what demographics and communities will be served.
- c. Community Engagement – list the Applicant's strategies to meet the needs of the local community in the services / programs that will be delivered.

- d. Community Partnership – identify how the Applicant will partner with local organizations or businesses to engage the community. List the organizations or businesses that the Applicant will partner or engage with.
- e. Equity Impact – explain how an equity, diversity, and inclusion approach is applied to the development and delivery of programs and services, with reference to the relevant City strategies listed in this document.
- f. Alignment with City's Strategic Priorities – describe how the proposed services and programs align with the City's strategic priorities.

J. Financial Capacity

- a. **Existing Financial Position** – provide information on the Applicant's existing financial capacity, including:
 - i. Revenue and expenses – as per recent audited financial statements, demonstrate if revenues exceed expenses.
 - ii. Revenue mix – provide information of **confirmed** funding sources and the associated amount. Include information for any and all funding that has been applied for. Funding letters and /or confirmation of applications must be submitted as part of the REOI package.
 - iii. Existing city grants – list any City of Toronto or Toronto Arts Council grants the Applicant is currently receiving.
 - iv. Cash position – Explain if the Applicant has ever been in a negative cash position, why and what measures were taken to offset and increase financial position. Submit supporting documents such as purchase invoices to verify the information provided.
 - v. Operating reserves – what is the Applicant's operating reserve and reserve policy. Include information on unrestricted reserve and unrestricted reserve policy, including circumstances to use these reserves. Attach relevant policies.
 - vi. Assets and liabilities – list and explain all assets and liabilities listed on the most recent financial audit.
 - vii. Debt-reduction strategies – describe debt / deficit reduction strategy if the Applicant has accumulated negative net assets or accumulated deficit representing more than 10% of your annual operating budget.
 - viii. Endowments - If the Applicant has an endowment, foundation or parent corporation, provide details of the type of relationship, when it was established and terms of agreement. Submit a copy of the corporation's audited financial statements and agreement.
 - ix. Financial governance - include information on how the Applicant's Board assures good financial governance.
- b. **Business Plan** – a high-level business plan that includes a 5-year forecast of capital and operating costs. The business plan should include:
 - i. Concept overview
 - ii. Proposed timeline
 - iii. Organization and management team
 - iv. Proposed team and resources
 - v. Marketing plan
 - vi. Strategy and implementation

- vii. Projected impact
- viii. Financial plan and projections – clearly demonstrate the Applicant's financial plan and capacity to manage any and all capital, occupancy, service and program costs, including:
 - 1. Information on any capital works or fit-up work to the Property.
 - 2. Detailed plan and budget for any additional leasehold improvements or Property modifications intended by the Applicant.
 - 3. Source of funds (both confirmed and projected).

K. Corporate Structure and Management Assessment

- a. Staffing Information – number of staff presently employed by the Applicant that will be working within the Property. Do not include any personal or identifying information regarding the employee including name, age, gender and/or ethnicity.
- b. Board Election – provide details on methodologies used to invite and elect Board members.
- c. Board and Management Composition - describe the Applicant's Board and management composition and demographics, including functional expertise of each Board and management member (i.e.: marketing, legal, finance, governance, fundraising etc.) and relevant skills for the proposed uses of the Property.
- d. Board Representation - Equity, Access and Diversity Principles – describe how the corporation carry out initiatives to ensure representation on the Board reflects Human Rights, Anti-Oppression, Equity, Access and Diversity principles.
- e. Anti-racism policies and processes – provide information on
 - i. Existing Anti-racism policies – provide a description of each policy and complete the check list (**see Appendix E**).
 - ii. Revision frequency and methodology - describe the frequency and methodologies the corporation uses to revise and update anti-racism, access and equity policy, complaints procedures, and implementation plans.
- f. Direct Services Language Delivery – what languages does the Applicant deliver direct services? Describe how direct service language needs are assessed and determined.
- g. Staff and Volunteers Reflection – Equity, Access and Diversity Principles – how does the Applicant ensure staff and volunteers reflect access, equity and human rights principles?
- h. Equity, Access and Diversity Training - Is Anti-Oppressive Human Rights, Diversity and Access, Equity training available? Describe training curriculum and how often the training is provided. Also, please provide background on the individual/organization/company that provides the training.

L. Signature Page – see Appendix F

EVALUATION AND SELECTION CRITERIA

REVIEW PANEL

The City's Economic Development and Culture Division will assess all REOI applications received by the submission deadline of **August 12, 2022 at 5 pm Eastern Standard Time**. A Review Panel consisting of City staff from Economic Development and Culture, in consultation with other City Divisions and Agencies, as well as external member(s) of the public will review all REOI applications, as appropriate.

The Review Panel will assess each REOI application against the evaluation criteria set out below.

SHORT LIST OF APPLICANTS

This REOI will be a two-stage process to identify a Successful Applicant who meets the eligibility requirements. The first stage will be an open call for interested applicants to submit an expression of interest. Applicants that score a minimum of 70% in the first stage will be selected and invited to submit full proposals. Short-listed applicants may also be invited for an interview if deemed relevant / appropriate.

EVALUATION RESULTS

Upon conclusion of the evaluation process, a final recommendation of the eligible not-for-profit corporation will be made by the Review Panel. The Review Panel's decision will be final. Economic Development and Culture will inform the Successful Applicant that they have been chosen as a Tenant for the Property.

Once an Applicant has been determined to be the Successful Applicant and the provisions of a lease have been mutually agreed upon by the City of Toronto and the Successful Applicant, Economic Development and Culture, together with Corporate Real Estate Management, will seek authority from City Council to approve the terms of the lease and authorize its execution by the Successful Applicant and the City.

By responding to this REOI, Applicants are agreeing that the decisions of the Review Panel are final.

Application evaluation results are the property of the City of Toronto and are subject to the *Municipal Freedom of Information and Protection of Privacy Act* (the Act). Evaluation results may be subject to public release pursuant to the Act. City Council and individual members of Council have the right to view the responses, provided that their requests have been made in accordance with the Act. <https://www.ontario.ca/laws/statute/90m56/v23>

Applicants should identify any portions of their Application which contain a trade secret, scientific, technical, financial, commercial or labour relationships information supplied in confidence and which will cause harm if disclosed.

This completed Application including all required documents is due August 12, 2022 at 5 pm Eastern Standard Time

NEGOTIATIONS AND AGREEMENT

The selection of a Successful Applicant will be in the sole and absolute discretion of the City of Toronto. The selection of the Successful Applicant will not oblige the City of Toronto to negotiate or execute a lease with that corporation. Any agreement resulting from this REOI will be in accordance with the by-laws, policies and procedures of the City of Toronto including approval by City Council. The City of Toronto shall have no liability to any person as a result of the REOI and any negotiations which may ensue as a result of it.

SELECTION CRITERIA

The Review Panel will assess the REOI applications using the below evaluation criteria. If the submission fails in any of the mandatory requirements, the submission will be rejected.

The submission that achieves the highest total score will be ranked first. Feedback can be shared upon request.

Mandatory Eligibility Requirements

To be eligible to enter into a lease of the Property, the Successful Applicant must:

- A. 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 arts and culture services to Toronto residents that:
 - a. Meet a community need, as outlined by community consultation including:
 - 1. Provision of needed arts space in the media sector;
 - 2. Dedication to inclusivity, accessibility, diversity and the need to ensure the Property and its occupants provide a safe space for equity-deserving community members; and
 - 3. Provision of accessible and available space for community use.
 - b. Are consistent with the strategic directions or priorities of the City of Toronto and the Economic Development and Culture Division;
 - c. The City may otherwise provide; and
 - d. Will be the only services and functions provided in the space and will be available to the public.
- C. Satisfy the City that it is in good financial standing and 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 amass the capital funds necessary for the final fit-out of the facility, within two years, by 2025, estimated between \$5-10 million in 2022, subject to adjustment or changes as negotiated through the lease agreement; and

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- E. Satisfy all requirements outlined in the Request for Expressions of Interest (REOI) and comply with all applicable laws and policies of the City.

Evaluation Criteria

CRITERIA	POINTS AVAILABLE	MINIMUM THRESHOLD (70%)
Applicant is a registered not-for-profit corporation and/or post-secondary institution	Pass / Fail	Pass
Applicant meets all mandatory eligibility requirements	Pass / Fail	Pass
Submission includes all submission requirements	Pass / Fail	Pass
Stage One: REOI Submission Package		
A. Executive Summary	5	3.5
B. Mandatory Eligibility Requirements Checklist	Pass / Fail	Pass
C. Declaration of Conflict of Interest	Pass / Fail	Pass
D. Declaration of Compliance with Anti-Harassment / Discrimination Legislation and City Policy	Pass / Fail	Pass
E. Applicant Profile	5	3.5
F. Proposed Use of the Property	15	10.5
G. Financial Capacity	15	10.5
H. Corporate Structure and Management Assessment	10	7
Stage One: Total Score	50	35
Stage Two: Full Proposal Package		
A. Executive Summary	10	7
E. Applicant Profile	10	7
F. Proposed Use of the Property	30	21
G. Financial Capacity <ul style="list-style-type: none"> Existing Financial Position Business Plan 	30	21
H. Corporate Structure and Management Assessment	20	14
Stage Two: Total Score	100	70

APPENDICES

APPENDIX A – PROPERTY AMENITIES AND FLOOR PLAN

PROPERTY AMENITIES

The Property has several existing amenities and dedicated spaces that were designed into the existing space but can be re-designed for different uses as required. Some of these spaces require additional fit-up work to be complete (unless otherwise specified).

Applicants are welcome to propose modifications to the interior of the Property that are designed to enhance programming and utilization, unless otherwise stated below. Additionally, Applicants are welcome to incorporate additional uses provided these uses are appropriate and compatible with the media arts focus of the Property. Modifications to the building interior and/or the introduction of additional uses must comply with the current zoning bylaw.

Any modifications to the interior of the Property, will be subject to approval by the City of Toronto in accordance with the requirements of City of Toronto policies and bylaws and all applicable laws, regulations, by-laws and City policies, as may be amended from time to time.

Amenity / Space	Current State, to be finished by Tenant
3 Gallery Spaces	2 black box galleries unfinished; electrical outlets existing; floors and walls need to be buffed, painted and finished 1 gallery unfinished; electrical outlets existing; floors and walls need to be buffed, painted and finished
Café / Foyer	Plumbing available; electrical outlets existing; floors and walls need to be buffed, painted and finished
Private Office Space	electrical outlets existing; floors and walls need to be buffed, painted and finished
Shared Office / Work Space	electrical outlets existing; floors and walls need to be buffed, painted and finished
Classrooms	electrical outlets existing; floors and walls need to be buffed, painted and finished
Workshops	electrical outlets existing; floors and walls need to be buffed, painted and finished
Theatre + Concession area	unfinished <i>The Tenant is required to develop / complete this space and maximize usage, however it can be completed in phases.</i>
Screening Room	Unfinished
Event Space	electrical outlets existing; floors and walls need to be buffed, painted and finished

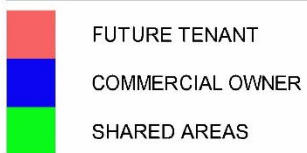
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Washrooms	water, electrical outlets existing, toilets, sinks, mirrors; floors and walls need to be buffed, painted and finished
Editing Suites	electrical outlets existing; floors and walls need to be buffed, painted and finished
Storage Space	floors and walls need to be buffed, painted and finished
Public Space	electrical outlets existing; floors and walls need to be buffed, painted and finished

PROPERTY FLOOR PLAN

The property at 32 Lisgar consists of 30,283.62 ft² over three stories, with shared space on the third floor with a Commercial Owner. The floor plan outlines which spaces are occupied and owned by the Commercial Owner and which are for use by the Tenant.



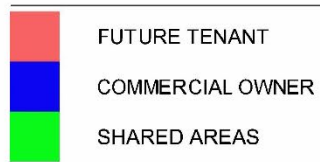


32 LISGAR ST.

DRAWING TITLE:
2ND FLOOR PLAN

DRAWING NO.:
A102

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APPENDIX B – OPERATING AND CAPITAL COSTS

OPERATING COSTS

The Tenant will be required to pay a proportionate share of the operating costs as determined through the Shared Facility Agreement. These include costs for:

- Life safety systems
- Storm and sanitary connections and mains
- Main water service
- Above grade exit stairs
- Non-residential garbage facilities (service unit)
- Heaters / fans in stairwell
- Sprinkler room (service unit)
- Water meter room (service unit)
- Main electrical room (service unit)
- Telecommunications room (service unit)
- Type G loading space (service unit)
- CACF room (service unit)
- Sprinklers
- Sump pumps
- Waterproofing, foundation membranes and roof membranes

The operating costs for the Property are being finalized by the City and further details of the Shared Facility Agreement will be shared with Short Listed Applicants as part of their REOI application.

Property Taxes for the Property are approximately \$294,537 per year.

However the Property may be designated by City Council as a Municipal Capital Facility or the Tenant may wish to apply for the Creative Co-Location Facilities Property Tax Subclass designation which may reduce property taxes, if eligible. For more information, see Capital and Operating Costs section of this REOI.

High level estimates are provided below for the total operating costs for the Property, excluding property taxes.

	Estimated Costs
Annual Rent	\$2.00
Average Annual Operating Cost (excluding property taxes)	\$140,000 - \$190,000
Average Monthly Operating Cost (excluding property taxes)	\$12,000 - \$16,000

CAPITAL (FIT UP) COSTS

The below are estimates to fit-up the Property. These estimates are intended to give Applicants a general understanding of the scope and scale of these costs but are not exact and will change based on needs of the chosen Tenant.

Methodology: The *US & Canada Fit Out Guide – 2021* was referenced to inform the fit out cost for the space; specifically the *Fit Out cost breakdown (pg. 24)* to inform price per square foot cost, which was then multiplied by the overall square feet for the space.

Definitions

- Hard Cost: Floor, ceiling, walls, drywall, electrical, etc.
- Soft Cost: Architecture consulting, etc.
- FF&E: furniture, office equipment, etc.
- Tenant Factors: security, access control, IT, etc.

Space: 2,813.44 m2 or 30,283.62 ft2

Fit Up Cost Breakdown	Base Quality	Medium Quality	High Quality
Progressive Style	\$5,794,467.85	\$6,733,865.74	\$8,375,540.78
Moderate Style	\$5,976,775.24	\$7,278,970.90	\$8,772,559.04
Traditional Style	\$6,402,260.10	\$7,802,877.53	\$9,254,977.11

The lowest fit up cost based on the square feet of the space is **\$5,794,467.85**, and the highest cost is **\$9,254,977.11**.

Fit-up costs can vary greatly from what is listed above, depending on and subject to the Tenant's proposed use. The Tenant is required to complete some base fit-up improvements such as buffing, painting and finishing the property amenities, as described in Appendix A. Applicants are required to outline proposed uses for the Property including any capital improvements and fit up costs as part of their REOI business plan submission requirement. Applicants may propose a phased approach to implementing any capital improvements to the Property.

APPENDIX C – CURRENT BUILDING CONDITION

IMPROVEMENTS PRIOR TO OCCUPANCY

The City of Toronto has completed a Building Conditions Assessment (BCA) in early 2022. Based on this assessment, the City of Toronto will complete certain improvements to the Property prior to tenancy. The below list provides further details on capital improvements that have been completed and are planned for completion by the City of Toronto. Additional capital and maintenance improvements to the Property amenities will be completed by the Tenant.

Item	Description	Date
Plumbing and Electrical	Electrical lighting in the lobby and throughout the space have been completed and are working. All safety items completed. Café space on the first floor has a half countertop and hot water tank, all associated plumbing will remain for future Tenant.	May 2022
Fire and Life Safety	Fire and Life Safety system inspection complete. Extinguisher and emergency lighting replaced. Fire Panels and Sprinkler system inspections completed by Condo Board.	May 2022 Should be checked on a regular basis by Tenant under an annual maintenance program.
Elevators	TSSA license ownership in process of being renewed.	June 2022 Should be checked on a regular basis by Tenant under an annual maintenance program.
HVAC Building Unit	Update to HVAC equipment required.	June / July 2022
AODA Compliance	City of Toronto to identify accessibility improvements needed for the Property. Scope of work to be completed by City and Tenant to be determined.	<i>To be confirmed.</i>
Floor Repairs	Concrete step leading to main entrance repaired. Main entrance floors to be cleaned.	June / July 2022
General Repairs	Pipe and wall repaired in one office space on 3 rd floor.	May 2022

APPENDIX D - MANDATORY ELIGIBILITY REQUIREMENTS CHECKLIST

Mandatory Eligibility Requirements (Pass or Fail)

The following are mandatory eligibility requirements. All requirements must be met in order to be eligible. Please complete this check list and include as part of your REOI submission package.	
Read and check off the boxes before proceeding with the rest of the application.	
Yes No	Is your corporation incorporated as a not-for-profit corporation that is not a subsidiary or related entity of a for-profit corporation or a for-profit social enterprise?
Yes No	Does your corporation provide arts and cultural programs and/or services to Toronto residents?
Yes No	Is your corporation in good financial standing and not in default under any existing lease, service agreement, grant or other agreement with the City?
Yes No	Did your corporation attend a mandatory information session and facility tour?
If you answered " No " to any of the above questions, the mandatory eligibility requirements were not met. Do not proceed further with this application.	

APPENDIX E – ANTI-RACISM POLICIES CHECK LIST

Existing Anti-Racism Policies

The City of Toronto recognizes that barriers exist for many members of our City’s diverse communities, particularly for low-income residents, women, persons with disabilities, ethno-cultural and racialized community members, immigrants and refugees, Aboriginal and Indigenous peoples, 2SLGBTQ+ communities and seniors.

The City expects corporations assisted through grants and below market rent spaces to act as positive forces in helping to eliminate these barriers. As part of this application, please review, complete, and submit the City of Toronto: [Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy](#).

Please fill in the chart. All existing policies must be attached and included with this application. Please include a description of each policy. Please indicate if the below policies are separate or included in the same policy document.

Does your corporation have the following in place?	Yes	Board Approval Date (yyyy-mm-dd)	No	Planned Completion Date (yyyy-mm-dd)
Anti-racism, access and equity policy				
Anti-racism, access and equity complaints procedures				
Anti-racism, access and equity implementation plans				

APPENDIX F – SIGNATURE PAGE

Please note this signature page is the final page of the REOI application. Please review the Submission Requirements section of the REOI to ensure that you have completed and submitted all required documents along with this REOI application.

All applications must be signed by your Corporation's Chair of Board or Designated Signing Authority.

Please include this REOI application and all of the required documents attached **in one email** to Anthea Foyer, Sector Development Officer, Interactive Digital Media Office, at IDMOffice@toronto.ca by the REOI **submission deadline of August 12, 2022 at 5 pm Eastern Standard Time**.

Please read the Submissions Instructions section carefully as incomplete applications will automatically be deemed as ineligible for this below market rent space opportunity.

To the best of my knowledge, information in this application is accurate and complete.	
Signature	Date Signed (yyyy-mm-dd)
Name (Print - First, Last or Single)	Position Title

Please note: Request for Expression of Interest Application and evaluation results are the property of the City and are subject to the *Municipal Freedom of Information and Protection of Privacy Act* (the Act). Applications will be received in confidence subject to the disclosure requirements under the Act or to disclosure being otherwise required by law or an order of a court or tribunal.

Applicants should identify any portions of their Application which contain a trade secret, scientific, technical, financial, commercial or labour relationships information supplied in confidence and which will cause harm if disclosed.

Questions about disclosure requirements under the Act can be directed to the Access and Privacy Unit at 416-392-9684.

APPENDIX G - 32 LISGAR SITE VISITS – QUESTIONS / ANSWERS

These questions were posed about the REOI and Property during the site tours the week of June 27th 2022. They have been included as a new Appendix to the REOI.

General Property Questions:

- 1. What type of internet wiring and cabling exists in the building? (i.e. Cat6 or Cat5)?**
 - The City has inquired with Beanfield, which has stated that there are several platforms available in the building, including the regular GPON (gigabit passive optical network). It is assumed that the building is wired with Cat5, with up to 1GB of connectivity, however the Tenant can work with Beanfield to run necessary cabling from the communication room to the main floor and support proposed uses for the Property.
- 2. Who will be in charge of the mechanical room? Will the Tenant have access to and be responsible for this space or will that remain with the City?**
 - The City is generally in charge of the mechanical room however Tenant access and use of this space will be determined through lease agreement discussions.
- 3. Can the Tenant put signage on the outside of the building, affixed to the building? Can the signage be lit up?**
 - Details on the type and location of signage will be determined through the lease agreement discussions, in discussion with the City and Condo Corporation, if applicable. Any signs will need to comply with all applicable City by-laws including the Sign By-law, and go through Toronto Buildings through the Sign Permit Review Process (see [here](#) for more information).
- 4. How high are the ceilings for the black box theatre spaces?**
 - The ceiling heights for the various double height / black box spaces range from 6.1m to 6.4m
- 5. What is the capacity for the black box theatre spaces?**
 - The Tenant will need to complete a fire safety plan to determine the exact Occupancy and Load Capacity of each of the rooms / spaces within the Property.
- 6. Can the City's furniture on the 3rd floor be left behind for the future Tenant?**
 - The Applicant may wish to propose use of existing City furniture in the space during lease agreement discussions.
- 7. Where will the future Ontario Line be located in relation to the Property?**
 - The closest stations on the Ontario Line will be at Exhibition and King/Bathurst. Information about the Ontario Line and stop locations can be found online here: <https://www.infrastructureontario.ca/Ontario-line/>
 - The King Liberty SmartTrack GO Station is anticipated to be open and operational in 2026 with a pedestrian bridge connection on Sudbury Street south of 32 Lisgar

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Street. More information can be found here:

<https://www.metrolinx.com/en/greaterregion/projects/smarttrack-king-liberty-go-station.aspx>

8. What development is taking place behind the Property?

- There is a proposal for a rezoning and mixed use development at 99 Sudbury St, which is currently under appeal at the Ontario Land Tribunal. Information about development applications in the area can be found on the City's Application Information Centre here: <https://secure.toronto.ca/AIC/index.do>;

9. What is the property line with the park?

- The property line for the park is just north of the building's north side edge, abutting the Property.

10. There is a drain located outside the main entrance that causes a flooding issue on the ground floor. What will the City do about this?

- Economic Development and Culture will work with Parks Forestry and Recreation to identify the issue and potential solutions to address any future flooding at this site.

11. Who owns and operates the geothermal energy source on the Property and how can it be accessed by the Tenant?

- This City is in the process of identifying if a geothermal energy source is available on site.

12. Does the leasable area have separate utility meters such as water, electricity and gas?

- There is a separate hydro meter for the Property. Other utility expenses will be charged back from the Condo Corporation, according to the Shared Facilities Agreement.

13. Please confirm the current zoning of the property as well as the current permitted uses (i.e. does the property have an occupancy permit)?

- More information about the Site Specific Zoning By-law can be found here: <https://www.toronto.ca/legdocs/bylaws/2012/law0804.pdf>. Please note that the Tenant will need to submit an application for Zoning Use Review to confirm the proposed uses for the Property are in compliance with the Zoning by-law.

14. Can an itemized cost breakdown of the Annual Operating Costs be provided?

- The City is currently in the process of determining the operating cost details with the Condo Corporation, as set out by the Shared Facilities Agreement. A copy of the Shared Facilities Agreement may be shared with the short-listed applicants.

15. Can you share a copy of the 2022 Building Conditions Assessment Report?

- A copy of the Building Conditions Assessment will be shared with short-listed applicants.

Capital / Fit Up Questions:

- 16. Can Tenants bring in their own contractors on site for capital fit-up / maintenance work or will they have to use the City's contractors and staff?**
- The Tenant will be in charge of any and all fit up, capital and maintenance work within the Property and may use their own contractors. However, any capital improvements must be on terms and conditions satisfactory to the City and in compliance with the City of Toronto's Fair Wage Policy. Improvements and modifications to the building interior and/or the introduction of additional uses must comply with the current zoning bylaw and all applicable laws, regulations, by-laws and City policies, as may be amended from time to time.
- 17. If there are larger equipment needs, is there an opportunity where the City can buy equipment as part of larger purchasing orders and then lease it back to the Tenant?**
- The details of this request would need to be determined through lease agreement discussions and in discussion with Procurement staff.
- 18. What is the accessibility requirements for the space and who is responsible for the AODA upgrades?**
- Once the proposed uses and fit up / modifications of the Property have been determined by the Tenant, the City will hire a consultant to provide an AODA scope of work for the Property. The details of this fit-up work along with roles and responsibilities will be determined through the lease agreement discussions.
- 19. What work is being complete on the HVAC system and what will be the responsibility of the Tenant?**
- The City is currently conducting an HVAC assessment to ensure that the units are working, wired up to thermostats and that filters are replaced as required. Any deficiencies found during the repairs will be noted and costs for service will be determined. There is currently no HVAC set up to access the future theatre space, which will be the responsibility of the Tenant through their capital / fit up work. Any additional / major capital work and responsibilities will need to be determined through lease negotiations.
- 20. Is there a hot water tank for the kitchen on the second floor? If so, would the Tenant have access to it and would they need to maintain it?**
- Hot water tanks should be available for each office with a kitchen/kitchenette. Any ongoing maintenance and upkeep will be the responsibility of the Tenant and determined through lease agreement discussions.
- 21. What electrical work was done to the Property? Are the light switches downstairs hooked up and is there a light switch?**
- The City has conducting preliminary electrical work on the Property, including changing the breakers and testing / connecting all the lights. The lights on the ground floor are in working order, however wiring needs to be completed in order to install a switch. The Tenant may want to complete this work once they have determine where they would like to locate the light switch based.

22. Will the Tenant need to buff and seal the floors?

- Yes, the Tenant will need to buff and seal the cement floors.

23. Who will be responsible to pay for and fix the elevators?

- The City has been made aware of a buffer issue with one of the elevators. The City will examine this issue and determine what next steps need to be taken in order fix this issue. Any ongoing elevator maintenance and upkeep will be the responsibility of the Tenant and determined through lease agreement discussions.

24. Does the City have the electrical plans for the property?

- The City will look to finding these plans for the property and making them available to the Short-listed applicants (if requested), and the Tenant for future maintenance and fit up work.

25. What support can the City offer to address any capital improvements or issues with the space, such as rain water leakage?

- The City may support with any capital issues to the exterior of the Property, while the Tenant will be responsible for any capital works and maintenance to the interior of the property. The details of these roles and responsibilities will be determined through the lease agreement discussions.

26. Who would be responsible for basic expenses associated with maintenance?

- The Tenant will be responsible for any maintenance and associated expenses for the interior of the property. Details will be determined through the lease agreement discussions.

Programming / Proposed Uses:

27. Can the head-tenant 'incubate' for-profit organizations?

- Sub-tenants must be incorporated not-for-profit arts and culture organizations. Other contemplated uses would need to be further reviewed and discussed through the REOI process.

28. Does the unfinished theatre space have to be used as a 'theatre'?

- The theatre space must be finished by the Tenant, however we invite Applicants to propose ideas for how this space can be envisioned. It may not need to be a 'traditional' theatre space, but can be a flexible space with flexible seating options. The Applicant may also wish to propose interim uses or fit up of the space while they raise the capital funds required to fully fit up the space.

29. Could the Tenant use the space in the interim while they raise funds or work on capital improvements, prior to occupying the building full time?

- Any proposed interim uses prior to occupancy would need to be discussed through the lease agreement discussions, subject to approval by the City and subject to the condition of the Property.

30. **Could a private company 'sponsor' a room or equipment? Could they have 'naming rights' for external or internal spaces?**
- The Tenant may wish to raise funds through grants or fundraising / sponsorship opportunities for any capital fit up work or cost of any equipment / material needed for the Property, however the use of the Property must remain as a not-for-profit community space. Any proposed naming rights for the Property and associated spaces would need to be further reviewed and discussed through the REOI process and lease agreement, and should not conflict with the not-for-profit basis of the Property.
31. **Could the Tenant rent the shared room on the 3rd floor to Sinking Ship?**
- Sub-tenants must be incorporated not-for-profit arts and culture organizations. Sinking-ship is a for-profit organization. Other contemplated uses would need to be further reviewed and discussed through the REOI process.
32. **What is the City's interpretation of a 'media arts organization'?**
- A media arts organization, for the purpose of this REOI, is:
 - A non-for-profit organization with a focus on media art
 - Has a focus towards any artistic work or practice that uses [digital technology](#) as part of the creative or presentation process, or more specifically as computational art that uses and engages with digital media (*Paul, Christiane (2016). "Introduction From Digital to Post-Digital—Evolutions of an Art Form". In Paul, Christiane (ed.). A Companion to Digital Art. Malden, MA: Wiley. pp. 1–2*)
 - Examples could include (but are not limited to) installations, projections, data and software art, generative art, AR/VR, immersive, video games, audio, AI, animation, wearables, haptic, metaverse, 3D printing, etc.
33. **Could the Tenant provide training opportunities and work with Corporate clients?**
- The Tenant may wish to provide training and capacity building opportunities for media artists and creatives, and work with various clients on program delivery or sponsorship.

General REOI / Process Questions:

34. **Will there be opportunity to provide feedback in Phase 1 to Applicants?**
- Applicants may seek feedback upon request.
35. **Given the large number of significant outstanding questions, would the City facilitate a meeting between all interested parties so a more appropriate timeline, driven by the community's needs, could be developed to allow the best possible outcome for the arts and culture space?**
- The vision for the Property has been driven by community needs identified at a June 2015 community consultation, which identified the need for a media arts based hub at the Property.

- A phased approach is typical for an REOI, which allows for initial interest and ideas to be developed, followed by a more detailed application by short-listed applicants. This allows for ideas to be put forward prior to completing a full application which will require more resources and time to complete.
- The City will make ongoing effort to provide details about this Property as it becomes known to the City. Any outstanding questions will be answered for short-listed applicants, if available and/or during the lease negotiations between the successful applicant and the City.
- Based on feedback received from interested Applicants, the deadline for the REOI will be extended by 3 weeks. The deadline for Short-Listed Applicants will also be extended by 3 weeks. The new timeline will be as follows:

Activity	Original Date	Revised Date
Request for Expression of Interest Release	June 10 2022	
Information Session and Property Tour	June 27 - 28 2022	
Submission Due Date	July 22 2022	August 12 2022
Submission Review and Applicant Short List Selection	August - September 2022 (Shortlisted Applicants informed by Aug 12)	Shortlisted Applicants informed by September 2
Complete Proposals Due Date for Short Listed Applicants	Sept 16 2022	October 28 2022
Applicant Selection	October 2022	November 2022
Successful Applicant Agreement Negotiations	October – December 2022	November – December 2022
City Council Approval	January 2023	
Execution of Lease	February 2023	
Commencement of Lease	Early 2023 or later	

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