

Request for Expression of Interest (REOI)

Application for a new program use at 92 Front Street, St Lawrence North Market building

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EXECUTIVE SUMMARY

The City of Toronto's Corporate Real Estate Management Division (CREM) is seeking expressions of interest for a qualified business to operate a program at 92 Front Street, St Lawrence Market.

The City of Toronto will lease approximately 12,500 square feet of interior main floor programmable space to the successful applicant for up to 2 years, with the possibility of a 2-year extension.

BACKGROUND

Since its establishment in 1803, the St. Lawrence Market has been a public asset that brings people together around shared values and experiences of food, community, culture, and heritage. Located in and around the original Market Reserve of the Town of York, the Market has served as an anchor for the St. Lawrence Market neighbourhood, as well as an important social, civic and economic hub for Toronto as a whole, for over 200 years. The buildings of the St. Lawrence Market District are key downtown landmarks and are among the most valuable historical sites in Toronto. The District is a place that convenes diverse groups of people - merchants and shoppers, rural and urban, locals and visitors, young and old – to exchange goods and ideas, and to celebrate community.

The Market is a major tourist destination and is currently listed on TripAdvisor as the third most popular attraction in Toronto. The St. Lawrence Market District is a key economic generator for the city and the broader region, creating economic opportunities, jobs, and networks for local independent businesses. The St. Lawrence Market is one of the last strongholds of independent food merchants who provide personalized service and quality merchandise that reflects the diversity of Toronto, Ontario and Canada. These entrepreneurial, independent, and diverse tenants play a strong role in the success of the District.

The St. Lawrence Market District is a public asset managed by the City of Toronto and under the direct jurisdiction of the Corporate Real Estate Management Division, Property Management and Key Asset unit.

The Market District comprises four (4) buildings, being the St. Lawrence Hall, the St. Lawrence North Market, the South St. Lawrence Market and Temporary Market Building, Market Lane Park and abutting pedestrian right-of-way.

The St. Lawrence Market District is the area bound by King Street to the North, Market Street to the West, Wilton Street to the South and Jarvis Street to the East. The Precinct contains the four Market District buildings, Market Lane Park, the office spaces located at 95, 105 & 115 The Esplanade, (the future Library) as well as abutting public realm.

Corporate Real Estate Management operates four main programs in the Market District:

- Commercial Tenancies – 3 in the St. Lawrence Hall, 1 in the St. Lawrence North Market and 65 in the South St. Lawrence Market;

This completed Application including all required documents is due on September 23, 2025 at 5 pm Eastern Standard Time

- Farmers Market – 40 vendors every Saturday;
- Market Carts –15 vendors per week on average;
- Occasional Uses – Rental of banquet facilities in the St. Lawrence Hall and St. Lawrence North Market, film shoots and special events averaging about 90 events per year

PURPOSE

The purpose of this Request for Expression of Interest (REOI) is to select a business to operate a program(s) on the main floor of a property located at 92 Front Street East (the "Property") in the St Lawrence Market neighbourhood of Toronto.

This Property comprises approximately ~12,500 square feet of interior programmable space for an eligible operator (the "Licensee").

The successful applicant ("Successful Applicant") will be required to enter into a licence agreement on terms satisfactory to the Corporate Real Estate Management ("CREM") Division and in a form satisfactory to the City Solicitor.

The purpose of this REOI is to solicit proposals and select a qualified operator:

- Lease approximately ~12,500 square feet of interior programmable space for 2 years from the City of Toronto, with the possibility of a 2-year extension at the City's discretion;
- Implement a program or programs that will operate at the site;
- The program(s) objectives should align with St Lawrence Market's vision, mission & goals;
- The program(s) should be open to the public, attract visitors to the neighbourhood and have a strong community component

THE MISSION AND VISION FOR THE ST LAWRENCE MARKET DISTRICT

The City of Toronto hired Lord Cultural Resources to develop a new Strategic Plan for the St Lawrence Market. The plan was developed in collaboration with St. Lawrence Market Precinct Advisory Committee.

The new plan includes a new vision, a single strategic goal supported by six guiding principles and a series of actions to achieve the goal.

The Market Vision

To be recognized as a community of cultural, social, and commercial places and spaces that inspires, connects and enriches residents and visitors and provides opportunities for merchants, vendors and creators to thrive.

The Market Mission

A welcoming and vibrant destination that offers unique, culturally diverse, and authentic Toronto experiences rooted in history and food heritage.

The Market Goal

To create a Market district in Toronto.

This completed Application including all required documents is due on September 23, 2025 at 5 pm Eastern Standard Time

CITY'S STRATEGIC PRIORITIES

The City of Toronto recognizes the importance of investing in neighbourhoods. The City of Toronto recognizes that barriers to 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 tenants to act as positive forces in helping to eliminate these barriers, foster greater access and promote Toronto's diversity.

Several City of Toronto strategic documents provide the direction and prioritize the importance of space, access to space for the programs, and equity 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>

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 access and participation faced by business and residents.

PROGRAMMING

The mission for the St. Lawrence Market is to become a welcoming and vibrant Market District that supports a range of cultural, social and commercial activities. The City envisions the Property to be a magnet for people interested in the intersection arts, culture, food and retail as well as a place for tourism and the community to gather in the neighbourhood.

The City will consider proposals that offer a variety of different programs and uses. The programs can be a single day use, multiple day programs and different operating model options. The proposal must meet the City's requirements related to programming and public access.

Programs should help to fill a desired market segment or offering that is not currently offered, or for which additional tenants would be desirable to maintain a healthy and engaging mix at St Lawrence Market.

The City of Toronto prefers programming every Sunday and is also open to programs on other days.

The City will consider programming such as:

1. Single operator with a one programming use
2. Head operator, being one operator, curating multiple programs (within criteria for acceptable programming)
3. Partnering operators, being multiple operators, working together on a single or multiple programs
4. Multiple daily or weekly uses, being several programs operating over the course of different days/weeks by Single operator, Head operators or Partner operators
5. One use over a specific period of time (such as one weekend, one week, multiple weeks, every week, one month, up to multiple months and periods of time of less than one year).

The City of Toronto operates a Farmers Market program every Saturday in this location. The City **will not** consider a program such as:

1. Another Farmers Market
2. A program that operates from 12:00 pm on Fridays through 8:00 pm on Saturdays. This timeframe is reserved for the Farmers Market program
3. A program during the week with loud amplification during business hours
4. A proposal from a multinational franchise or corporate chain (local independent business with multiple locations maybe considered)
5. A proposal for a Dispensary or Establishment Selling Pharmaceutical or Illicit Drugs
6. A proposal for a Gambling, Casino or Off-Track Betting program
7. A proposal for a X-Rated or Adult-Only program
8. Any business whose products are required by law to be obscured from viewing from within the common areas of the Market.

The program(s) must support and enhance the vision for the Property through proposed uses of the Property, programming, and support for the community. The Tenant will work closely with the City of Toronto to deliver on its strategy for the program.

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The Successful Applicant must also ensure that they incorporate values of community, collaboration, diversity, equity and inclusion into the 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.

Current programmatic considerations for applicants that align with the St Lawrence Market Strategic plan

- <https://www.toronto.ca/wp-content/uploads/2023/05/9803-St.-Lawrence-MarketStrategic-Plan-Updated-Photos-Version-3-compre...-FINAL-AODA.pdf>
- Business owned, operated, or servicing the City's diverse communities, particularly women, persons with disabilities, ethno-cultural and racialized community members, Aboriginal and Indigenous peoples, and 2SLGBTQ+ communities are encouraged.

PROPERTY DETAILS

The Property is located at 92 Front Street East, in the St Lawrence Market neighbourhood of Toronto. It anchors the corner of Front and Jarvis Streets, connecting cultural heritage with modern urban amenities. The surrounding area is characterized by high pedestrian activity, retail storefronts, and convenient access to public transit via nearby subway and streetcar routes.

The Property houses a 5-storey building above ground and 4 stories of parking underground with 250 parking spaces. The building is fully equipped with concrete floors complete with internal floor drains, indoor washroom facilities, centralized heating and air-conditioning, power and water services.

Owned and managed by the City of Toronto, the main floor provides approximately 12,500 square feet of contiguous programmable interior space. This single-level configuration enables seamless tenant operations or event programming. A detailed floor plan is provided in Appendix A.

During the warmer months, the building's east and west glass curtain walls fully retract to create a seamless indoor-outdoor environment ideal for public engagement. This design feature allows programming to extend onto adjacent sidewalks along Jarvis and Front Streets, enhancing visibility and pedestrian flow. In addition, Market Lane Park—currently under redevelopment and anticipated to reopen in early 2027—offers further opportunities to expand outdoor programming into this revitalized green space.

LEASE TERM

The City will be issuing a 2-year licence agreement for a program with the possibility of a 2-year extension at the City of Toronto's sole discretion.

BUILDING AMENITIES

The Property has several existing amenities and dedicated spaces that were designed into the existing space. These include:

- Washroom facilities
- Centralized heating and cooling system
- Side glass walls that can be fully opened during warmer weather
- Lighting
- Power
- Water
- Sewer Service
- Washing facilities provided for the vending
- Event furniture rentals – tables, chairs, tents
- Ability to drive in and out of tent with 12-foot garage doors.
- Loading zone designated around the property to accommodate vendor load in and load out

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

BUILDING CAPACITY

The total capacity of the Licensed Area is six hundred people (600) people with minimum furniture.

VENUE AND EQUIPMENT FEES

The daily interior venue fee is set at \$5,000 per use plus HST.

The daily exterior venue fee for use of sidewalk space along Jarvis St and along Front Street east side is set at \$750.00 per use plus HST. The exterior space can only be booked during warmer months together with the interior venue.

These rates are based on a single 12-hour day from 7 a.m. to 7 p.m. Every additional hour is \$400.

Equipment Fees

- Rectangular Folding Tables: \$5.00 (per table, per use) plus HST
- Chairs: \$2.50 (per chair, per use) plus HST
- Tents: \$30.00 (per tent, per use) plus HST

LICENSEE CRITERIA

The City of Toronto's priority in conducting this REOI process is to find a business to operate a program(s) on the Property and sustainably operate it through the delivery of the program.

The Licensee:

- Should have previous experience operating programs similar to what is being proposed
- Will be responsible for total program(s) delivery and execution
- Must be in good financial standing, with the capacity to manage operating costs during the term of the licence agreement.
- Must have the administrative capacity to deliver programming activities and animation of the Property. Programming activities can be provided directly by the Licensee, sub-tenants, or in partnership with other organizations.
- 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.

The business must support and enhance the vision for the Property through proposed uses of the Property, programming, and support for the community. The Tenant will work closely with the City of Toronto to deliver on its strategy for the program.

LICENSEE RESPONSIBILITIES

Lease Agreement

The Licensee will be required to enter into a license agreement with the City of Toronto, in a final form satisfactory to the City of Toronto. The City of Toronto retains the right to terminate the license agreement in the event that the Licensee violates any terms of the license agreement.

The Licensee will be responsible for providing and paying for all aspects of the standard operation of the provision of the Licensee's Use, including, but not limited to staffing, waste removal, security and custodial services.

APPLICATION PROCESS

REOI PROCESS

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

MAIN CONTACT INFORMATION

The City of Toronto main contact for this REOI is Daniel Picheca, Manager, St. Lawrence Market District. REOI Submissions, questions or concerns must be sent to Daniel Picheca at daniel.picheca@toronto.ca

SUBMISSION INSTRUCTIONS

Applicants must include their REOI application and documents listed in the Submission Requirements section **attached in one email to Daniel Picheca at daniel.picheca@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 St Lawrence Market**".

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 **September 23, 2025 at 5 pm Eastern Standard Time will not be accepted and will automatically be deemed ineligible. No exceptions.**

Upon your submission, please email Daniel Picheca at daniel.picheca@toronto.ca to confirm receipt of your application.

SUBMISSION DEADLINE

Applicants are required to submit their application through email by the submission deadline of **Tuesday September 23, 2025 at 5 pm Eastern Standard Time**. Applications and documents received after the deadline will not be accepted.

This completed Application including all required documents is due on September 23, 2025 at 5 pm Eastern Standard Time

INFORMATION SESSION AND TOUR

Applicants should attend an information session and Property tour presented by Corporate Real Estate Management, and other relevant City Divisions on **August 21, 2025, at 10:00am in the North Market main floor site located at 92 Front Street.** This date is subject to change, and all applicants will be provided 2 weeks' notice of any changes.

TIMELINE

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

Activity	Date
Request for Expression of Interest Release	August 14, 2025
Information Session and Property Tour	August 21, 2025
Submission Due Date	September 23, 2025
Submission Review and Applicant Selection	October 14, 2025
Execution of Lease	October 28, 2025

SUBMISSION REQUIREMENTS

Applicants are required to submit their REOI application and required documents by email by the submission deadline of **September 23, 2025 at 5 pm Eastern Standard Time**, to Daniel Picheca at daniel.picheca@toronto.ca. Applications must include the below information to be considered complete.

Application Submission Requirements – Expression of Interest:

A. Executive Summary

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

C. 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>) and Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy FORM (**Appendix C – both forms to be returned with package**)

D. Applicant Profile

- a. Applicant Overview – a summary of the Applicant (Tenant), including:
 - i. Applicant information – name, address, lead contact information
 - ii. If Incorporated – their corporate history:
 - 1. Date incorporated
 - 2. Mission and mandate
 - 3. Total number of employees
 - 4. Business partners information
 - iii. Information related to the current corporation profile
- b. Experience and Qualifications
 - i. Experience – relevant experience with similar projects and programming.
 - ii. Relevant skills and key staff – skills, experience and expertise necessary to implement and deliver the proposed program.
 - iii. References – provide three (3) references for the purpose of evaluating the Applicant's experience and track record

E. Proposed Use of the Property

- a. High level overview including vision for the program(s), goals and objectives, proposed services and programs, potential or confirmed partnerships.
- b. 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 St Lawrence Market and City of Toronto's strategic objectives.
Including:
 - i. Vision for the Property
 - ii. Goals and objectives
 - iii. Proposed programs and services

This completed Application including all required documents is due on September 23, 2025 at 5 pm Eastern Standard Time

- c. Community Need – describe how they currently incorporate or proposed services and programs address community needs and what demographics and communities will be served.
- d. Equity Impact – explain how they currently incorporate or how they will incorporate an equity, diversity, and inclusion approach is applied to the development and delivery of programs and services.
- e. Alignment with St Lawrence Market and the City's Strategic Priorities – describe how the proposed services and programs align with the strategic priorities.
- f. Outline what do you required from the St Lawrence Market to support this proposal.

F. Financial Capacity

- a. A financial plan that includes a two year forecast of operating costs and revenues
- b. Existing Financial Position – the applicants must demonstrate their ability to cover monthly costs for the Property
- c. Provide a letter from financial institution confirming positive credit score and in good standing. Should include documentation outlining any access to credit.

G. Marketing Plan

- a. The marketing plan should include:
 - i. A marketing, communications, and sales strategy.
 - ii. Include a market analysis with details about the target market. Could be in the form of a SWOT Analysis
 - iii. Include any information and links to websites and social media channels.

H. Operating Structure and Management Assessment

- a. High level overview of the Applicant's operating structure, 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 program.

I. Signature Page – see Appendix D (to be returned with package)

EVALUATION AND SELECTION CRITERIA

REVIEW PANEL

The City's Corporate Real Estate Management Division will assess all REOI applications received by the submission deadline of **September 23, 2025 at 5 pm Eastern Standard Time**. A Review Panel consisting of City staff from Corporate Real Estate Management, in consultation with other city departments, as well as external member(s) will review all REOI applications, as appropriate.

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

EVALUATION RESULTS

Upon conclusion of the evaluation process, a final recommendation will be made by the Review Panel. The Review Panels' decision will be final. Corporate Real Estate Management will inform the Successful Applicant that they have been chosen as the Successful Applicant.

Once an Applicant has been determined to be the Successful Applicant and the provisions of a licence agreement have been mutually agreed upon by the City of Toronto and the Successful Applicant, Corporate Real Estate Management, will approve the terms of the licence agreement 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 and binding.

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.

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 license agreement with that operator. 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.

The City of Toronto at its sole discretion can select one or more applicants to run programs in the space.

Mandatory Eligibility Requirements

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

- A. Provide a program or service to Toronto residents that:
 - a. Meet a community need
 - b. Are consistent with the strategic directions or priorities of the City of Toronto and the St Lawrence Market;
 - c. Will be the only services and functions provided in the space and will be open and available to the public.
- B. Satisfy the City that it is not in default under any existing lease, service agreement, or other agreement with the City, and has limited risk of insolvency or bankruptcy;
- C. Satisfy all requirements outlined in the Request for Expressions of Interest (REOI) and comply with all applicable laws and policies of the City.

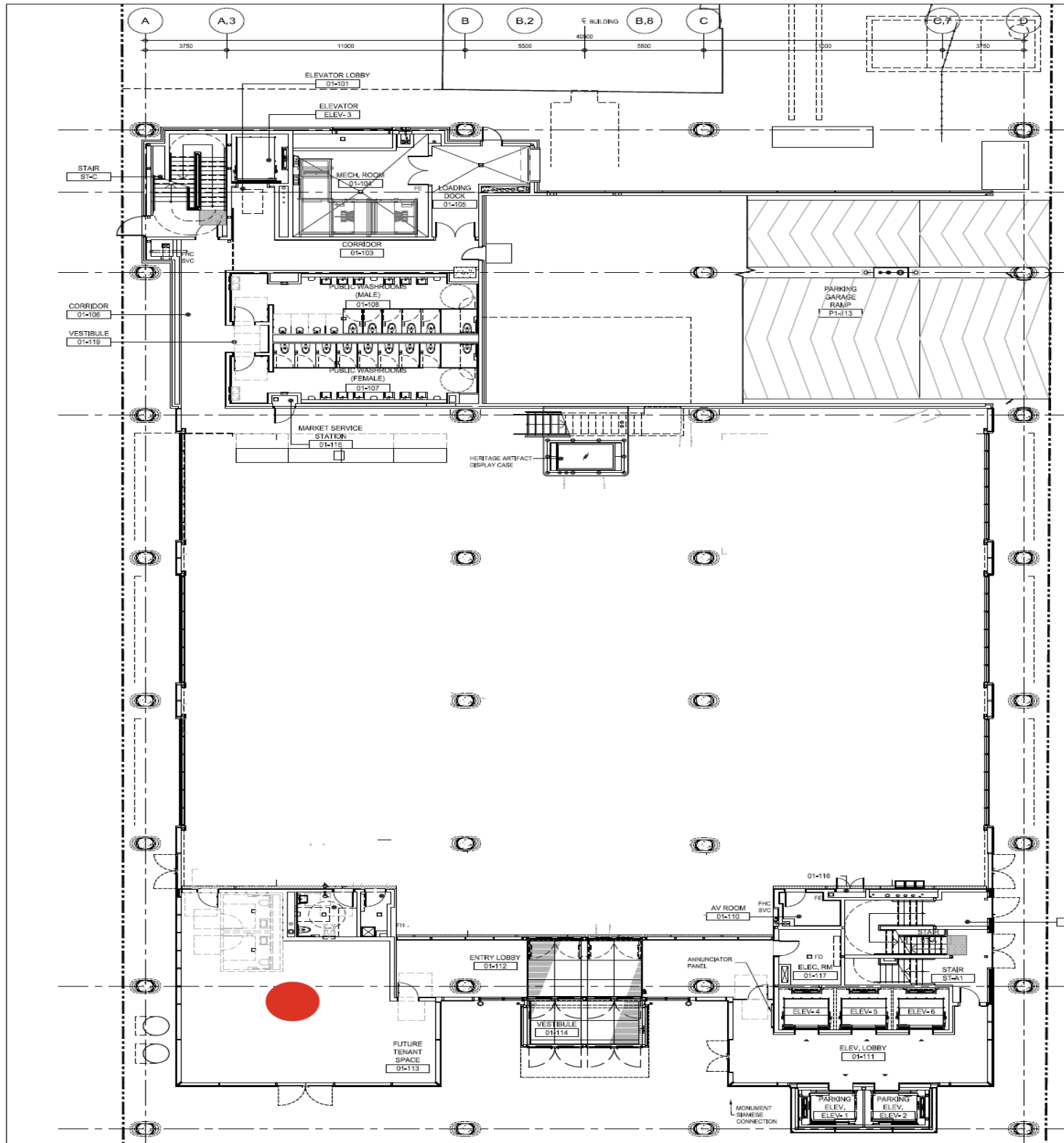
EVALUATION CRITERIA

CRITERIA	POINTS AVAILABLE	MINIMUM THRESHOLD (70%)
Declaration of Compliance with Anti-Harassment / Discrimination Legislation and City Policy Form	Pass / Fail	Pass
SIGNATURE PAGE	Pass / Fail	Pass
REOI Submission Package		
A. Executive Summary	5	
B. Applicant Profile and Proposed Service Offerings	20	
C. Concept Overview and Proposed Offerings	35	
D. Marketing and Sales Strategy	25	
E. Financial Plan	15	
Total Score	100	70

APPENDICES

APPENDIX A – FLOOR PLAN

PROPERTY FLOOR PLAN



This completed Application including all required documents is due on September 23, 2025 at 5 pm Eastern Standard Time

APPENDIX B - CONFLICT OF INTEREST

a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontract, may, in the City's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the EOI. This includes, but is not limited to, involvement by a Proponent in the preparation of the EOI or a relationship with any employee, Proponent or representative of the City involved in preparation of the EOI, participating on the evaluation or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the City contact prior to submitting a proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the EOI.

b) A Proponent must not attempt to influence the outcome of the EOI process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, Proponent or representative of the City, including members of the evaluation committee and any elected officials of the City, or with the media, may result in disqualification of the Proponent.

APPENDIX C – 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 operators 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 business have the following in place?	Yes	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 C - Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy FORM

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code of Canada and the Charter of Rights and Freedoms. In addition, the City of Toronto also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City of Toronto requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. This Declaration must be signed by your organization and submitted with the contract or Letter of Understanding. The name of your organization and the fact that you have signed this declaration may be included in a public report to City Council.

Declaration:

I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

WHERE LEGALLY MANDATED I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/our employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/We acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating Division, in consultation with the City Solicitor, may result in the termination of the contract.

Name of Vendor or Name of Grant Applicant (Organization or Individual):

Complete Address:	E-mail:
	Tel. No.:
	Postal Code:

Name of Signing Officer or Name of Applicant (Name - please print):

Position:

Signature: _____	Date: _____
Authorized Signing Officer or Individual	

APPENDIX D – SIGNATURE PAGE

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

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

By signature below, the Proponent hereby acknowledges that 1) it understands and agrees with the REOI process described in this document, 2) they have the authority to commit his/her/their firm into this agreement with the City of Toronto, and 3) have thoroughly reviewed the information contained in this REOI and has complied with the documents making up this Proposal, including all drawings and specifications as may be listed in the index, and any amendments or addenda thereto 4) Proponent represents that it does not have a conflict of interest or is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the REOI

Please include this REOI proposals and all of the required documents attached **in one email** to Daniel Picheca, at Daniel.picheca@toronto.ca by the REOI **submission deadline of September 23, 2025 by 5pm Eastern Standard Time.**

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

To the best of my knowledge, information in this proposals 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 Proposals 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 proposals 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.

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