



**Toronto
Community
Housing**

Positive Tenant Experience | Quality Homes | Vibrant Communities

Request for Letter of Intent

Regent Park - Ground Floor Community Space Opportunity

325 Gerrard Street East, Toronto

Questions?

Contact: Rasha Haider, Senior Development Manager

Rasha.Haider@torontohousing.ca

Submission Deadline:

**Friday, September 17, 2026, 11:59 p.m. Eastern Standard Time
(EST)**

Executive summary

Toronto Community Housing Corporation (TCHC) is constructing a 1,160 square meter ground floor space in the TCHC residential building located at 325 Gerrard Street East, Toronto, ON, M5A 2G6 in Regent Park. TCHC is seeking to lease this space to a community partner to deliver programs and services. The community partner will facilitate the delivery of community-based programs and services that contribute to the wellbeing of TCHC tenants and to the broader Regent Park community.

Community partners focused on arts, culture, education, community development and economic development are invited to submit a Letter of Intent (LOI) to engage with TCHC on this important project.

The LOI is the first phase of a two-stage selection process. The LOI will be followed by a detailed Request for Expression of Interest (REOI). Through the LOI phase, up to five community partners will be selected to proceed to phase two.

In phase two, shortlisted applicants will be invited to submit an REOI. Applicants will need to provide a detailed program proposal, including a needs assessment, a program impact statement, and a detailed business plan. As part of their submission, applicants will also work closely with our external design team to develop their vision for the physical and social functionality of the space.

Key Dates

The following schedule is subject to change at the sole discretion of TCHC.

ACTION	
Letter of Intent Issued	Friday, August 7, 2025
Online Information Session	Friday, August 21, 2026
Deadline to Apply	Friday, September 17, 2026
Evaluation & Interviews (with selected groups)	September 2026
REOI Issued (invite only from shortlisted groups)	October 2026

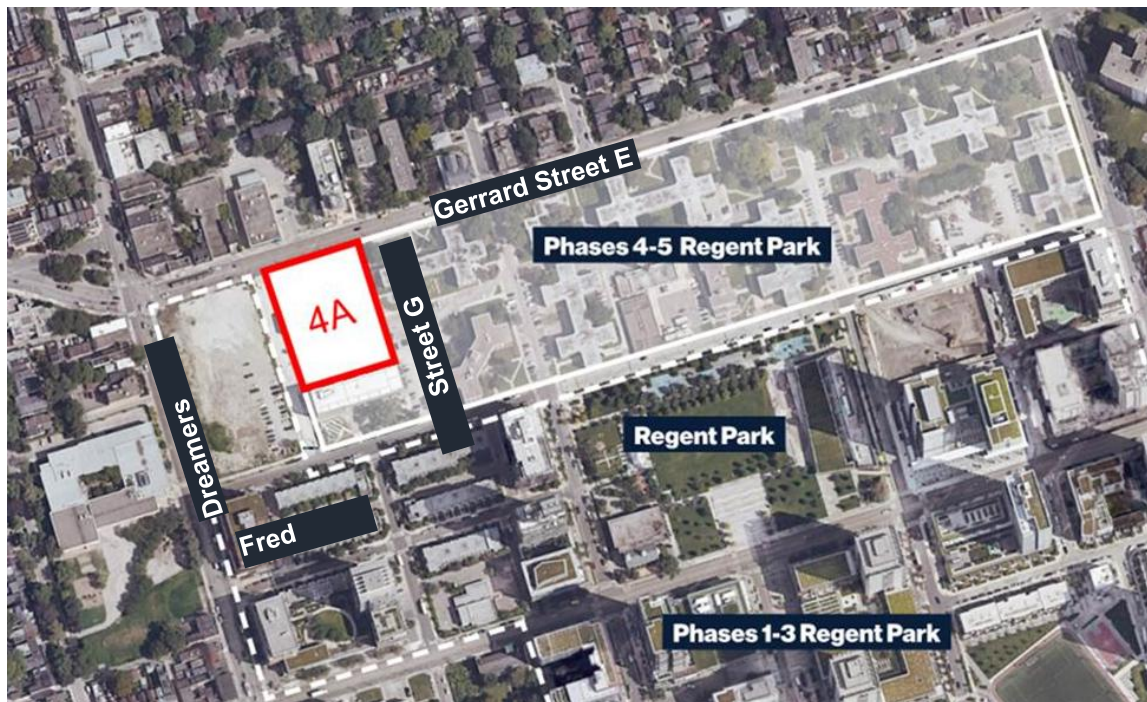
Deadline to Apply	December 2026
Evaluation & Interviews (with selected groups)	Estimated Q1 2027
Selection of Preferred Organization	Estimated Q1 2027
Lease Offer & Service Agreement Completion	Estimated Q2 2027
Occupancy Date	Estimated Q3 2030

Please register to attend the online information session by contacting Rasha Haider, Senior Development Manager at Rasha.Haider@torontohousing.ca no later than Wednesday, August 19, 2026.

About the building

The building at 325 Gerrard Street East (Building 4A) is currently in design. The aerial photograph below shows where the building will be located. TGerrard St. East is on the north side of the site, with Dreamers Way to the west, and the Fred Victor Centre to the south. A future street will be located to the east of the site (currently referred to as Street 'G').

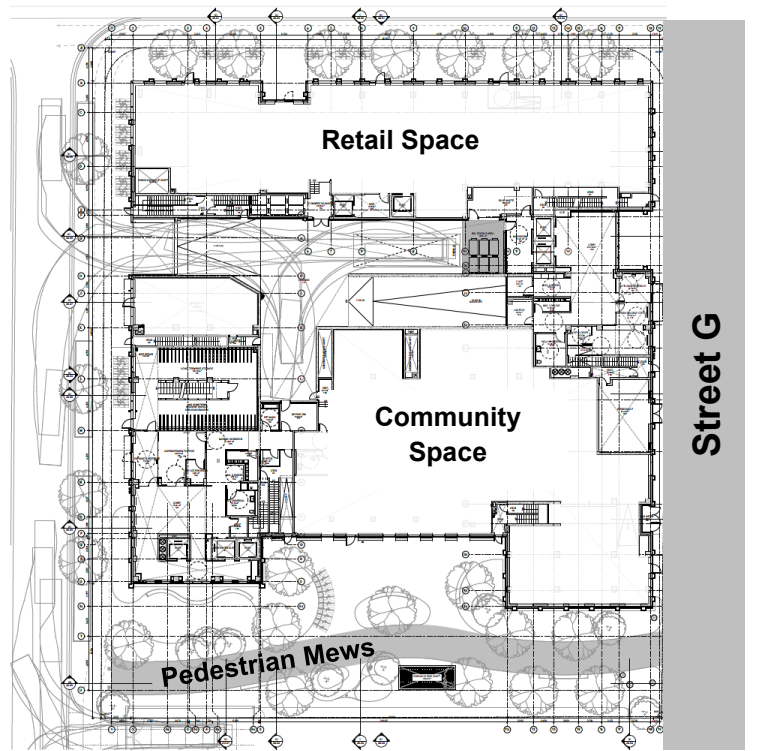
The building will consist of a 26-storey tower on a 10-storey podium. It will include 272 residential (rental) apartments for TCHC tenants. It will also include about 913 square metres (about 9,827 square feet) of retail space fronting on Gerrard Street East.



About the space

TCHC will enter into an agreement with a community partner to lease a dedicated community space in the building at 325 Gerrard Street East. The community space is intended to provide stable, consistent, and accessible community services. The tenant will be permitted to sub-lease the space with prior authorization from TCHC. The tenant will be solely responsible for costs to prepare the space for occupancy and ongoing operations, including fit-out and other improvement costs.

The community space available for lease is on the ground floor. It is about 1,160 square metres, or 12,486 square feet. The space will be facing Street 'G' and the east-west pedestrian mews. The space is one storey, with a floor-to-ceiling height of more than 7 metres. See ground floor plan below.



Phase one: Letter of Intent (LOI) assessment process

The first step of the application process is to complete the LOI [online application form](#) and submit it to TCHC by the deadline. Community-led groups are encouraged to apply, even if they do not meet the full eligibility criteria at this time as support may be available. Please note that TCHC can only enter into a legal agreement with either an incorporated not-for-profit organization or a registered charity with the Canada Revenue Agency. We encourage community-led groups to partner with other organizations who can satisfy this requirement.

TCHC will assess each LOI application for eligibility before shortlisting applicants. Shortlisted applicants will have the opportunity to meet with TCHC's architectural consultants to determine space needs and fit-out costs. TCHC will select up to five applicants to continue to the second stage of the process (REOI) outlined below.

Please note: Submission of an LOI is mandatory for participation in the REOI process.

Phase two: Request for Expression of Interest assessment process

Shortlisted applicants from the LOI phase will be invited to participate in the Request for Expression of Interest (REOI) stage. At this stage, applicants will need to provide a detailed program proposal, including a needs assessment, a program impact statement, and a detailed business plan. Further details regarding this process will be shared with the shortlisted applicants once selected.

During stage two, TCHC will provide an honorarium of up to \$10,000 to eligible applicants that require financial assistance to respond to the REOI process.

TCHC staff will review all REOI applications for eligibility. An internal advisory committee will then score and evaluate eligible applications. The successful applicant will be selected at the absolute discretion of TCHC. The final agreement for the space will require approval from several TCHC divisions. It also must align with applicable by-laws, policies, and procedures. By responding to the REOI, applicants acknowledge and agree that the decisions of TCHC are final.

Use of Space and Service Agreement Terms

The successful applicant will enter into a TCHC-approved agreement for exclusive use of the space. Exclusive use means that one organization is granted dedicated or priority access to TCHC community or non-residential space to deliver defined services that benefit tenants and align with TCHC priorities.

There are two types of exclusive use of space agreements:

1. **Exclusive: Anchor Use / Dedicated Partner:** An agreement granting one agency dedicated or priority access to the space to deliver defined tenant-serving programs or services. This model may apply where consistent access is required, but the agency is primarily responsible for its own program delivery, compliance, reporting, and performance expectations.

- 2. Exclusive: Agency Lease / Agency-Managed Space:** A lease-based arrangement where a lead agency assumes responsibility for managing the space, coordinating any participating partners, and meeting financial, operational, insurance, reporting, and compliance requirements. This model may apply where the lead agency is both delivering services and managing the space on an ongoing basis.

TCHC will decide the appropriate type of agreement and conditions at its sole discretion. This will be based on the proposed use, tenant and community benefit, operational feasibility, organizational capacity, risk, insurance, cost recovery, and any legal or financial review required. No exclusive use may proceed without a fully executed agreement.

Applicants must show that the proposed use is non-commercial, will not generate revenue. The proposed use must meet tenant needs and community priorities. Applicants must also show that they can deliver the proposed programs or services.

Exclusive use arrangements may require enhanced assessment, monitoring, performance reporting, insurance confirmation, legal review, and cost recovery as determined by TCHC. TCHC may consider different fee approaches, including full cost recovery of operating costs such as utilities, realty taxes, maintenance or other applicable costs; below-market rent plus operating costs; or market rent plus operating costs.

- Any agency operating in the space must have the right insurance. If more than one organization is involved, each organization's roles and responsibilities must be clear, and all insurance requirements must be met.
- TCHC may monitor performance, assess community impact and utilization, and may renew, modify, reallocate, suspend, or terminate access where required based on performance, ongoing need, compliance, safety, operational, legal, reputational, or property-related considerations.

TCHC reserves the right to determine the applicable rental fee based on an assessment of the value of the programs and services being provided to

tenants by the agency. In consultation with Tenant and Community Services, the Commercial Business Unit will determine all operating costs, below-market rental rates, market rental rates, and the applicable rental fee in its sole discretion.

The community space will be made available with electrical service, basic heating and air conditioning, a fully accessible washroom, and all life-safety equipment. **Beyond these basic services, the space will be unfinished. The selected partner will be responsible for all costs to prepare the space for us.** Estimated costs will be determined for short-listed applications based on the consultation process with TCHC's design team in phase two. The agreement will include use of the Pedestrian Mews, a publicly accessible open space located on the south side of the building. The selected partner will be responsible for all costs associated with the set-up and take-down of running any programs in the Pedestrian Mews, including the clean-up of the Pedestrian Mews following the program.