

**THE CORPORATION OF THE CITY OF BRAMPTON**  
**Request for Expression of Interest: Brampton Community Youth Hub Service Providers**

**REQUEST FOR EXPRESSION OF INTEREST**

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**Deadline for Receipt of Expression of Interest Submissions:** 5:00pm EST on December 15th, 2023

**Contact Information:**

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**1. Opportunity**

The Corporation of the City of Brampton is pleased to invite applications from qualified community organizations for delivering youth services at the newly created Susan Fennell Youth Hub. These services are required for developing and empowering Brampton youth to support their health and wellbeing. The City of Brampton welcomes applications from charitable or not-for-profit community groups, employment agencies, youth groups, business and social enterprises, local artists and recreational, health, environmental, economic, and social system organizations serving youth to provide programs/services to Brampton youth at Susan Fennell Youth Hub

**2. Overview of Youth Hubs**

Community youth hubs are safe and inclusive spaces designed to cater to the diverse needs of youth individuals aged 14 to 29. These hubs serve as multifaceted one-stop destinations, offering a wide array of recreational programming, resources, and community support that play a pivotal role in the development and well-being of youth. These youth hubs are vital community assets that aim to empower youth through providing support and opportunities to foster personal growth, skill development, and social engagement.

These Youth Hubs will offer access to:

- Health and Wellness Services
- Social Services
- Educational Services
- Employment And Career Services
- Youth Leadership Opportunities

Successful applicants will be selected based on the set of criteria outlined in this EOI.

**3. Expression of Interest Schedule/Important Dates**

EOI Released	November 1, 2023
EOI Information Drop-In Session #1	November 15, 2023 – 12:00 to 4:00pm
EOI Information Drop-In Session #2	November 23, 2023 – 4:00 to 8:00pm
EOI Submission Deadline	December 15, 2023
Applicant Review and Selection Process	December 2023 to January 2024
Approval of Application	February 2024
Expected Rental Agreements and Letters of Understanding	March 2024

**EOI Released** – The Expression of Interest will be released as of November 1, 2023. Applications are welcomed from charitable or not-for-profit community groups, employment agencies, youth groups, business and social enterprises, local artists and recreational, health, environmental, economic, and social system organizations serving youth.

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**EOI Information Drop-In Session #1 / #2** – Information drop-in sessions will be held at Susan Fennell Youth Hub to provide organizations the opportunity to tour the space and ask any questions they may have regarding this space and EOI process.

- **Information Drop-In Session #1:** Wednesday, November 15<sup>th</sup> – 12pm-4pm @ Susan Fennell Youth Hub
- **Information Drop-In Session #2:** Thursday, November 23<sup>rd</sup> – 4pm-8pm @ Susan Fennell Youth Hub

**EOI Submission Deadline** – All documents will be required to be provided to [Recreation@brampton.ca](mailto:Recreation@brampton.ca) by December 15, 2023, by 5:00pm. EST.

**Applicants review and selection process** – The City of Brampton will gather all EOI submissions and review them to address the best fit for the youth at the youth hub.

#### **4. Rental Opportunities**

Approved youth service providers, community organizations, and youth groups can rent youth hub spaces at the affiliated youth rate. The rate does not include the cost of liability insurance, which will be a requirement. There is the opportunity to rent the following spaces/rooms at Susan Fennell Youth Hub:

- Meeting Rooms
- Creative Space

#### **Current 2023 Rental Rates**

Area	Resident Rate	Non-Resident/Commercial Rate	Affiliated Youth /BoED Rate
Meeting Room	\$15.00	\$30.00	\$9.75
Creative Space	\$40.00	\$80.00	\$26.00

#### **5. Space Description and Floor Plan**

##### **Susan Fennell Youth Hub**

The Susan Fennell Youth Hub is located within Susan Fennell Sportsplex. The existing 2,850 sq. Ft. has been transformed into a youth-centric space that includes a Creative Space/Studio, an E-Sports area, meeting rooms, reception area, and a modern and welcoming lounge area and a servery (kitchenette).

The Susan Fennell Youth Hub is categorized into three (3) zones. Refer to Floor Plan in Image 5.1





- **Zone 1:** e-Sports/Creative Space (Green)
- **Zone 2:** Reception Area (Blue)
- **Zone 3:** Lounge Area/Meeting Rooms (Pink)

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Image 5.1 - Floor Plan



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Room/Space	Room/Space Description	Amenities
<b>Creative Space</b> 	<p>This space is used for running programs that are geared to music and arts such as making videos (using the green/blue wall), recording music, vocals, music composition, DJ opportunities, podcasts, etc.</p> <p><b>Capacity: 8</b></p>	<ul style="list-style-type: none"> <li>• Green/blue wall</li> <li>• DJ Equipment</li> <li>• Microphones</li> <li>• Microphone stand</li> <li>• Speakers</li> <li>• Moveable tables and chairs</li> <li>• Ideal for music / vocal composition</li> </ul>
<b>E-Sports Area</b>  	<p>This space is a multi-use space with a dedicated E-sports area for individual or group game play. This space is equipped with three 75' TV monitors with strip lighting, movable furniture, ceiling mounted retractable data/power cables, foosball table and more. Youth use this space for unstructured play and have the opportunity to play on the gaming consoles provided. They can play a game of up to 4 players per TV monitor and/or play individually. This space also allows youth to hang out and be a spectator during E-sports play and/or play foosball with their friends in this space.</p> <p><b>Capacity: 20-25</b></p>	<ul style="list-style-type: none"> <li>• 3 - 65" TV Monitors with strip lighting</li> <li>• 3 Gaming Consoles (w/ 4 controllers each)</li> <li>• Movable furniture</li> <li>• Foosball</li> <li>• Tables</li> <li>• Chairs</li> <li>• Ceiling mounted retractable power/data cables</li> <li>• Ideal for gaming and group activities.</li> </ul>
<b>Lounge Area</b> 	<p>This space is used for quiet, low impact activities where youth can hang out, socialize, study, homework, small group gatherings, etc.</p> <p><b>Capacity: 25</b></p>	<ul style="list-style-type: none"> <li>• Power/USB outlets in built-in seating nooks</li> <li>• Moveable furniture</li> <li>• Table (bar height) with power/USB outlets</li> <li>• Stool like chairs</li> <li>• Ideal for meetings, group study, programs, small group gatherings</li> </ul>

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<p><b>Meeting Rooms - Green Room, Yellow Room, Blue Room)</b></p> 	<p>These meeting room spaces are used for internal and external meetings, social services, one to one sessions, study sessions, virtual meetings, brainstorming sessions, etc. This is managed by booking these requests for youth to use on a first come first serve basis. The larger meeting room will be used to run workshops and one-off programs. Available for booking hourly, daily and weekly.</p> <p><b>Capacity:</b></p> <ul style="list-style-type: none"> <li>• Blue Room: 4</li> <li>• Yellow Room: 4</li> <li>• Green Room: 16</li> </ul>	<ul style="list-style-type: none"> <li>• Tables</li> <li>• Power/USB outlets on the wall</li> <li>• Chairs</li> <li>• TV monitor in each meeting room</li> <li>• External HDMI connection/AirMedia</li> <li>• Ideal for 1:1 counselling, quiet study</li> </ul>
<p><b>Reception Area</b></p> 	<p>A warm welcoming space with a large, modern and accessible reception desk. This area is equipped with multiple monitors displaying what is available at the youth hub, a living wall and lockers. The reception desk is the key information area of the hub where youth can book meeting room spaces, sign up for programs, tournaments, special events, and ask questions.</p>	<ul style="list-style-type: none"> <li>• Reception desk</li> <li>• Chairs in waiting area</li> <li>• Living wall</li> <li>• Lockers</li> <li>• 2 TV monitors</li> <li>• Laptop, PC Monitor, Mouse, Keyboard</li> <li>• Telephone</li> <li>• Scanner</li> <li>• Receipt Printer</li> <li>• Desktop Printer</li> </ul>
<p><b>Servery Area (Kitchenette)</b></p>	<p>The servery area (kitchenette) will be a space utilized for no bake programming along with any food certification programming/skill training.</p>	<ul style="list-style-type: none"> <li>• Capacity: 6-8 people</li> <li>• Ideal for non-bake cooking and skills training.</li> <li>• The servery (kitchenette) includes</li> </ul>



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	<p><b>Capacity: 6 – 8</b></p>	<p>the following appliances and equipment:</p> <ul style="list-style-type: none"> <li>○ Water station</li> <li>○ Stand-alone upright refrigerator</li> <li>○ Warming oven</li> <li>○ Two (2) microwaves</li> <li>○ Undercounter mini freezer</li> <li>○ Undercounter mini fridge</li> <li>○ Kitchen utensils</li> <li>○ Hand washing station</li> </ul> <ul style="list-style-type: none"> <li>● Ideal for non-bake cooking and skills training.</li> </ul>
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## 6. Space Use Guidelines

1. The organizational staff and participants must abide by and adhere to all applicable City of Brampton policies, procedures and best practices while using City facilities.
2. The organization shall be responsible for hiring and training program instructors to operate the program(s).
3. The City of Brampton will be responsible to book the spaces via a Rental Facility Agreement which will outline the dates, time, exclusion dates and other details pertaining to the space(s) being utilized by the client. This Rental Facility Agreement will need to be signed by the approved organization
4. The organization is responsible for leaving the Facility in the same condition as it was when they entered it, including the proper disposal of all litter. The organization acknowledges that the Facilities are intended for the use and enjoyment of the public and it is the organization's responsibility to help ensure it is a clean, safe environment for all.
5. The organization shall be responsible for the conduct and supervision of all participants in attendance of the scheduled program.
6. Organizations must demonstrate the ability to successfully administer their own programs and services, including keeping accurate records. These records may be reviewed by the Youth Hub staff upon request.



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## **7. Qualification and Selection**

### Submission Requirements:

- The organizations must have the capacity to deliver ongoing services in health and wellness services, social services, education, employment and career services, and youth leadership opportunities
- The organizations must have financial sustainability to run the programs
- The organizations must have a commitment to annual program evaluation and improvement. The organizations will be expected to work with the City staff to improve/ refine the service delivery approach

### Selection Criteria:

- An organization that provides social, recreational, health and wellness, employment and training, cultural or environmental services/ programs that meet youth needs, are in alignment with council priorities and Recreation Division's goals
- Priority will be given to those organizations that are operating within the City of Brampton.
- Satisfies the City that the organization is in good financial standing and is not in default under any rental/ lease/ service agreements with the City
- Shares the vision of the City and the Youth Hubs
- Demonstrates a commitment to serving diverse communities

The City of Brampton will offer a rental agreement for up to 6 months to not-for-profit community organizations who:

- Satisfies the criteria of a not-for-profit organization (be incorporated as a not-for-profit organization and may not be a subsidiary of a for-profit corporation)
- Provides social, recreational, health and wellness, employment and training, cultural or environmental services/ programs that meet youth needs, are in alignment with council priorities and Recreation Division's goals
- Is a not-for-profit community organization that resides in the City of Brampton/ Peel. Priority will be given to those organizations that are operating out of the City of Brampton.
- Satisfies the City that is in good financial standing and is not in default under any rental/ lease/ service agreements with the City
- Shares the vision of the City and the Youth Hubs
- Demonstrates a commitment to serving diverse communities.

## **8. Submitting a Proposal**

Steps to submitting a proposal are as follows:

1. Attend a drop-in information session to gain knowledge of the space, meet the Youth Hub team, learn more about the demographics that we serve and understand Youth Hub initiatives (not mandatory but would be beneficial).
2. Prepare and submit EOI application package. Include the application form and the checklist information in this section.

Applications will be sent via email to [Recreation@brampton.ca](mailto:Recreation@brampton.ca) for review upon completion. The submission deadline for all applications will be **December 15, 2023 by 5:00pm EST. Please Subject your email with: "[organization name] - EOI Application Form and Requested Documentation"**

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**FAQ (Frequently asked questions) about the EOI:**

1. **Q. What is an expression of interest?**  
**A.** An expression of interest is an opportunity for community organizations to apply to deliver youth services at the new Susan Fenell Youth Hub.
2. **Q. Who can apply for this expression of interest?**  
**A.** The City of Brampton welcomes applications from charitable or not-for-profit community groups, employment agencies, youth groups, business and social enterprises, local artists and recreational, health, environmental, economic, and social system organizations serving youth provide programs/services to Brampton youth at Susan Fennell Youth Hub
3. **Q. How do I submit an expression of interest?**  
**A.** Applications will be sent via email to [Recreation@brampton.ca](mailto:Recreation@brampton.ca) for review upon completion. The submission deadline for all applications will be **December 15, 2023 by 5:00pm EST.**  
**Please Subject your email with: “[organization name] - EOI Application Form and Requested Documentation”**
4. **Q. What is the vision and goal of the Youth Hub?**  
**A.** Community youth hubs are safe and inclusive spaces designed to cater to the diverse needs of youth individuals aged 14 to 29. These youth hubs are vital community assets that aim to empower youth through providing support and opportunities to foster personal growth, skill development, and social engagement.
5. **Q. What criteria are used to select organizations?**  
**A.** There are four criteria used for the application approval process:
  1. Eligibility
  2. People/Organization
  3. Strategy
  4. Program Impact
6. **Q. Who is involved in the selection process?**  
**A.** The Youth Hub Recreation Supervisor and Coordinator will be involved in the selection process.
7. **Q. Who do I contact about the EOI if I have any questions?**  
**A.** You can contact the Recreation Supervisor for further information:  
Shamiso Magumbe  
Recreation Supervisor- Youth Hub  
Email: [shamiso.magumbe@brampton.ca](mailto:shamiso.magumbe@brampton.ca)  
Telephone: 647-281-8226