



MAPLE LEAF SQUARE TENANT MANUAL WELCOME TO MAPLE LEAF SQUARE



Bordered by Lakeshore Blvd., York Street and Bremner Blvd., Maple Leaf Square is a multi-use complex containing 54 and 50 storey condominium towers, superimposed on a 10 storey combined hotel, office and retail podium.

The two condominium towers (55 and 65 Bremner Blvd.) contain a total of 872 residential units and over 35,000 square feet of amenities including indoor and outdoor swimming pools, fitness facilities, and recreational rooms.

The office tower is located on the side south of the podium and consists of approximately 226,000 square feet. It is home to CI Financial. The 3rd and 8th floors are the designated crossover floors. A daycare, Kidz Kare, is located on the 3rd floor of the office tower and has access to an outdoor playing area.

The Hotel Le Germain (75 Bremner Blvd.) is located on the north side of the podium and contains 167 rooms.

The retail component consists of 2 restaurants, a liquor store (LCBO), TD Bank and a sports store (SportsChek).

The main pedestrian entrances are on the east and west sides of the Galleria, with both sides having revolving doors as well as two sets of barrier free access doors. The barrier free doors on the north side of the entrances are automated via push button access. The barrier free doors are on automated access control and follow the PATH hours. The revolving doors are locked and unlocked by security.

The second floor of the Galleria consists of a pedestrian bridge on the southeast corner which connects to the Air Canada Centre and is part of the downtown Toronto PATH System.

The public Square has a capacity of 5,000 people, and hosts pre-game gatherings and other sports-related events, including tailgate parties for both the Toronto Maple Leafs and the Toronto Raptors.

We welcome your comments and encourage you to discuss with us any suggestions as to how we may improve our services:

The Cadillac Fairview Corporation Limited
15 York St.
Toronto, Ontario
Phone: 416-214-6414



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THE CADILLAC FAIRVIEW CORPORATION LIMITED

Cadillac Fairview is one of North America's largest investor, owners and managers of commercial real estate. For over 50 years Cadillac Fairview has been leading the way in commercial real estate with innovative design, development and management.

An enthusiastic desire to understand and meet the needs of our office tenants drives the Cadillac Fairview team to create exciting professional hassle-free office environments. A continued focus on anticipating and satisfying the evolving needs of our office customers defines the Cadillac Fairview approach to delivering relationships.

Cadillac Fairview focuses on high quality retail centres and office properties in Canada and the United States. It also oversees equity investments in real estate companies and international investment funds. With a portfolio valued at over \$11 billion, Cadillac Fairview and its affiliates own and manage over 100 properties, including some of Canada's landmark developments such as Pacific Centre Mall, the Toronto Eaton Centre, Sherway Gardens, Toronto-Dominion Centre, Le Carrefour Laval, and Pacific Centre. Cadillac Fairview is wholly-owned by the Ontario Teachers' Pension Plan Board, which invests to secure the retirement income 300,000 active and retired teachers in Ontario.

MEET THE TEAM

General Manager

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Operations Manager

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Manager, Security and Life Safety

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Building Security

416-214-6414 (Normal Business Hours)

416-862-2337 (Emergencies and after hours)



MAPLE LEAF SQUARE TENANT MANUAL

WELCOME TO MAPLE LEAF SQUARE



MAPLE LEAF SQUARE BUILDING HOURS

Hours of Operation

Management Office – 8:00am to 4:00pm, Monday to Friday

PATH Hours – 5:30am to 1:30am

Passcard Issuance Hours

Monday to Friday – 9:00am to 1:00pm

Statutory Maple Leaf Square will be closed on all Statutory Holidays. Access to the Office elevators will be provided by passcard only and there will be no janitorial or operations staff on site.

SHIPPING AND RECEIVING

All deliveries for Maple Leaf Square (MLSQ) will enter through the in-bound ramp of the Air Canada Centre (ACC) Loading Dock, off of Lakeshore Blvd.

DELIVERIES REQUIRING A LOADING DOCK PLATE

Booking Requests

All deliveries entering the loading dock must be scheduled and input into our system in order to avoid any potential delay in obtaining access and to ensure that dock space is available.

The party requesting access submits an email request with a proposed date and time to mlsaccess@cadillacfairview.com. If available, the party will receive an email confirmation with a booking number. If there is no dock space available for the requested delivery time, an email will be sent to the party with the next available time slot. The booking confirmation should either be printed for the driver or the driver should have the booking number upon arrival.

All requests require 24 hours' notice. 24-48 hours is ideal. Requests are processed from 8:00 am and 4:00 pm Monday to Friday.

The size of the vehicle, estimated time required to complete the delivery and if a dock plate is required needs to be included on all requests.

Over-size vehicle's (tractor-trailer) must be scheduled during the off peak hours. (Peak times 8am to 4pm)



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Upon Arrival

The driver checks in with ACC Security at the main entrance to the loading dock facility. The driver should be prepared with the confirmation number or a copy of the booking.

The driver proceeds into Maple Leaf Square's loading area and checks in with the Dock Master/Dock Guard prior to parking and will be assigned a loading dock space.

Upon Completion

The driver is responsible to remove all skids, packaging, shipping materials etc. Nothing is to be left in any part of the loading dock or service corridors. Failure to comply may result in removal of abandoned materials by base building staff and the tenant may be subject to a disposal fee.

Unscheduled Deliveries

During Loading Dock Hours (6:00am to 10:00pm)

- A phone call will be placed to the party that is expecting the delivery for verification and approval. If the call is unanswered, delivery will NOT be accepted.

After Loading Dock Hours (10:00pm to 6:00am)

- **All deliveries will be turned away.**

DELIVERIES THAT DO NOT REQUIRE A LOADING DOCK (TRANSIENT)

The driver checks in with ACC Security at the main entrance to the loading dock facility.

The driver proceeds into the MLSQ loading area and checks in with the Dock Master/Dock Guard. A list of pre-approved couriers/delivery companies that have been provided by each Party will be used to ensure that the delivery in fact has authorization to enter the loading dock.

If they are not on the approved list, a phone call to the Party expecting the delivery will be placed to obtain authorization before allowing access. Once access is given driver will park his vehicle and deliver his package.

The driver is responsible to remove all shipping materials. Nothing is to be left in any part of the loading dock or service corridors. Failure to comply may result in removal of abandoned materials by base building staff and the tenant may be subject to a disposal fee.



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LOADING DOCK PARKING

There are currently two parking spaces (by the loading dock master booth) that can be used for **SHORT TERM** parking **ONLY (30 minutes or less)**.

These are used on a first come, first serve basis and should only be used for **deliveries** that do not require a loading dock plate and should not be used by contractors (unless they are responding to an emergency within the building or unloading/re-loading equipment/tools).

If a contractor requires parking to unload their equipment/tools, advance notice must be provided (24-48 hours in advance, Monday to Friday, 8:00am to 4:00pm). Please email information to mlsaccess@cadillacfairview.com.

If a contractor is responding to an emergency, please contact the security emergency line at 416-898-2337 and we will be happy to assist.

Vehicles in violation will be tagged and/or towed at owner's expense. For oversized vehicles please note that there is an outdoor parking lot located at the corner of Bay Street and Lakeshore Blvd.

Vehicles are permitted to unload equipment/tools in the loading dock, but must then move their vehicle out of the loading dock.

PARKING AND TRANSPORTATION

Parking (PRICES SUBJECT TO CHANGE)

Parking Garage is managed by Impark.

There are four levels of parking for the complex. An entrance and exit ramp to the parking garage is off of Bremner Blvd. (near the North Condominium Tower Lobby).

P3 and P4 are the exclusive use of the condominium residences and have a separate rollup door with fob access.

P2 and P2 are for the commercial, retail and public on a first come, first served basis. There are two commercial parking elevators from the common area on the northwest side, which service P2 up to the 2nd floor.

Rates:

Monthly Unreserved Rate = \$299 plus taxes
Monthly Reserved Rate = \$450 plus taxes
Early Bird Daily Rate = \$17 plus taxes (in by 6 am, out by 6pm)
Daily Max = \$20 plus taxes
Evening Daily Rate = \$10 plus taxes (in after 6pm, out before
Weekend/Holiday Daily Rate = \$10 plus taxes
Each 20 minutes = \$5.00 plus taxes
Events = \$30 plus taxes (due upon arrival)

Transit:
Steps from Union Station and TTC

COMPLEX AMENITIES

Longo's

416-366-1717

(A family run grocery chain founded in 1956)

- **Store Hours:**
 - Monday-Friday 7:00 AM-11:00 PM
 - Saturday 7:00 AM-11:00 PM
 - Sunday 7:00 AM-11:00 PM
- Starbucks
- Pharmacy

Sports Bar and Grill

416-815-7325

Boisterous, sprawling sports bar with some 200 TVs, 100-plus beer taps & elevated pub grub.
Named North America's "Best Sports Bar"

e11even

416-815-1111

E11even is a restaurant that embraces Toronto's energy in the heart of the sports and entertainment district.

Sportchek

416-981-0980

Sportchek is the largest Canadian retailer of sporting clothing and sports equipment, with stores throughout Canada.

Kidz Kare Daycare
416-900-1060

Kidz Kare is a licensed childcare centre located on the 3rd floor of Maple Leaf Square, office tower. It is a 6,500 square foot facility that creates a safe and comfortable learning environment for children from ages 18 months to 12 years of age.

TD Canada Trust
416-360-7623

LCBO
416-594-3838

Hotel Le Germain
1-888-940-7575

- 167 rooms
- 5,000 square feet of meeting rooms
- Full kitchen services/breakfast room
- Bar Le Germain (lounge on ground floor)

ATTRACTIONS IN THE NEIGHBOURHOOD

- **Air Canada Centre**
 - Air Canada Centre (ACC) is Canada's premiere sports and entertainment venue and home to the Toronto Maple Leafs, the Toronto Raptors, and the Toronto Rock lacrosse.
 - ACC has hosted thousands of events including concerts, sporting events, family shows, festivals, banquets, receptions, trade-shows and business meetings.
 - ACC is consistently ranked amongst the top sport and music venue in North America.
- **Rogers Centre (416-341-1000)**
 - Rogers Centre, originally named Sky Dome, is a multi-purpose stadium in Downtown Toronto, Ontario, Canada, situated just southwest of the CN Tower near the northern shore of Lake Ontario
- **Ripley's Aquarium (647-351-3474)**
 - Ripley's Aquarium of Canada is a public aquarium in Toronto, Ontario, Canada. The aquarium is one of three aquariums owned and operated by

Ripley Entertainment. It is located in downtown Toronto, just southeast of the CN Tower.

- **CN Tower**
 - The CN Tower is a 553.3 meter high concrete communications and observation tower in downtown Toronto. It is the worlds highest full circle and hands free walk.

EMERGENCY PREPAREDNESS

Cadillac Fairview's security strategy is "to provide our tenants, customers and partners the safest and most secure environment possible in which to work and conduct business".

The Fire Safety Plan Evacuation Warden Manual is a condensed version of the overall Emergency Response Plan of Maple Leaf Square. This manual is used by our Tenants to educate and train their Internal Response team and other staff in the event of a fire, medical emergency, bomb threat, elevator entrapment etc.

In addition to the Manual, annual Emergency Evacuation Warden Training is provided by the Manager, Security & Life Safety.

The Manager, Security & Life Safety is available to conduct specific training seminars and consultants to individual tenants upon request in addition to the annual training.

Each floor of Maple Leaf Square is equipped with heat and smoke detectors. These monitoring devices will detect a fire in the building; register its location on an annunciator panel located at the entrance of each lobby and activate the fire alarm.

The Fire Alarm system is monitored by ADT Advanced Integration. The building uses an Edwards EST3, addressable, two stage fire alarm system with emergency voice communication. Firefighters will access the property via York Street or Bremner Blvd.

The fire alarm control units are located in two CACF (Central Alarm Control Facilities) rooms on the ground floor of the north and south residential towers.

The building is sprinklered throughout with the exception of the residential units. The garbage chutes in both residential towers are fully sprinklered.

Fire hose cabinets are strategically located throughout the building and are equipped with a fire hose and fire extinguisher.

- Each Tenant should have at least one Evacuation Warden and one Back-Up Warden. It is recommended that these individuals wear some sort of identification, i.e. reflective arm band, vest or hat.
- The orders of the Evacuation Wardens must be obeyed during an emergency.

- It is recommended that Evacuation Wardens attend the Evacuation Warden Training Seminars.
- Persons found on a floor other than their home floor become the responsibility of that floor's Warden.
- Elevators will be called to the ground floor when the fire alarm is activated. However, if the alarm is coming from the ground floor, the low –rise elevators will “home” to the 2nd floor. Any persons found in the elevator during an alarm should continue to evacuate the building when reaching the ground or second floor.

EVACUATION WARDEN RESPONSIBILITIES/DUTIES

The primary duties of the Emergency Response Team is to ensure an orderly and prompt evacuation, and when necessary, to coordinate the assignment of additional persons to evacuate those in need of physical assistance.

The size of an Emergency Response Team will depend on the size of the area controlled by the Tenant.

Responsibilities:

- Attend Annual Evacuation Warden training presented by Building Management.
- Understand the evacuation procedures for the building.
- Know what action is required in the event of an alarm sounding.
- Ensure all floor occupants understand the procedures to be followed during a fire emergency.
- Acquire detailed knowledge of the floor. (stairwells, pull stations and fire extinguisher locations, etc.,)
- Know the building crossover/re-entry floors.
- Keeping current a list of all persons requiring assistance and their designated “buddies” and ensure Building Management is advised immediately when changes occur.
- Ensure all aisles, corridors and exits are kept free of obstructions.
- Inform new employees of the Emergency Procedures and their duties, if any in the event of an emergency.
- Coordinate with other Evacuation Wardens on multi-tenant floors.
- Maintain a list of hazardous materials on your floor and provide the list to Building Management.

Duties

(First Stage) Intermittent Fire Alarm Signal:

- Prepare for possible floor evacuation.
- Put on Evacuation Warden identifier i.e. Reflective armband, vest or hat.
- Conduct system check of the floor.
- Meet with all other Wardens and “buddies” at designated location to report status of area(s) just checked.
- Ensure all Emergency Response Team positions are filled.
- Confirm number and locations of Persons Requiring Assistance (PRAs).
- Check Stairwells for smoke or fire.
- Do not activate pull station unless smoke is found.

(Second Stage) Continuous Fire Alarm Signal:

- Immediately put on Evacuation Warden Identifier.
- Work with other Wardens to quickly check all areas including offices, washrooms, storage areas, conference rooms, etc. to ensure no one is left behind and closing doors once the space has been cleared.
- Ensure all Persons Requiring Assistance (PRAs) and their “buddies” are together.
- Persons Requiring Assistance (PRAs) should be evacuated last, so as not to cause congestion in the exit stairwell.
- If the fire is in your immediate area and you cannot evacuate a Person Requiring Assistance, move them to a safe unaffected area, preferably a floor below the fire. Once you have evacuated, notify the Fire Department or Building Management as to their location.
- Upon evacuation of the building, please report that status of your floor to Building Security at ground level.
- Report anyone refusing to leave to the Security Officer at ground level when reporting your floor status.
- Proceed to your designated area as far away from the building as possible.
- Meet with other Evacuation Wardens and gather all information regarding the emergency.
- DO NOT RE-ENTER the building until the “all clear” has been given by the Fire Department or Building Management.