

**Lease/License of Occupation to Community Organizations Policy**

**Summary of New Terms and Conditions  
Council Approved - 2012 February 27**

1. Proof of filing and good standing under Societies Act to be submitted yearly
2. Demonstration of community need rather than membership requirements when acquiring a new Lease/License of Occupation due to relocation
3. Requirement of a five (5) lifecycle study to be submitted to The City within one year of execution, if one does not already exist, and every five (5) years thereafter
4. Increase insurance to \$5 million from \$2 million due to changes in the industry
5. Approval of Construction from The City increased to for projects over \$50,000 from \$25,000
6. Business Plan to be submitted to The City within one year of agreement execution and upon expiration of past plan
7. Bi-annual meetings with Liaison to discuss review and create action plans for the organization's priorities with reference to the organization's current Business Plan; and to review their lifecycle study and the status of the repairs and maintenance completed to date.
8. Elimination of the requirement of a Capital Conservation Fund
9. Replacement of the former Termination Without Cause Clause to a Relocation Clause
10. Re-application for a new agreement upon expiry versus a renewal.