

## Policy No. C03-024, Leasing Civic Buildings To Outside Organizations

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**NUMBER**  
*C03-024*

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<b>POLICY TITLE</b> <i>LEASING CIVIC BUILDINGS TO OUTSIDE ORGANIZATIONS</i>	<b>ADOPTED BY:</b> <i>CITY COUNCIL</i>	<b>EFFECTIVE DATE</b> <i>OCTOBER 5, 1987</i>
<b>ORIGIN/AUTHORITY</b> <i>LEGISLATION AND FINANCE COMMITTEE REPORT NO. 36-1987</i>	<b>CITY FILE NO.</b> <i>CK600-0 &amp; 1000-0</i>	<b>PAGE NUMBER</b> <i>1 of 2</i>

1. PURPOSE

To provide a source of revenue to offset carrying costs associated with Civic Buildings as defined in this policy.

2. DEFINITIONS

2.1 Civic Buildings - for the purpose of this policy, Civic Buildings shall include only those buildings, not currently being used, that fall under the jurisdiction of Civic Departments and:

- a) Are available for interim use prior to being designated for a specific civic use; or
- b) Are not designated for any future civic use but would generate greater economic benefits to the City through leasing rather than sale or demolition.

Civic Buildings do not include those buildings that fall under the jurisdiction of Civic Boards, Commissions or Management Committees.

2.2 Outside Organization - an organization that is not an integral part of the civic organization or otherwise affiliated.

2.3 Lease - an agreement for the use of City-owned facilities for a specified time and for a consideration where the lessee is given possession and assumes responsibility for activities carried out therein.

2.4 Market Rates - the amount or rent which would be paid for comparable buildings in the market place.

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2.5 Occupancy Costs - shall include all operating costs associated with the Civic Building (ie. property taxes, insurance, utilities, regular repairs and maintenance costs, licenses, leasehold improvements etc.).

3. **POLICY**

Civic Buildings (or part thereof), as defined in this policy, may be leased to Outside Organizations at prevailing Market Rates plus all Occupancy Costs.

3.1 Council Approval - is required for the leasing of Civic Buildings to Outside Organizations and for the content of each lease agreement.

3.2 Subsidized Leases - Civic Buildings will not be leased to Outside Organizations at subsidized rates unless so authorized in accordance with Policy #03-018, Financial Assistance to Community Groups.

3.3 Planning & Development Committee - shall review all leases with Outside Organizations and make recommendations to City Council.