Land Stewardship

Process Map: To apply for a new Lease/LOC Updated August 2011

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This process is to apply for a new Lease /LOC if an existing one is expired or will soon be. If a boundary change is required, follow the business process, "Amendment of a Lease/LOC Boundary". SPP will notify liaisons of agreements nearing expiry six months prior to the expiry of the existing agreement. (Relevant Policies: CSPS-024; CPS96-74; CPS99-77; CS-86-38-1)

oup/Liaiso

The group submits a written request to their liaison to apply for a new agreement. The group provides their current objectives and bylaws, proof that they have filed their Annual Return as a Society, the most current lifecycle study and business plan, a membership report and a board motion supporting the application.

iaison

The liaison works with the group to ensure they are in compliance and have the capacity to enter into another 15 year agreement. If the group is not in compliance or there are outstanding issues, the work unit manager may be engaged.

P/Liaison/P

If the recommendation to apply is supported by the manager, SPP orders two copies of a site map from Parks GEOAM. (4-6 weeks) SPP sends the site map and Joint Memo to the liaison. The group marks their desired boundary on the map in consultation with the PCL. The map is signed by the work unit manager, the parks operations manager or appropriate land steward manager, and the group. The liaison returns the signed map with the marked boundary, and Joint Memo to the partnership coordinator. (2 weeks)

SPP

SPP requests a Schedule B and Land Title, including caveats, encumbrances and liens from LIM. (4-6 weeks) SPP reviews the title to ensure there are no issues. (2-6 weeks) SPP checks draft agreement to make sure it is correct: LOC or Lease, legal name of group, date and signature boxes. SPP sends the agreement to the liaison. (1 week)

aison

The liaison reviews the agreement with the group for accuracy. The liaison returns the signed draft to SPP with required changes. Changes are limited to errors in the agreement. Anything more than minor changes requires approval by Council.

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The group takes the agreement to their board for endorsement. Based on the bylaws of the organization, the group passes a board motion indicating they have reviewed the final version and authorize the appropriate board members to sign on their behalf.

SPP orders executed copies from Law. SPP reviews for changes and correct attachments. (1 week) Signing Process:

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- 1) SPP manager signs re content.
- 2) Partnership coordinator sends to liaison with cover memo re who signs
- 3) NS/Sport manager signs
- 4) Group signs and affixes seal or has affidavits signed for all six copies
- 5) CRC/Sport returns to SPP with proof of insurance from group, the cheque and the board motion
- 6) Partnership coordinator has director sign

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All executed copies are sent to Law for circulation to City Clerks and Corporate properties for signatures, as well as relevant School Boards if required.

- Law sends School Board(s) their copy.
- Law returns four copies to SPP − 1 copy for SPP files, 1 copy to Corporate Properties (Land Manager), 2 copies to NS/Sport office for group and files.
- Entered into Llama and IRMS.

In providing the group with the Lease/LOC Agreement, the liaison reminds the group of annual requirements to remain in good standing, including a current life cycle plan.