Land Stewardship

Process Map: Amendment of a Lease/LOC Boundary Updated April 2011

CALGARY

The group submits a written request to their laison to amend their LOC or Lesse site. The request must include the reason for the dimage, planned use for the kind if additional land is requested, the expected impacts of the requested changes and, if construction is involved as band must be work, anticipated cash and imeliance. The request must also include minutes showing a board motion to pursue an amendment to the Lass/LOC boundary. If the amendment is a request if more or less land, the liaison requests with the park objectives and if changes can be supported under the Loc/lesse Poley. The liaison makes a recommendation to the work with the group. Parks and if changes can be support the request. (The liaison will work with the group and loint Nemo to the liaison. The request the manufert. The liaison prepares a letter of each of agreement. The liaison makes a recommendation to the work with the group. Parks and SPH to reach an agreement. If the recommendation is supported by the manager, SPP or each to agreement. If the recommendation is supported by the manager, SPP or each to agreement. If the anomendment. The liaison the group marks their desired boundary on the map in consultance. (2 weeks) SPP sends the signed map with the marked boundary and signed Joint Memo to the liaison. The group marks their desired boundary on the map in consultance. (2 weeks) SPP requests a Schedule is and Land Title, including caveats, encumbrance and liens from UM. (4-6 weeks) SPP reviews the title to ensure there are no issues. SPP checks draft agreement. SPP requests a Schedule is and Lind. The group for accurate, SPP sends the liaison the group of an each of the organization, the group, date, cavels. SPP requests a Schedule is and Lind. The group for accurate, SPP sends the agreement to make are it is correct. CoC is ease, legal name of group, date, cavels. SPP requests a Schedule is and Lind. Title, including caveats, enclumbrance and liens from UM. (Purpose	This process is to amend the boundary of an existing Lease /LOC. (Relevant Policies: CSPS-024; CPS96-74; CPS99-77; CS-86-38-1)
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