

## **HISTORY AND SUMMARY OF ENGAGEMENT LEASE/LICENCE OF OCCUPATION REVIEW**

Prior to any external engagement, Administration researched and identified the best practices that formed the basis of the proposed changes. This research and policy development process involved coordination with, and cooperation between, a number of business units, including Recreation, Community & Neighbourhood Services, Parks, Law, Infrastructure & Information Services, Corporate Properties & Buildings, Integrated Risk Management, Finance & Supply and the Joint Use Coordinating Committee. A detailed listing of the internal engagement can be found in Attachment 3.

### **Consultation with Federation of Calgary Communities (FCC) and Sport Calgary: 2010 April 1**

Administration met with the executive directors of both the FCC and Sport Calgary, to review Administration's proposed changes to the lease/licence of occupation agreements, assess potential impacts to community associations and social recreation organizations, and solicit feedback and suggestions.

At this meeting, both the FCC and Sport Calgary approved Administration's changes in principle and requested that they be kept involved and informed through Administration's review process.

### **Mail out to Current Lease/Licence of Occupation-holders: 2010 June 1**

On 2010 June 1, all current lease/licence holders received a notice from the relevant Community Services manager that Administration was undertaking a review of lease/licence agreements. This notification outlined some of the changes contemplated by the review and detailed the review's anticipated timelines.

At the time this letter was sent out, Administration had planned to defer renewing any expiring or already expired agreements or agreements bound to expire until the lease/licence review process had been completed, thereby allowing the conditions of the new agreements to come into effect. Accordingly, these letters also informed community partners with expiring or expired agreements that The City would be putting all expired agreements into overhold, whereby they would be honoured on a month-to-month basis under the current terms and conditions until new agreements had been approved by Council.

### **Meetings with members of City Council: 2011 February-March**

Administration met with members of Council individually and in small groups from 2011 February 1 to March 2 to review proposed changes to the lease/licence agreements. At these meetings, members of Council were provided with information on proposed changes to the agreements and were given the opportunity to ask questions and provide suggestions. Feedback and recommendations from members of Council were integrated into this report.

In addition to these meetings, Administration met with Aldermanic assistants on 2011 February 15 and 17 to discuss proposed changes and to outline ways in which Administration can provide support for lease/licence related questions.

### **Staff Training and Update to FCC and Sport Calgary: 2011 March 9**

Prior to Administration presenting the proposed changes to community associations and social recreation organizations holding lease/licence agreements, all relevant liaison staff and managers within Administration met to review and discuss this content. Representatives from FCC and Sport Calgary were also in attendance to review and discuss the changes.

### **Update to FCC, Sport Calgary, and Calgary Arts Development Authority (CADA): 2011 March**

In the last week of 2011 March, FCC, Sport Calgary and CADA were circulated a copy of the proposed changes to the lease/licence agreements for review and comment. All three umbrella groups expressed approval (in principle) for these changes and indicated that they were prepared for Administration to present these changes to community organizations.

### **Community Information Sessions: 2011 May**

In 2011 May, Administration held four community information sessions, one per city quadrant, to which all current lease/licence holders were invited. These meetings all commenced at 6:30pm and were attended by a total of 153 representatives from 110 community associations and social recreation groups (Attachment 3). The dates and locations of these community information sessions were as follows:

- **2011 May 5: Glamorgan Community Association (4207 41 Avenue SW)**  
Attended by 30 representatives from 22 community associations and social recreation groups
- **2011 May 12: Riverbend Community Association (19 Rivervalley Drive SE)**  
Attended by 36 representatives from 25 community associations and social recreation groups
- **2011 May 18: Marlborough Park Community Association (6021 Madigan Drive NE)**  
Attended by 40 representatives from 28 community associations and social recreation groups
- **2011 May 26: Highland Park Community Association (3716 2 Street SE)**  
Attended by 47 representatives from 35 community associations and social recreation groups

These sessions consisted of a presentation from Administration on the proposed changes, followed by a moderated discussion to identify and address any concerns or questions. Moderation was provided by J.B. Isaacs of the Sage Institute of Calgary, an independent third-party arbitration association.

Attendees at these information sessions were provided with a handout summarizing the proposed changes and timelines for next steps. On 2011 May 27, this content was also posted on a City website for public review ([www.calgary.ca/locreview](http://www.calgary.ca/locreview)). Groups unable to attend any of the four community information sessions were contacted via email and informed that the

proposed changes are available online for review. Administration also met with several groups one on one to further discuss the proposed changes, their rationale and impact.

In general, the common areas of concern expressed at these information sessions were in regards to the relocation clause (was it fair and transparent?), the business plan (was it flexible and beneficial?) and the increase in insurance (would it be too expensive?).

Following these community information sessions, Administration made a standing offer to all groups, whether they had attended any of the four sessions or not, to meet and review the proposed changes in greater detail. In addition, Administration agreed to provide the relocation clause to groups before the end of 2011 July, and to have draft copies of the new legal agreements posted to The City's website by the end of 2011 August.

#### **Review with FCC Staff: 2011 July 13**

Administration met with FCC staff to review the proposed changes to the lease/licence agreements and outline next steps in Administration's project timelines. This meeting was designed to coordinate the operations of and interaction between Administration and the FCC as Administration's review of the lease/licence agreements was expected to proceed.

FCC did not note any significant concerns with Administration's proposed changes.

#### **Update on Relocation Clause: 2011 July 27**

As per the results from the community information sessions held in 2011 May, Administration emailed on 2011 July 27 a draft version of the relocation clause from the proposed lease/licence agreements to community partners for their review.

#### **Update on New Agreements: 2011 August 31**

Administration posted the draft lease/licence standard-form legal agreement to The City's website ([www.calgary.ca/locreview](http://www.calgary.ca/locreview)). Current lease/licence holders were provided with an email notifying them of this posting.