Winnipeg

**CITY OF WINNIPEG POLICY NO. PD-028**

| **POLICY TITLE**<br>*Real Estate – Leasing and Licensing of Property* | **ADOPTED BY**<br>*City Council* | **EFFECTIVE DATE**<br>*September 29,2021* |
|---|---|---|
| **ORIGIN / AUTHORITY**<br>*City Council* | **CITY POLICY NO**<br>**PD-028** | **MOST RECENT CONSOLIDATION**<br>*XXX-XXX* |

**1. Purpose:**

To update the policy to clarify what type of City property is publicly marketed.

**2. Definitions:**

No changes

**3. Leasing and Licensing of Property Policy**

Replace Clause 3.2.A.:

**3.2 Property Management Lease or Licence**

**A.** A Property Management Lease or Licence must:

**i.** Obtain best value for the City Property, which may or may not be Market Rent;

**ii.** Require the Tenant to pay proportionate Operating Costs associated with the Lease or Licence, unless specified otherwise within an Act or City by-law;

**iii**. Subject to Section 3.2(B), be Marketed;

**iv.** Align with Council-approved development policies and/or other Council-approved policies;

**v.** Be open and transparent, ensuring all prospective Tenants receive equal information and/or access;

**vi.** Be negotiated in consultation with the City department having jurisdiction over the City Property or programming of the City Property;

**vii.** Be approved by Council or its delegated authority, and in all cases, the Ward Councillor will be provided notice of the Public Service recommendation prior to submission for approval;

**viii.** Include insurance and termination provisions as approved by the appropriate City department; and

**ix.** Adhere to the City's Real Estate Transaction Management Framework.

With:

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**A.** A Property Management Lease or Licence must:

**i.** Obtain best value for the City Property, which may or may not be Market Rent;

**ii.** Require the Tenant to pay proportionate Operating Costs associated with the Lease or Licence, unless specified otherwise within an Act or City by-law;

**iii**. Subject to Section 3.2(B), be Marketed ***if the City Property is vacant****;*

**iv.** Align with Council-approved development policies and/or other Council-approved policies;

**v.** Be open and transparent, ensuring all prospective Tenants receive equal information and/or access;

**vi.** Be negotiated in consultation with the City department having jurisdiction over the City Property or programming of the City Property;

**vii.** Be approved by Council or its delegated authority, and in all cases, the Ward Councillor will be provided notice of the Public Service recommendation prior to submission for approval;

**viii.** Include insurance and termination provisions as approved by the appropriate City department; and

**ix.** Adhere to the City's Real Estate Transaction Management Framework.

## 4. Responsibilities

No changes