



CORPORATE POLICY MANUAL

Section:	Properties Administration	8
Sub-Section:	Municipal - Rentals & Licenses to Occupy	3170
Title:	RENEWAL OF LICENCE TO OCCUPY MUNICIPAL LAND	4

POLICY

The Manager- Regulatory Services may renew all existing licence to occupy agreements automatically on a year to year basis until cancelled by either party, subject to the terms and conditions of the District's standard Licence to Occupy agreement as amended from time to time.

REASON FOR POLICY

To facilitate efficient annual renewal of Licence to Occupy agreements.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. All licensees are advised of the terms of renewal prior to the end of the current taxation year (i.e. increase in rental) and asked if they wish to renew their licences.
2. Upon receipt of the licensees written confirmation that they wish to renew the Manager- Regulatory Services countersigns the renewal letter confirming the terms of the renewal and that the renewal has been granted.

Approval Date:	December 17, 1990	Approved by:	Policy & Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	