

GENERAL ADMINISTRATION MANUAL

VOLUME 2: HIGHWAYS AND PUBLIC WORKS POLICIES

TITLE: SIGNATURE BUILDING LEASING

EFFECTIVE: March 27, 2003

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**1 SCOPE**

**1.1 Authority**

This policy is issued under the authority of Cabinet Minute #03-10.

**1.2 Application**

This policy establishes the guidelines for renting or leasing government space in Signature Buildings and applies to all government departments as defined in G.A.M. Policy 2.1.

**1.3 Purpose**

To ensure that, where government space in Signature Buildings is rented or leased to third parties, it is done in a manner which enhances the economic, social and/or cultural well-being of Yukon citizens.

**1.4 Definitions**

"Non-Government Organization (NGO)" means a non-governmental organization as defined in G.A.M. Policy 1.16—*Non-Governmental Organizations Funding*.

"Signature Building" means a high-profile building owned by the Government of Yukon which has heritage and/or historical significance.

"Signature Building Leasing Authority" means the Minister of Tourism and Culture and the Minister of Highways and Public Works.

## **2 POLICY IMPLEMENTATION**

### **2.1 Application**

Where an interest is expressed by a Non-Government Organization or a commercial enterprise for the rental or lease of space owned by the Government of Yukon, the Signature Building Leasing Authority will receive the application and determine if the space in question is within a Signature Building.

If the space is determined to be within a Signature Building, the Signature Building Leasing Authority may approve or reject the application. If the application is approved, the Signature Leasing Authority will, in consultation with Deputy Minister of Highways and Public Works, set the terms and conditions of the rental or lease contract.

### **2.2 Competing Interests**

If the Signature Building Leasing Authority receives an expression of interest from more than one party for any space deemed to be within a Signature Building, the Signature Building Leasing Authority may require a proposal from each of the interested parties.

A request for proposal does not compel the Government of Yukon to award a rental or lease contract to any of the respondents.

Where the Signature Building Leasing Authority awards a rental or lease contract to one out of a group of proposals for the same space, it will award the rental or lease contract to the proposal judged to most significantly enhance the economic, social and/or cultural well-being of Yukon citizens or to that applicant which most appropriately suits the space in question.