



Distribution of Publications in CCOC Lobbies

In the spirit of community partnership, CCOC will consider requests for access to CCOC's high-rise building lobbies for the distribution of non-profit community oriented publications that are consistent with CCOC's value statement.

Requests for such access will be referred to the Tenant and Community Engagement Committee for approval. The committee's approval will be based on the nature and content of the publication and on the number of publications being distributed in CCOC lobbies at that time.

"Distribution" refers to allowing the publisher to place its publication(s) in the lobby of CCOC's high-rise buildings. The distributor is responsible for ensuring that they are aware of the number of units in each CCOC building in which they distribute their publication and that they place an appropriate number of papers in the lobby, as determined by CCOC and specified in the letter of agreement. The distributor is responsible for ensuring that their publications are placed and maintained in an orderly fashion in each lobby and that they remove any remaining publications when the next issue is delivered.

If the distributor wants to place a stand for their publication in a lobby, they must get permission from CCOC prior to doing so. CCOC accepts no responsibility for such stands.

The distributor must pay a \$50 deposit for a key to access each building lobby and distributor will assume full responsibility for the keys and for anyone visiting the building on behalf of their publication.

The distributor must sign a letter of agreement that stipulates the terms set out in this policy. Overriding all terms of such agreement is CCOC's right to demand the withdrawal of an issue should any of the content contradict CCOC's mission and value statement. CCOC also maintains the right to terminate this agreement at any time at its sole discretion.

Disclaimer

CCOC does not represent, warrant, or endorse the accuracy, reliability, completeness or timeliness of any of the information, content, views, opinions, recommendations or



advertisements contained in non-CCOC publications distributed in CCOC lobbies. Nor does CCOC accept responsibility for the quality of any products, information or other materials displayed, purchased, or obtained as a result of an advertisement or any other information or offer in or in connection with non-CCOC publications distributed in CCOC lobbies.

Background

Early in 2005 Capital XTRA had requested and had been given access to the lobbies of 11 high-rise buildings to distribute its monthly tabloid. In August, CCOC received a complaint from one tenant at 415 Gilmour Street regarding the content of the paper. The matter of the distribution of non-CCOC publications in CCOC's lobbies was referred to the former Membership and Communications Committee. No other complaints have been received since then. Also, there have been no other requests for access to CCOC lobbies for publication distribution.

CCOC currently gives community papers The Centretown Buzz and Capital Xtra access to its lobbies. It also gives The Citizen access to its lobbies. All of these papers have given CCOC a deposit of \$50 for keys for each building they access and are aware of their responsibility in terms of security issues. They have also been made aware of their responsibility to deliver and maintain their papers in an orderly fashion in CCOC's lobbies.

Agreement for the Distribution of Publications in CCOC Lobbies

Agreement for the Access to CCOC Lobbies for the Distribution of the {insert name of publication} between {insert name of publisher} & Centretown Citizens Ottawa Corporation

In the spirit of "community partnership", CCOC has agreed to give {insert name of publisher} access to CCOC's high-rise building lobbies for the "distribution" of the {insert name of publication}.



“Distribution” refers to allowing {insert name of publisher} to place copies of the {insert name of publication} in the lobby of CCOC’s high-rise buildings. The distributor is responsible for ensuring that they are aware of the number of units in each CCOC building in which they distribute the {insert name of publication} and that they place (# of papers to be determined by CCOC) in the lobby. {insert name of publisher} is responsible for ensuring that the {insert name of publication} is placed and maintained in an orderly fashion in each lobby and that they remove any remaining publications when the next issue is delivered.

If {insert name of publisher} wants to place a stand for their publication in a lobby, they must get permission from CCOC prior to doing so. CCOC accepts no responsibility for such stands.

{insert name of publisher} must pay a \$50 deposit for a key to access each building lobby and distributor will assume full responsibility for the keys and for anyone visiting the building on behalf of their publication.

Overriding all terms of this agreement is CCOC’s right to demand the withdrawal of an issue should any of the content contradict CCOC’s mission and value statement. CCOC also maintains the right to terminate this agreement at any time at its sole discretion.

We agree to the terms as outlined above:

for {insert name of publisher}

for CCOC

Date

Date