



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.0 Corporate Services

12.0.4

Title Lease of County Lands

1. Policy Statement:

- 1.1. The County is committed to managing municipally owned land in a transparent, equitable, and accountable manner. Municipal Land made available for lease shall generally be offered through a competitive Public Tender process unless otherwise permitted by this Policy.
- 1.2. Lease decisions shall be made in the best interest of the County and support responsible land stewardship, operational efficiency, and public trust.

2. Responsibilities:

- 2.1. Council is responsible for approving this Policy, approving lease terms exceeding 5 years, and approving exemptions where required.
- 2.2. The Chief Administrative Officer (CAO) is responsible for administering this Policy, including overseeing the Public Tender process, evaluating submissions, awarding leases, executing lease agreements, and enforcing lease conditions.
- 2.3. Administration is responsible for preparing tender documents, advertising tenders, reviewing submissions, monitoring lease compliance, and supporting the CAO in the implementation of this Policy.

3. Guidelines:

- 3.1. Unless otherwise approved, all Municipal Land available for lease shall be offered through a Public Tender process advertised for a minimum of two (2) weeks. All leasing activities shall be conducted in accordance with applicable provincial legislation, including the Municipal Government Act, and any other relevant statutory requirements, regulations, and County policies.
- 3.2. Lease terms shall not exceed 5 years unless approved by Council.
- 3.3. The County is not required to accept the highest tender and may reject any or all tenders. The County reserves the right to accept any offer which it may consider in the best interests of the County.
- 3.4. Lease Agreements shall include provisions related to permitted use, weed control, fencing, insurance, indemnification, termination, and prohibition of subleasing without prior County approval.
- 3.5. The lessee shall be responsible for all applicable municipal property taxes, levies, and charges associated with the leased lands.

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3.6. Council may, at its sole discretion and where it determines it is in the best interest of the County, cancel a lease award prior to execution or terminate an executed lease by providing not less than three (3) months' written notice to the lessee. Any termination shall be subject to the terms of the applicable lease agreement and all applicable legislation.

3.7. The following may be exempt from the Public Tender process, subject to applicable approvals:

3.7.1. Short-term leases not exceeding 12 months where tendering is impractical.

3.7.2. Non-profit or community organization leases.

4. **Related Documents:**

4.1. Municipal Government Act, RSA 2000, Chapter M-26

4.2. Management of Road Allowances and Road Plans Policy 32.1.17

4.3. 4.3. Procurement of Goods, Services and Construction 12.4.5

Previously Signed
Scott MacDougall, CAO

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Council Resolution