



LAC LA BICHE COUNTY POLICY

TITLE: LAND LEASE AGREEMENT POLICY	POLICY NO: PI-61-004
RESOLUTION: 18.793	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: SR. MAN., PLANNING & DEVELOPMENT	NEXT REVIEW DATE: JUNE 26, 2020
SPECIAL NOTES/CROSS REFERENCE: PI-61-004 LAND LEASE AGREEMENT PROCEDURE	AMENDMENT DATE: JUNE 26, 2018

1. POLICY STATEMENT:

Lac La Biche County receives request from private landowners and businesses to lease County Owned Lands. In consideration of land use and operational needs, the County may lease select County Owned Lands under a lease agreement up to five (5) years at fair market value.

2. DEFINITIONS:

- 2.1 **“Council”** means the Municipal Council of Lac La Biche County.
- 2.2 **“County Owned Land”** means all parcels of land titled to Lac La Biche County including Municipal Reserve Environmental Reserve and Public Utility Lots (PUL) and also includes road allowance and utility right-of-ways governed by Lac La Biche County.
- 2.3 **“Fair Market Value”** means a lease rate based on a professionally prepared market value assessment to determine a fair market lease rate for the subject land.
- 2.4 **“Lease Agreement”** means a contractual arrangement calling for the lessee (renter) to pay the lessor (property owner) for the exclusive use of land as per the terms of the agreement.

3. ROLES AND RESPONSIBILITIES:

- 3.1 Council will render a decision on:
 - a. Lease Agreements that contemplates a lease rate less than Fair Market Value;
 - b. on any lease term over 5 years; and
 - c. will act as an appeal authority for when Administration refuses to lease a portion County Land and the proponent disputes the rationale for this decision.
- 3.2 Planning & Development Services will manage the land lease agreement process as defined under this policy.
- 3.2 Parks & Facilities will render a decision on whether or not a parcel of land under their control can be made available for lease and for what term.

- 3.3 Transportation Services is responsible for rendering decisions on whether all or a portion of any County road allowances can be leased.
- 3.4 Utility Services is responsible in determining if all or a portion of a PUL (Public Utility Lot) can be leased.
- 3.5 Financial Services will be responsible for creating an account receivable for each lease agreement based on the terms within.

"Original Signed"
Chief Administrative Officer

July 4, 2018
Date

"Original Signed"
Mayor

July 9, 2018
Date