



## 1. Policy Purpose

The purpose of this policy is to establish guidelines for leasing property owned by the Town of Sedgewick and to provide a framework for managing leases that is fair, transparent and accountable.

## 2. Definitions

“Lease” or “Municipal Lease” means an agreement between a landlord and a tenant for exclusive occupancy including rights for a specified period of time and for a specified consideration (rent).

“Vehicle(s)” means a thing for transporting people or goods, such as a car, truck, motorbike, cart, a trailer or motorhome; any type of conveyance such as all types of watercraft, recreational vehicles and includes commercially operated vehicles.

## 3. Guidelines

3.1. The Town of Sedgewick will enter into agreements with the public that permit storage of vehicles or other items as approved by the Town on Town-owned vacant lots.

3.2. Lots will be leased on a first-come, first-served basis.

3.3. This policy applies to all new agreements and existing agreements upon renewal, for the occupancy of Town property.

3.4. This policy does not apply to encroachments on Municipal right-of-ways.

3.5. Leases shall be for the duration of 1 year for the amount of \$600 not including GST with an option by the Lessee to extend for a further year. Lots will not be leased for a shorter duration or for a reduced amount.

## 4. Responsibilities of the Lessee

4.1. Prospective tenants will be required to complete an application form that may identify in detail, all materials, pollutants, including but not limited to, chemicals and related items that may be used and/or stored on the leased property.

4.2. Tenants must comply with Unsightly Premises Bylaw 465, as amended from time to time, with regards to yard and vehicle(s) maintenance, in particular.

4.3. Tenants must comply with Land Use Bylaw 461, Section 49: Parking Requirements, as may be amended from time to time; and comply with the following limitations of use of the property:

4.3.1. No more than 2 vehicles may be stored on a vacant residential lot.

4.4. The Lessee must provide the Town with a copy of their liability insurance policy with the Town added as an additionally named insured.

5. Responsibilities of the Lessor

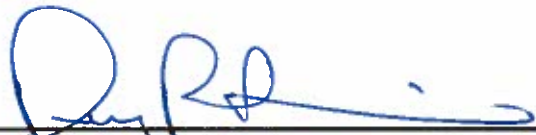
5.1. The Chief Administrative Officer shall approve and sign all leases.

5.2. The Chief Administrative Officer shall review the Municipal Lease Policy from time to time and make recommendations to Council.

6. Revision/Review History

TOWN OF SEDGEWICK

August 23, 2018  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
MAYOR

August 23, 2018  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER