

Policy Title	Effective Date	Updated to	Policy Number
Agreements and Leases Policy	January 8, 2018	January 22, 2024	1.1.2

Purpose

To provide Policy for entering into and/or renewing agreements and leases for Town-owned property.

Scope

This policy applies to all agreements and leases entered into by the Town of Nipawin.

1. Taxes

All agreements and leases shall include GST and PST as applicable.

2. New Agreements and Leases

The CAO shall, in consultation with the appropriate Department Head, draft any new agreement or lease as required and shall seek legal advice as required.

Any agreement or lease with an annual value of \$20,000 or more and a term of three years or more shall be forwarded to the Standing Committee of Council for review and recommendation to Council. All other agreements and leases shall be approved by the CAO, GM of Corporate Services, and applicable Department Head.

All agreements and leases shall comply with Procurement Policy No. 1.3.4. Terms for Agreements or Leases initiated by the Town shall be determined on a case-by-case basis.

3. Leasing of Property for Less than Market Rent

The Town may consider requests from an outside organization to use Town-owned property for an amount other than Market Rent. The leasing of surplus property for an amount other than Market Rent, whether management is provided in lieu of rent or for a monetary sum less than Market Rent, must be approved by Council.

The leasing of surplus property for an amount other than Market Rent may be granted by the General Manager or CAO where:

- a) The amount of Market Rent is not reasonably calculable given the specific limitations or other circumstances of the proposed use; and

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b) The term of the lease agreement:

- i) is for no greater than one year; or
- ii) can be terminated at any time at the Town’s discretion on no greater than six months’ notice.

4. Airport Hangar and Tie-Down Lease Agreements

The Mayor and Chief Administrative Officer are authorized to sign airport hangar and tie-down lease agreements.

5. Agreement and Lease Renewal

All current agreements and leases are noted in the Town’s reminder system six (6) months prior to expiry to ensure renewal is completed prior to expiration or a Request for Proposals (RFP) is issued.

6. Request for Proposals

RFPs shall be advertised as required, posted on the Town Website, and a copy provided to the current party.

Once the proposal period has closed, the CAO and appropriate Department Head shall evaluate the proposals.

7. Signatories

The Mayor and CAO shall sign all agreements and leases requiring Council approval on behalf of the Town as directed by Council. All other agreements and leases shall be signed by the CAO and the GM of Corporate Services or appropriate Department Head.

8. Land Leases

All leases for parcels of land comprised of over 35 acres shall have a public RFP issued prior to the expiration of a current lease.

Lessees are provided the option to renew the Lease on a parcel of land containing less than 35 acres. Should the Lessee choose not to renew the lease, an RFP shall be issued.



Mayor



Chief Administrative Officer