

GENERAL STATEMENT OF POLICY

64.01 It shall be the intention of the Region of Queens Municipality to provide clear direction to the Chief Administrative Officer on the execution of short-term real property leases.

POLICY INFORMATION

64.02 Requests for the lease of real property owned or under the control of the Region of Queens Municipality shall be made in writing to the Chief Administrative Officer.

64.03 Requests for the lease of real property in excess of one-year shall be automatically forwarded to Council for review with a recommendation from the Chief Administrative Officer.

64.04 Requests for the lease of real property, for one-year or less, that is owned or under the control of the Region shall be decided upon by the Chief Administrative Officer on a case-by-case basis. The decision shall be based on the nature of the request, benefit to the community, known or perceived adverse impacts and other issues as determined by the Chief Administrative Officer.

64.05 The Chief Administrative Officer may consult with appropriate department heads or elected officials prior to entering into a short-term lease as authorized above.

64.06 Any lease entered into by the Chief Administrative Officer may be extended in one-year increments by the Chief Administrative Officer at his/her sole discretion.

64.07 All leases entered into under the provisions of this policy shall contain an immediate termination clause if the Lessee fails to meet the terms of the lease agreement or uses or allows the property to be used in a dangerous or unsafe manner.

64.08 All leases entered into under the provisions of this policy shall contain a sixty-day notice of termination clause for either party unless Council authorizes otherwise.

- 64.09 Written notice of all leases under the provisions of this policy entered into by the Chief Administrative Officer shall be provided to members of Council within seven days of the execution of the lease.
- 64.10 The Chief Administrative Officer may lease real property to a nonprofit organization in Queens County at less than fair market value and Council delegates its authority pursuant to sections 51(1) and 51(2) of the *Municipal Government Act* to the Chief Administrative Officer.
- 64.11 All other leases entered into by the Chief Administrative Officer must be done so pursuant to section 50(5)(c) of the *Municipal Government Act*. Market value shall be determined by the Chief Administrative Officer with the best available information on the day the lease is executed.