



LICENSING MUNICIPAL RESERVE PARCELS

Municipal Reserve parcels are owned by the County and may be authorized for license with Council approval.

PROCESS

1. The applicant writes a letter to the Municipal Lands Administrator, requesting that Council consider licensing a Municipal Reserve parcel. The applicant must state the legal land description of the parcel and where their parcel is located in relation to the Municipal Reserve.
2. The Municipal Lands Administrator conducts a site inspection of the Municipal Reserve.
3. The request is taken before Council for consideration and to determine if Council is amenable to the parcel being licensed. If so, Council may decide that the parcel should go through the bidding process.
4. If Council agrees that the Municipal Reserve can be licensed, the applicant is notified and if a bidding process is initiated, an ad is ran in the Western Wheel for two consecutive weeks stating that Foothills County is accepting bids for the licensing of the Municipal Reserve. **NOTE: Community Associations are exempt from the bid process**
5. Once the bid period has expired, the bids are taken to Council for their consideration.
6. Council will set the conditions, terms and rate of the licence.
7. Once the license has been approved, a licence will be drawn, and both the applicant and the County must sign. The rent is due annually on the commencement date. Either party may cancel the agreement at any time, if payment is not received or if any other conditions are not met.
8. The Licensee must add Foothills County as an additional insured party on their insurance.

Please Note:

Initiating interest in a Municipal Reserve parcel does not guarantee that you will have the winning bid. Access to the parcel cannot be denied.

Bid Requirements:

All bids for Municipal Reserves should include the *following:

- Bid amount (see enclosed table)
- Purpose of the licence (stewardship, grazing, cultivation, or hay)
- Legal address of the Municipal Reserve
- Legal address of the applicant
- Proposed term of the licence

***And any other information as requested by council**

If you have any questions, please contact Donna Fowler, Municipal Lands Administrator at (403) 603-6209 or by email FCLands@FoothillsCountyAB.ca