



**Policy Name**

Haying & Grazing Leases

**Policy Number**

PD – 21

**Policy Statement**

The local agricultural industry is an essential part of Brazeau County. Producers may require additional lands for their livestock or seek to utilize additional lands for haying. Brazeau County leases certain County owned lands for these purposes. The need for a policy has been recognized in order to determine lease rates and a process for entering into a lease.

To this effect, Brazeau County will seek to:

- Educate agricultural producers on this policy when they approach the County regarding new or existing leases;
- Provide a step by step procedure for the negotiation of new leases and renewal of existing leases; and
- Establish rates based on the Alberta provincial government standards that will be used during negotiations;

**Policy**

**a) New Grazing or Haying Lease Negotiation**

**Purpose**

The Planning and Development Department (P&D) will be the main point of contact for all inquiries about new grazing or haying leases on County owned lands.

**Procedure**

When an inquiry is received, P&D will utilize the following procedure to negotiate and enter in to a new lease agreement for **livestock**:

- 1) The Director of Planning & Development or their designate will be the first point of contact for agricultural producers seeking a new lease. All new leases will be awarded

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on a first come, first serve basis at the discretion of the Director of Planning & Development, unless there is an existing lease.

- 2) The producer will provide details on the number, sex, and age of the livestock, to P&D.
- 3) After reviewing the information, a site inspection shall occur to assess the plant communities and the rangeland health of the site, as per current provincially approved grazing range management documents.
- 4) The rates outlined in **Appendix A** will be used to establish the lease rate based on the information provided by the producer, the plant communities on the site, rangeland health, their location in the County and provincially established rates based on Animal Unit Months (AUMs) for the Brazeau County area.
- 5) The producer will be notified of the established rates after they have been calculated and presented with the lease based on those rates.
- 6) Once the lease has been signed, P&D will be responsible for maintaining and tracking all details of the agreement including annual rental payments and anniversary date.
- 7) Annual payments will be due within 30 days of the anniversary date of the lease. If payment is not received, an invoice will be sent to the agricultural producer for payment due within 30 days of receipt of the invoice.
- 8) The producer will be required to adhere to all terms and conditions of the lease including rates and number of AUMs for the lease property.

When an inquiry is received, P&D will utilize the following procedure to negotiate and enter in to a new lease agreement for **haying**:

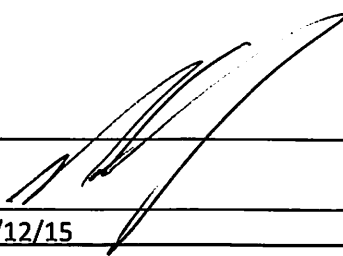
- 9) The Director of Planning & Development or their designate will be the first point of contact for agricultural producers seeking a new lease. All new leases will be awarded on a first come, first serve basis at the discretion of the Director of Planning & Development, unless there is an existing lease.

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- 10) The agricultural producer will provide to P&D details on the number of acres they wish to hay and projected tonnage that will be harvested.
- 11) After reviewing the information, a site inspection shall occur.
- 12) The rates for haying leases shall be based on harvested tonnage as follows:
  - a) Native Hay: \$7.50 a tonne
  - b) Tame Hay: \$15.00 a tonne
- 13) A lease will be presented to the producer, with the requirement to provide an estimated tonnage harvested that year by no later than May 1, with that amount provided upon signing of the lease. This estimated amount will be required by May 1 for every year of the lease. Once the lease has been signed, P&D will be responsible for maintaining and tracking all details of the agreement including annual rental payments and anniversary date.
- 14) The producer will notify P&D of the total amount of hay harvested, measured in tonnes. If the total amount harvested is greater than the estimated amount provided by May 1, than any additional tonnage harvested will be charged at the rates established above. If the total amount harvested is less than the estimated amount provided by May 1, than a refund for the difference in the amounts will be provided to the producer.
- 15) Declaration of harvested tonnage will be required by November 1. If this declaration is not received, the producer will receive one notice. If there is still no contact from the producer by December 31, the lease will be cancelled.
- 16) If a tame hay lease becomes unproductive relative to harvested tonnage from previous years, the producer can submit a request to cultivate and reseed the leased area. This shall be put forward as a formal request to the Director of Planning & Development and assessed through a site inspection and file review. If approved, all costs for the cultivation and seeding shall be borne by the producer.

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**b) Renewal of Existing Grazing or Haying Lease**

**Purpose**

All leases are subject to renewal every five (5) years from the anniversary date of the lease. Brazeau County shall utilize this opportunity to review all leases against this policy and the rates established therein.

**Procedure**

Six (6) months prior to the anniversary date of the lease, P&D will utilize the following procedure:

- 1) The agricultural producer who currently holds the lease will be contacted to confirm if they wish to renew the lease. If they choose not to, the opportunity to lease the property will be forfeited and opened up again to the public.
  
- 2) If the agricultural producer indicates they wish to renew the lease, the procedure outlined for new leases will be followed.
  
- 3) If during the site inspection process for renewal of a lease, it is determined that the lease has not been adhered to, Brazeau County may, at its discretion, choose to terminate the lease.

**c) Inspection of Grazing or Haying Leases**

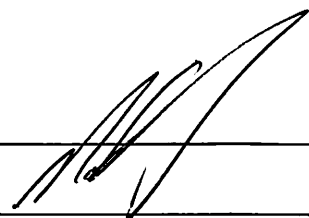
**Purpose**

Leases shall be inspected prior to being entered into and may be further inspected during the lease term. This will provide the County with information on establishing rates and ensuring the lease terms and conditions are being adhered to. It is good practice for a municipality to inspect its lands to reduce liability and review the property for compliance.

**Procedure**

When undertaking a site inspection, the County shall utilize the following procedure:

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- 1) The producer will be contacted to inform them that a site inspection is being undertaken and to determine if there are any special considerations for County staff entering the site.
- 2) County staff shall ensure all gates are left as found when both entering and exiting the site. If livestock are present, County staff shall ensure as little disturbance to the animals as possible.
- 3) All safety and PPE requirements shall be followed as per Brazeau County safety procedures for site inspections as a minimum guideline.
- 4) If during the site inspection process, it is determined that the lease has not been adhered to, Brazeau County may, at its discretion, choose to terminate the lease.

**d) Policy Review and Rate Changes**

**Purpose**

It is important that this policy stay updated to ensure a fair and transparent process for all parties. Rates are regularly adjusted and should reflect provincial guidelines that provide Brazeau County with fair compensation while meeting producers' needs.

**Procedure**

This policy will be fully reviewed in 2020 including the policies, procedures and established rates. If any relevant information is obtained that would affect the established rates, the Director of Planning & Development or designate may update the established rates from time to time as required without taking the policy back to Council. Rates will be based on information provided by the provincial government.

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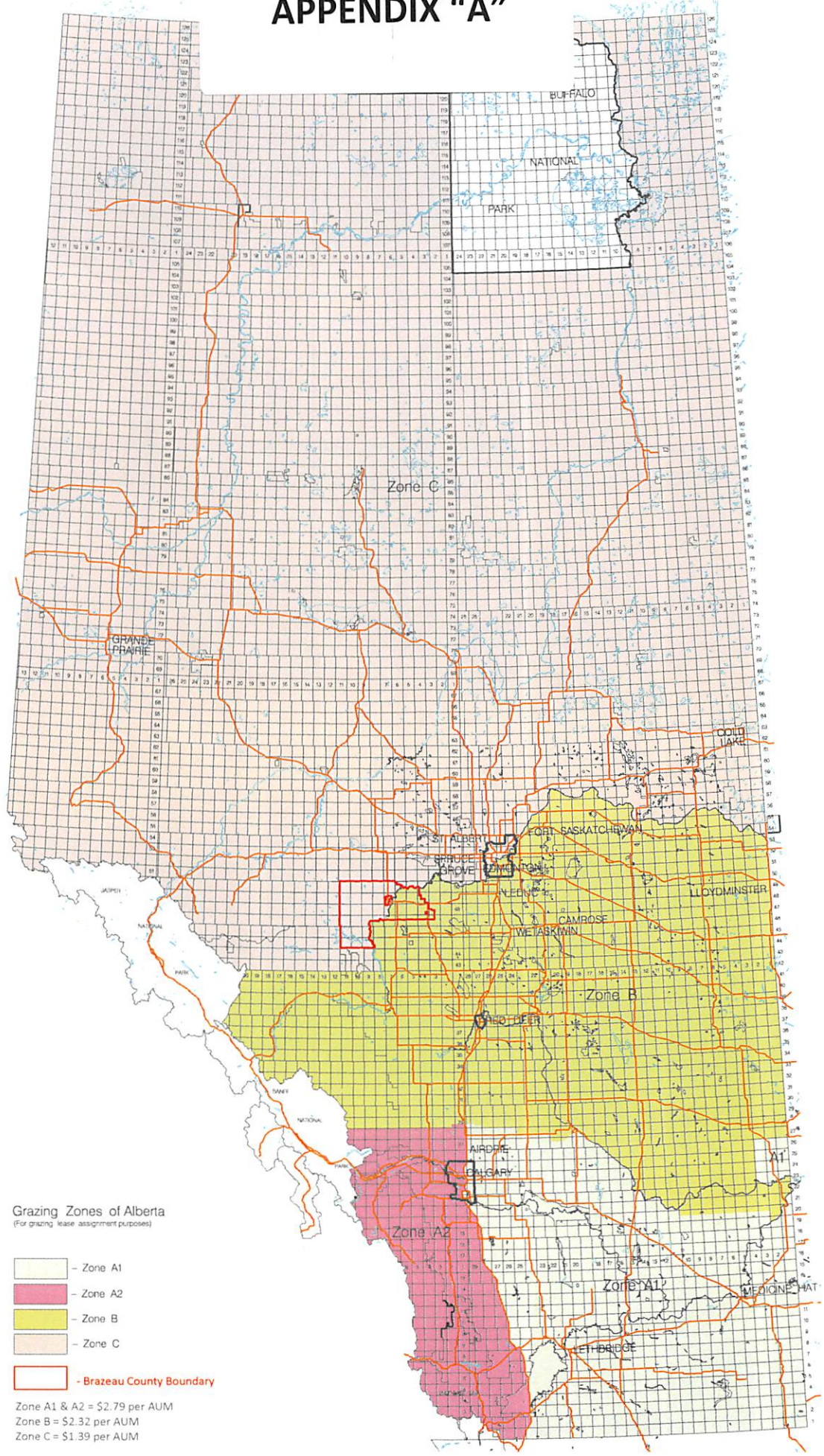
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# APPENDIX "A"



Grazing Zones of Alberta  
(For grazing lease assignment purposes)

- Zone A1
- Zone A2
- Zone B
- Zone C
- Brazeau County Boundary

Zone A1 & A2 = \$2.79 per AUM  
 Zone B = \$2.32 per AUM  
 Zone C = \$1.39 per AUM