

<b>Corporate Policy &amp; Procedures</b>			
<b>DEPARTMENT:</b> Development & Property		<b>POLICY#:</b> GA-10	
<b>POLICY:</b> Lease Extension(s) – Algonquin Trail		<b>APPROVED:</b>	
<b>DATE:</b> NOV 2018	<b>REV. DATE:</b>	<b>COVERAGE:</b> Trails – Algonquin Trail	<b>PAGE #:</b> 1 of 2

**PURPOSE**

The purpose of this Policy is to outline how the County of Renfrew will respond in a timely fashion to requests for sections of the Algonquin Trail to be leased and utilized by local clubs and organized users’ requests (for example; snowmobile clubs, ATV clubs, cycling networks, etc.)

On occasion, local clubs are required to react to seasonal situations and realize that it would be beneficial for sections of the Algonquin Trail to be opened as “prescribed trails”, and the nature of the short season and our ability to respond in a timely fashion necessitates a policy to deal with these requests.

**PROCEDURE**

1. A primary lease for use of the Algonquin Trail will be agreed upon by a by-law agreement with the club or user group (“Club”), and will address issues of safety, risk management and signage, volunteerism, insurance and liability coverage, fee (if applicable), and any other item that requires review and attention.
2. The areas designated as “prescribed trails” or “usage areas” will be noted on a schedule of the pertinent by-law.
3. Should a new area of the Algonquin Trail wish to be used, a written request must be made by the Club to the Director of Development & Property. A minimum of two (2) weeks’ notice is required.
4. The Forestry & GIS Services Division will review the request and make recommendations to the Director of Development & Property.
5. The Director of Development & Property is responsible for ensuring County staff have:
  - (a) reviewed the condition of the requested portion of the Algonquin Trail.
  - (b) ensured compliance issues, as per the original by-law, are extended to capture these new segments of trail.
  - (c) informed the Development & Property Committee of the request, through the Algonquin Trail Advisory Committee.

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(d) submitted a memorandum to the Director confirming acceptance of all necessary conditions.

6. The Director of Development & Property submits a memorandum to the CAO/Clerk, who has the approval under the active by-law to authorize the amendment to the lease schedule.
7. The CAO/Clerk will approve or disapprove the request.