



POLICY: **Municipal Property Sale Policy**

SECTION: Administration

POLICY #: **ADM-025**

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EFFECTIVE DATE: June 14, 2021

SUPERSEDES: FIN-002

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PURPOSE:

POLICY:

It is the policy of Council to dispose of properties deemed surplus to the District's needs.

PURPOSE:

The purpose of this Municipal Property Sale Policy is to ensure that annually, the Municipality reviews its inventory of municipal property to determine those properties which are surplus to its needs and proceed with the disposal of those surplus properties while at the same time ensuring that all interested parties have an equal opportunity to bid on the properties as they become available for sale.

PROCEDURE:

1. The Council of the District of Stewart, by Council Resolution, shall designate any of its property (acquired by means of tax sale forfeiture, dedication or purchase) which it may wish to dispose of.

Note: Council may retain any properties it acquires for its own municipal purposes i.e. construction of municipal buildings, drainage, parks pathway systems, public works yards, parking areas, etc.

2. Prior to the disposal of any municipal property, the District of Stewart will engage the services of a certified accredited appraiser to determine the current market value of each property being sold.

- a) On vacant land proposed for sale, it will be sufficient to have the appraiser undertake a limited appraisal, i.e. to provide an opinion of current market value on the property, in lieu of undertaking a full appraisal.

Note: Under certain circumstances, because of the vacant parcels size and strategic location, Council may require that a full appraisal of the property be undertaken.

- b) On occupied land proposed for sale, it will be necessary for the appraiser to undertake a full appraisal of the property in order to determine its current market value.
3. Any advertising, appraisal, survey, legal, water and sewer installation or other directly related costs incurred by the District of Stewart in preparing for, and disposing of any of its properties for sale, shall be deducted from the sale proceeds of the property prior to said sale proceeds being placed into the Tax/Land Sale Reserve Account.
 4. All municipal properties available for sale (i.e. both vacant and occupied parcels) will be posted for sale on the public bulletin board at the District Hall. The posted notice shall remain on the bulletin board throughout the year. The posted notice may be amended, added to or deducted from as required.

Advertisements will be published each December advising the public that January's sale will reflect reappraised values.

5. Municipal properties available for sale (i.e. both vacant and occupied parcels) will be advertised.
6. The District Manager/District Clerk will be responsible to ensure that this policy is implemented and adhered to so that all interested parties have an equal opportunity to bid on municipal properties available for sale.
7. All offers to purchase municipal property shall be received by the CAO or the person acting on his/her behalf during his/her absence.

GENERAL:

1. The Council of the District of Stewart is not required to accept offers on the sale of municipal property which are below the current market value of the property as determined by the District's appraiser, nor are they restricted from accepting offers on municipal property that may exceed the appraised current market value.
2. The Council of the District of Stewart is not at liberty to make options available or accept options on the sale of municipal property which would grant an exclusive right to a specific group, organization, corporation or individual(s) to the exclusion of other interested buyers.
3. Should a real estate firm happen to bring forth a prospective purchaser that results in the sale of a District property, then the District is prepared to pay 5% sales commission for the sale only when the real estate firm is working solely for the

vendor. No real estate commission will be paid for property advertised by the District under its Property Sale List.

4. The terms of each sale shall be determined based on the merits of each offer.
 - Selling price
 - Possession date
 - Condition of sale
 - Closing date
5. Sealed offers will be received for a two-week period following the advertising period. Thereafter the property will be available on a first come-first served basis.