

Policy: Sale and Disposition of Land	Policy #: AD - 227
Department: Administration	Effective Date: October 19, 2007
Council	Revision Date: May 18, 2012 June 25, 2015

1.0 Purpose

- 1.1** The purpose of this policy is to establish guidelines with respect to the sale of real property owned by the municipality.

2.0 Scope

- 2.1** This policy applies to all municipal properties owned in the Town of Lakeshore.
- 2.2** This policy does not apply to leased land which would require disposal of interest in the land or property as the lease allows within the contract.

3.0 Policy

- 3.1** The Municipality shall establish and maintain a public register listing and describing the land owned by the Municipality.
- 3.2** It will be the Clerk's responsibility to retain and maintain the Lakeshore Owned Property listing.
- 3.3** Unless the best interests of the municipality dictates otherwise, as so deemed by resolution of Council, before selling any property the municipality shall:
 - 3.3.1** Declare the property to be surplus by resolution at a meeting open to the public;
 - 3.3.2** Obtain at least one appraisal of the fair market value of the surplus property from a certified appraiser;
 - 3.3.3** Sell the property by sealed bids unless otherwise directed by Council resolution;
 - 3.3.4** Establish a reserve bid amount based on the appraised value if deemed necessary;

3.3.5 Give public notice of the proposed property sale in accordance with the Municipalities notice by-law.

4.0 Responsibility

4.1 It is the responsibility of the Council to act in the best interest of the municipality.

4.2 It is the responsibility of the Chief Administrative Officer to ensure staff is aware of and follow this policy.

5.0 Consequences

5.1 Failure to follow this policy may result in unfair disposition of land.

6.0 References

6.1 The Municipal Act of Ontario

6.2 Sale of Real Property By-Law

6.3 Lakeshore Owned Properties Listing