



TOWN OF SLAVE LAKE

CATEGORY: Administration

POLICY #: C.d. 003

OWNER DEPT: CAO

COUNCIL APPROVAL:

July 5, 2005

PAGE 1 of 7

REVISED:

TITLE: VENDING OF TOWN-OWNED LAND

POLICY

POLICY STATEMENT:

The Town of Slave Lake will provide an opportunity to all possible purchasers to acquire surplus lands titled to the Town.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Promote growth and the expansion of the tax base.
2. Vacant land sold by the Town will, as a condition of sale, require the purchaser to undertake development in a reasonable, but specific time frame.
3. Set out the general framework under which the municipality vends it's lands.
4. Provide a method of ensuring review of Town owned land assets/uses regularly.
5. Provide an accountable process for vending Town lands.

TITLE: VENDING OF TOWN-OWNED LAND
PROCEDURE

1.0 DEFINITIONS

1.01 Lot

A parcel where the boundaries of the parcel are described in a Certificate of Title by reference to a Plan of Subdivision or Legal Subdivision.

1.02 Non-Surplus Lands:

Lands titled to the Town of Slave Lake that have been identified as lands for existing, immediate or future development.

1.03 Public Tender Process:

Refers to the process whereby Surplus Lands are offered for sale to the public where bids are submitted.

The Town of Slave Lake reserves the right to accept or reject any or all public bids and to waive irregularities and informalities at its discretion. The Town reserves the right to accept a bid other than the lowest priced bid without stating reasons. By the act of submitting its bid, the bidder waives any right to contest in any legal proceeding or action the right of the Town to sell the subject lands to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Town deems appropriate. Without limiting the generality of the foregoing, the Town may consider any other factors besides price that it deems in its sole discretion to be relevant to its decision.

1.04 Reserve Bid:

Shall be the lowest bid the Town will accept for a specific parcel of land.

1.05 Surplus Lands:

Lands titled to the Town of Slave Lake that has not been identified for immediate development and are considered under-utilized.

TITLE: VENDING OF TOWN-OWNED LAND
PROCEDURE

1.0 DEFINITIONS (Cont)

1.05 Town:

Refers to The Town of Slave Lake.

1.06 Town Owned Lands:

Lands titled to The Town of Slave Lake which includes Surplus Lands.

TITLE: VENDING OF TOWN-OWNED LAND

PROCEDURE

2.0 RESPONSIBILITIES

2.01 Town Council :

Approves the sale of Surplus Lands and sets any additional parameters for the sale including a reserve bid for each parcel of land to be vended.

2.02 Chief Administrative Officer (CAO):

Annually review all Surplus Lands and ensures the selling of all lands is conducted in accordance with this procedure and sound legal practices.

2.03 Director of Finance:

- a. Obtain an appraised value of Town Owned Lands and recommends the initial sale prices for Town Owned Lands through the CAO to Council.
- b. Execute Tender Process
- c. Execute and administer the Town of Slave Lake's Sales Agreement to completion, including caveat registration, title change, and receipt of purchase proceeds.

2.04 Planning and Development Officer:

Review requests, either from the public or from Town Council, for the sale or acquisition of lands. Prepare report to Council including a recommendation.

TITLE: VENDING OF TOWN-OWNED LAND

PROCEDURE

3.0 STANDARDS/GUIDELINES

- 3.01 Whenever possible the Town shall utilize a Public Tender Process for the sale of Town Owned Lands.
- 3.02 The areas addressed in this policy are never all-encompassing and complete. Town Council reserves the right to utilize other legal methods of vending Town Owned Lands where the circumstances surrounding the sale are unique.

TITLE: VENDING OF TOWN-OWNED LAND

PROCEDURE

4.0 POLICY PROCEDURES

4.01 Sale of Surplus Lands

- 4.01-1 Each September, the CAO reviews all Town Owned Lands that appear under-utilized in conjunction with affected Town employees. From this review, a list of recommendations is presented to Town Council.
- 4.01-2 Town Council approves which Surplus Lands to dispose of and sets any additional parameters for sale.
- 4.01-3 The Director of Finance will;
 - a. Prepare an information package for each lot to be sold.
 - b. Advertise the land for sale as directed by Council, for a tender period of one month.
 - c. After closing, evaluate the tenders, in comparison to market appraisals received for the lands, and forward a joint-staff recommendation to Town Council.
- 4.01-4 Town Council approves each land sale.
- 4.01-5 The Director of Finance arranges complete execution of the Town of Slave Lake's Sales Agreements, places caveats as required, arranges land title transfer and otherwise follows through on the terms of the sales agreement.

NOTE: In the event that the noted lands have been advertised for sale and the Town has not received any bids, the Town may erect a "For Sale" sign on the noted lands and accept tenders received. Those tenders will be evaluated and presented to Town Council with a recommendation from Administration.

TITLE: VENDING OF TOWN-OWNED LAND
PROCEDURE

4.0 POLICY PROCEDURES (cont)

4.02 Sale of Non-Surplus Lands

- 4.02-1 Administration receives a written request, either from the public or from Town Council, for the sale or acquisition of a lot.
- 4.02-2 Planning and Development Officer reviews request for the sale or acquisition of lands. Prepares a report for Council outlining positive and negative impacts and makes a recommendation.
- 4.02-3 If Town Council approves of the acquisition or sale of lands, give direction to Administration as to the process to be utilized.

If different than the Public Tender Process.
- 4.02-4 Council gives Administration direction as to the process they want to be used for sale of property. (i.e. use of Realtors, direct sale to adjoining land owner, etc.)
- 4.02-5 The process agreed to and a description of the lands in question must be advertised in the local newspaper.
- 4.02-6 Administration applies procedure outlined by Council for sale of land.
- 4.02-7 The Director of Finance arranges complete execution of the Town of Slave Lake's Sales Agreement, places caveats as required, arranges land title transfer and otherwise follows through on the terms of the sales agreement.

If it is decided to use the Public Tender Process, follow steps 4.01-3 to 4.01-5.