

**POLICY:** The Council for the Village of Mannville shall, where possible, offer surplus municipally owned and tax forfeiture lands for sale with a view of generating tax revenue. For clarity, this policy does not include lands subject to public auction under tax recovery proceedings prior to becoming tax forfeited properties.

**PURPOSE:** The purpose of this policy is to standardize guidelines the sale of municipally owned and tax forfeiture lands.

## **1.0 GUIDELINES**

- 1.1 Administration shall annually review the status of all municipally owned and tax forfeiture properties and recommend to Council whether disposal is beneficial to the Village. The sale of all tax forfeiture properties will be conducted according to Part 1, Division 8 of the *Municipal Government Act* "Recovery of Taxes Related to Land".
- 1.2 No later than March 1 of each year, Administration shall advertise all properties held by the Village which have been determined to be surplus. If, at any time during the year, there is interest shown in individual properties, Administration may advertise those properties on an individual basis.
- 1.3 These properties will be advertised and conducted as a "sealed bid process" with the time and date for the opening of all bids clearly indicated. The reserve bid will be set by Council and the properties will be sold on an "as is, where is" basis. The Village makes no representation and gives no warranty as to the adequacy of services, quality or developability of the land for any intended use by the purchaser. Each property will be offered for sale subject to the reservations and conditions contained in the existing Certificate of Title.
- 1.4 The terms of the sale will be cash, money order or certified cheque. The accepted bidder is required, at the time of the sale, to provide a 10% non-refundable deposit at the time of the sealed bid with the balance due within 30 days from the date of Council approval. GST and Land Title fees will be added on all lands sold. The highest bid may not necessarily be accepted. Should payment not be received within the required 30-day time period, Council has the right to re-advertise the parcel.

- 1.5 When determining reserve bid prices, Administration will provide Council with the following information annually according to fair market value:
  - Professionally appraised property valuation
  - Photos of the property
  - Availability of services; roads and utilities
  - Other relevant data on property (assessment, zoning, etc.)
- 1.6 The reserve bid price shall be set in conjunction with advice from a Realtor, Assessor, or Appraiser. Documentation shall be maintained on how this price was determined.
- 1.7 Any person or entity in arrears to the municipality for more than \$50.00 is not eligible to purchase municipally owned or tax forfeiture property.
- 1.8 Any bid received must be submitted to Council for ratification.
- 1.9 As per Section 429(1) of the *Municipal Government Act*, the auctioneer, Councillors, Chief Administrative Officer and the designated officers and employees of the municipality must not bid for or buy, or act as an agent in buying, any tax forfeiture parcel of land offered for sale.
- 1.10 As per Section 429(2) of the *Municipal Government Act* a municipality may direct a designated officer or employee of the municipality to bid for or buy a parcel of land that the municipality wishes to become the owner of.
- 1.11 An auctioneer, Councillors, Chief Administrative Officer and the designated officers and employees of the municipality may bid for or buy or act as an agent in buying any municipally owned land that was not acquired through tax forfeiture process provided that the land is purchased at fair market value.

**END OF PROCEDURE**