



Town of Conception Bay South Policy Manual

Title: Sale of Town Owned Properties
Policy Number: 048

Resolution Number: 15-188
Date Approved: May 19, 2015

PURPOSE:

To provide for the sale of Town owned properties in a consistent, transparent and equitable manner.

AUTHORITY:

- Council Discretion
- Section 50 (3) of the Urban and Rural Planning Act, 2000 with respect to the disposal of land acquired by the Town through expropriation.
- Sections 3, 8, and 11 of the Public Tender Act.
- Section 201, 201.1 and 201.2 of the Municipalities Act, 1999.

PROCEDURE:

Before disposing of Town owned land, the Council shall determine whether the parcel of land is surplus to present and future needs by consulting with the Department of Engineering and Public Works, the Department of Recreation and Leisure Services and the Department of Economic Development and Tourism.

If the land was acquired through power of sale, the Town must determine whether the Crown retains an interest in the parcel of land by referring it to Crown Lands.

If the Town acquired the land through expropriation, the land can only be disposed of with the approval of the Minister of Municipal and Intergovernmental Affairs.

Council may, by resolution, sell or lease surplus Town owned property as provided for in the Municipalities Act.

In cases where the land has a fair market value of less than \$500, the purchaser must pay a fee of \$500 and assume full responsibility for legal and survey costs.

Offers shall be received until the deadline specified in the advertisement. No late submissions will be accepted. An offer can be withdrawn upon submission of a written request.

A deposit of \$500 or 10% of the bid (which ever is greater), in the form of a certified cheque, shall be submitted with the bid. The deposit will be returned to unsuccessful bidders. The deposit paid by the successful purchaser(s) will be credited toward the purchase price.



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The purchase price is subject to harmonized sale tax (HST).

Three Town employees must witness opening of the bids.

The Town is not bound to accept the highest offer or any offer and will exercise its discretion in evaluating offers. Offers shall be evaluated on the basis of proposed use, development potential, price, overall contribution and benefit to the Town and other considerations that, in the opinion of the Town, are material. If an offer is accepted, it shall be confirmed by a resolution of Council.

Development of the property is subject to Town of Conception Bay South Development Regulations as well as other applicable municipal regulations. Potential purchasers are responsible for investigating those regulations pertaining to the development of the property. Approval must be obtained from the Town of Conception Bay South before development is commenced. All costs associated with connecting to water and sewer mains, roads, all internal servicing, sidewalks, landscaping and storm water management will be at the purchaser's expense.

REVISION HISTORY:

Revision:	Resolution #:	Change Made:	Date: