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| Department<br><b>Administration</b>       | Policy No.<br><b>AD 003</b> | Page<br><b>1 of 1</b> |
| Policy Title<br><b>SALE OF PROPERTIES</b> |                             |                       |

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|-----------------------------------------------------------|------|----|---------------------------|------------------------------|
| Council Resolution<br>No. 489-01    Date: October 9, 2001 | GMCS | CC | Cross Reference<br>AD 047 | Effective<br>October 9, 2001 |
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**PURPOSE**

To provide guidelines for the selling of County-owned or tax recovery properties.

**POLICY**

Parkland County may market, through local real estate firms, properties to which title is vested in the name of Parkland County and same have been deemed by administration as saleable in accordance with the applicable Acts, including Tax Recovery Properties. Tax Recovery Properties are properties that have been acquired by the County for non-payment of taxes and have been processed through all the steps necessary under the Municipal Government Act, including a public auction and final acquisition. Private written offers to purchase properties may be considered at any time as received.

**PROCEDURES****1. Marketing Properties**

- a) Administration will select those properties to be listed following which same will be forwarded to the Assessment Department for determination of an appropriate sale price of each property.
- b) Upon determination of sale values from the Assessment Department, administration will forward the listings to a local real estate firm for marketing.
- c) All acceptable offers to purchase will be placed before Council for consideration and approval.

**2. Private Written Offers**

- a) Administration, either through the Assessment Department or outside market evaluation, will determine a fair market value for the property and if the offer to purchase is of an acceptable value, the same will be submitted to Council for approval.

**3. Terms of Sale**

- a) The General Manager of Corporate Services, or the Manager of Legislative and Administrative Services, are authorized to sign on behalf of the County, listings and acceptance of offers to purchase agreements, subject to final approval by County Council.
- b) All offers to purchase are subject to final approval by County Council.
- c) Cash payment in full must be received before transfer of title to the purchaser.