



ADMINISTRATIVE DIRECTIVE A-

*Sale of Properties*Prepared By: Legislative and Administrative Services **APPROVALS:**

Effective Date: _____

CAO _____

Previous Revision Date: October 9, 2001
(Policy AD 003)

General Manager _____

References: N/A

Manager _____

Function: Property Management

LAS Review Date: January 29, 2015

PURPOSE

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

POLICY STATEMENT

Parkland County may market, through local real estate firms, properties to which title is vested in the name of Parkland County, including tax recovery properties, and deemed to be saleable by administration in accordance with the Municipal Government Act.

DEFINITIONS

1. "County-owned Property" means property which holds a fee simple title in the name of Parkland County, and is not Municipal Reserve (MR), Environmental Reserve (ER), Municipal School Reserve (MSR), road allowance property, or public right-of-way.
2. "Market Value" means the amount of money a property might be expected to sell for in an open and competitive real estate market by a willing seller to a willing buyer.
3. "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.

SCOPE

This directive applies to tax recovery properties, or other County-owned properties that Parkland County wishes to dispose of, as directed by Council.

MANAGEMENT RESPONSIBILITIES

The Manager of Legislative and Administrative Services is responsible for the implementing, monitoring and evaluating of this directive.

STANDARDS

1. **Marketing Properties**

- a. Legislative and Administrative Services shall determine the **tax recovery** properties to be sold, and if they are to be listed through a local realtor.

- b. Legislative and Administrative Services, either through the Assessment Department or outside ~~market evaluation~~ independent appraisal, will determine a fair market value for ~~the property~~ properties to be sold.
- c. Legislative and Administrative Services will authorize listing agreements with a local real estate firm for marketing.

2. Offers to Purchase

- a. ~~All acceptable offers to purchase will be presented to Council for consideration and approval.~~ All offers to purchase properties at or greater than fair market value may be considered and approved by Legislative and Administrative Services.
- b. ~~Private written offers to purchase properties may be submitted to Legislative and Administrative Services, and may be considered at any time as received.~~

3. Terms of Sale

- a. ~~All offers to purchase are subject to final approval by County Council.~~
- b. The CAO or his/her delegate is General Manager of Corporate Services or the Manager of Legislative and Administrative Services, are authorized to sign listings and acceptance of offers to purchase agreements, if approved by County Council., as authorized by the CAO Bylaw.
- c. Cash payment in full must be received before transfer of title to the purchaser.