



## 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: March 30, 2015

**PURPOSE**

To provide guidelines for the process for ~~selling of~~ **marketing and accepting offers for sale** 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 and ~~same~~ have been deemed to be saleable by administration in accordance with the applicable Acts, including ~~Tax Recovery Properties~~ **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 all 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 implementing, monitoring and evaluating this directive.



## STANDARDS

### 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.~~
- d. ~~Administration~~ 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** and if the offer to purchase is of an acceptable value, ~~the same will be submitted to Council for approval.~~
- e. Legislative and Administrative Services will authorize listing agreements with a local real estate firm for marketing.

### 2. ~~Private Written Offers~~ **Offers to Purchase**

- a. **Offers to purchase County-owned 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 Chief Administrative Officer (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, subject to final approval by County Council~~ **as authorized by the CAO Bylaw.**
- c. Cash payment in full must be received before transfer of title to the purchaser.