

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Planning and Development Services	Policy No.	87
Section:	Property Sales	Issued:	March 6, 2017
Subject:	Land Administration Policy	Effective:	March 6, 2017
Council Resolution # and Date:	Council Resolution No. 0130 of March 6, 2017	Page:	1 of 4
		Replaces:	Policy Nos. 20.1(a);20.1(b);37
Issued by:	Leanne Fyrk, Property Coordinator II	Dated:	March 6, 2017
Approved by:	John Guenther, Director of Planning and Development Services		

1 POLICY

- 1.01 All properties owned by the City of Prince Albert which are not required for present or future Civic purposes or programs may be disposed of, or developed in such a manner as to bring maximum economic, environmental or social benefit to the City.
- 1.02 Properties may be purchased or acquired for the utilization for present or future Civic purposes, development, economic, social or environmental benefit to the City.

2 PURPOSE

- 2.01 The Land Administration Policy is to establish guidelines for sales, acquisitions, or development of City owned properties.

3. SCOPE

- 3.01 This policy applies to all City owned property, including land and buildings.

4 RESPONSIBILITY

4.01 City Council

- (a) Approve amendments to this policy when and as required;
 - (b) Approve specific proposals for direct sale or long-term leases; and
 - (c) Approve acquisitions of land purposes.
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4.02 **City Manager**

Shall be responsible for the evaluation, review and update of this policy and can establish procedures to support the policies.

4.03 **Administration**

Advises Council and/or City Manager on all aspects of the disposition or utilization of City-owned property, which would include but is not limited to sales, acquisitions, leases, marketing, preparation of agreements, receiving payments, pricing, purchasing, assembly, guidance on rezoning and subdivision.

5 DEFINITIONS

5.01 Cost Recovery – means adjusting the Selling Price to recover all cost.

5.02 Disposition – means the sale, lease, license, exchange, or transfer of an interest in real estate; land and buildings.

5.03 Improved – means serviced land (sewer, water, roads and/or storm water)

5.04 Lease Agreement - means an agreement in which the landlord agrees to give a tenant the exclusive right to occupy real property, usually for a specific term and, in exchange, the tenant agrees to give the landlord some sort of consideration. A lease transfers to the tenant a leasehold interest in the real property and, unless otherwise provided in the lease, a lease is transferable and irrevocable. A lease does not establish any ownership subdivision or development rights.

5.05 License Agreement - means giving permission of the owner to an individual or an entity to use real property for a specific purpose. Unlike a lease, it does not transfer occupiable right in the real property. It is

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personal to the licensee and does not permit transfer: it is (usually) revocable and can be either exclusive or non-exclusive.

- 5.06 Market Value – means the amount for which something can be sold on a given market. Value of real property is normally determined by making comparisons to similar property sales, which are often called “comparables”.
- 5.07 Newly-Created Lots – means new lots developed under the City’s Land Fund Program and sold through Property Sales.
- 5.08 Park land – generally dedicated lands for public use and may provide other amenities.
- 5.09 Property – means serviced and unserviced land including buildings.
- 5.10 Public Offerings – Land offered to the public
- 5.10.1 Lot Draw: newly created lots in a subdivision offered through a draw process. Any remaining lots are then placed on the open market as first come first serve.
- 5.10.2 Request for Proposal or Tender: newly acquired parcels of land, parcels that have not been offered through the open market; or lands to be developed. The City shall ask for bid offers to be made. The following may apply:
- a) reserve bid;
 - b) proposed development restrictions and/or conditions; and,
 - c) offered purchase price (not necessarily awarded to the lowest bid).
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5.11 Residual Land – has been primarily small tracts of land, such as closed lanes, walkways, small parcels or streets or undeveloped small lots.

a) Other lands will be defined and determined by Administration.

5.12 Tax Title Land – properties acquired by the City through the Tax Title Enforcement Act.

5.13 Unimproved Land – land that is not serviced. May contain roads but lacks sanitary, water service, or storm services.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE INCLUDING

6.01 The Cities Act

6.02 Tax Enforcement Act

6.03 Zoning Bylaw

6.04 Subdivision Bylaw

6.05 Planning and Development Act 2007

6.06 Official Community Plan

7 PROCEDURE WILL BE ESTABLISHED FOR THE FOLLOWING

7.01 Pricing

7.02 Land Sales

7.03 Tax Title Land

7.04 Leases

7.05 Acquisitions