



Staff Report

Administration – Chief Administrative Officer

Report To: COW-Finance, Admin, Fire, Community Services
Meeting Date: November 6, 2023
Report Number: FAF.23.173
Title: Consideration of Declaring Municipally Owned Lands Surplus for the Purpose of Disposition
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.23.159, entitled “Consideration of Declaring Municipally Owned Lands Surplus for the Purpose of Disposition”;

AND THAT Council direct staff to initiate the Public Notification process for the purposes of declaring lands surplus to the municipality's needs as outlined in this report and to schedule a Public Meeting for each of the properties identified in this report to provide the public with an opportunity to provide comment.

B. Overview

This report brings forward recommendations related to Town owned lands that could be considered surplus for the purposes of disposal through formal sale. It is important to note that the only decisions being made by Council through this report is to consider the initiation of the formal Public Notification process. **No Land will be declared surplus, disposed of, or sold at this time.** However, consideration of declaring surplus, disposing of, and potential sale of lands in the future may take place if Council directs staff to undertake this process which requires the hosting of a formal Public Meeting as outlined in Table 2 of this report.

C. Background

During the 2023 Budget deliberations, Council provided direction to staff to bring forward a list of Town owned properties that staff considered opportunities for potential sale through a formal process that would deem the listed properties as surplus to the Town’s needs and proceed with selling these properties in 2023 to provide revenue for the Town.

In July 2022, Council approved [Staff Report FAF.22.109](#) and set a formal moratorium on any new requests to consider the sale of Town owned land. Town staff suggest that the process being proposed in this report does not go against the existing moratorium on the sale of Town owned land as these properties are being recommended by Town staff and not being driven by

requests being received. Staff have been mindful to not include any Town owned waterfront properties for potential disposition.

Consideration has also been given to whether any of the specific properties could be considered as potential telecommunications tower locations as was previously noted at the April 18, 2023, Public Meeting relating to a proposed telecommunications tower project in the Craigleith area.

From a process point, staff suggest that where a property is an unopened road allowance, staff will undertake the due diligence to determine whether the road allowance needs to be stopped up and closed before being disposed of. The stopping up and closing of an unopened or open road allowance requires a formal public consultation and notification process.

D. Analysis

The following Table provides a list of properties that Council provided direction to staff to bring forward in an open session report and to further consider these properties as surplus to the Town's needs.

Table 1: List of Properties to be Considered Surplus to the Town's Needs

No.	Address	Location	Current use
1	Cedar Street Road Allowance Plan 395	Thornbury Between Huron Street East and Bay Street East	Unused
2	Leming Street Road Allowance Plan 104	Thornbury Between 103 and 107 Leming Street	Unused
3	Clark Street Plan 562	Clarksburg	Unused
4	424200000706401 CON 8 W PT LOT 9	South of Ravenna	Unused
5	Cameron Street	Thornbury Between 214 and 216 Cameron Street	Unused
6	Margaret Drive Road Allowance	Craigleith South of 135 Margaret Drive	Unused

No.	Address	Location	Current use
7	424200001711105	Thornbury Block just southeast of Town owned parking Lot	Unused
8	Bruce Street/Alice Street West Lots 9, 74, 78 and 80	Thornbury	Unused
9	Corner of Huron Street and Elma Street	Thornbury	Unused
10	Gordon Street Plan 547	Craigleith West of Lot 1	Trail on a portion of the property
11	Plan 1119 Block 25	Craigleith West of 110 Salzburg Place	Unused

Staff recommend that land that could be used as building lots should be valued on the basis of it being a building lot. This would be considered the best use of the property and would provide the best value from the property sale. If adjacent landowners wish to purchase jointly or individually that option could be made available, however, the value of the land should be valued as a building lot. Property No. 1 in Table 1 is a good example of how the value of the land could be different from the perspective of the adjacent landowner compared to an appraised value based on the best use of the property.

However, staff suggest that, in rare instances, there may be rationale to consider an alternative value and disposition to provide some flexibility while maintaining overall consistency to ensure transparency, and due diligence to the community.

Staff will also be requesting that Council consider placing a two (2) year moratorium on the Policy that funds the Community Improvement Plan (CIP) for Attainable Housing via funds from the sale of lands ending December 31, 2026. This will allow the funds from the sale of Town owned land to be allocated to offset taxation to achieve the 2023 direction of Council.

The following Table outlines the suggested process to complete the sale of Town owned land by early 2024.

Table 3: Proposed Process Timing

Date	Task
October 5, 2023	Closed Session review of potential lands to consider surplus
November 6, 2023	Follow up staff report to Committee of the Whole (COW)
November 16, 2023	Council direction received re: Follow up staff report to COW
March 2024	Public Meeting to consider lands to be declared surplus to the needs of the Town
April 2024	Follow up staff report summarizing the Public Meeting comments with recommendations for specific lands to be declared surplus and options and opportunities to initiate the sale of each specific property
April 2024	Council direction received re: Follow up staff report to COW
May 2024	Staff provide by-laws for Council consideration that would declare each specific property as surplus for the purposes of selling the land
June/July 2024	Each piece of surplus land would be sold as directed by Council to achieve the 2023 Budget Goal of achieving \$400,000 through the sale of Town owned land

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

Appropriate and sustainable use of Town owned land.

G. Financial Impacts

Revenue collected from the sale of land, and/or the provision of land that provides attainable housing opportunities and or the potential of using revenue from the sale of properties to pay off long-term debt.

H. In Consultation With

Senior Management Team

Council

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required at this time. However, any comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer cao@thebluemountains.ca.

J. Attached

1. Property Location Maps

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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Report Approval Details

Document Title:	FAF.23.173 Consideration of Declaring Municipally Owned Lands Surplus for the Purpose of Disposition.docx
Attachments:	- Attachment-1-Property-Location-Maps.pdf
Final Approval Date:	Oct 26, 2023

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - Oct 26, 2023 - 3:12 PM