



Staff Report

Administration – Chief Administrative Officer

Report To: COW- Admin, Corp and Finance, SI, Comm. Services
Meeting Date: September 15, 2025
Report Number: ADM.25.058
Title: Part of Cedar Street Road Allowance (Plan 395) Property Purchase
Prepared by: Adam Smith, Interim Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report ADM.25.058, entitled “Part of Cedar Street Road Allowance (Plan 395) Property Purchase”;

AND THAT Council approves the By-law to permanently close a portion of the Cedar Street Plan 395 Road Allowance, as attached to Staff Report ADM.25.058;

AND THAT Council approves the sale of a portion of the Cedar Street Plan 395 Road Allowance in the amount of \$13,225 to Wayne Smith and Donna Harrison and authorizes the Mayor and Clerk to execute the Agreement of Purchase and Sale, and all associated documentation to effect the sale of the subject lands.

B. Overview

Through Staff Report [FAF.24.145](#), entitled “Disposition and Sale of a Portion of Municipal Lands identified as Property 1 in Staff Report FAF.24.079”, staff were directed to dispose of a portion of the Cedar Street Road Allowance to the neighbouring property owners to address existing inadequate property line setbacks. Since that time, staff and the Town’s solicitor have negotiated the terms of disposition of the property, and an agreement is now ready for execution.

C. Background

At the December 2, 2024 Council meeting, the following direction was provided to staff:

THAT Council receive Staff Report FAF.24.145, entitled “Disposition and Sale of a Portion of Municipal Lands identified as Property 1 in Staff Report FAF.24.079”;

AND THAT Council approve the Disposition and Sale of a Portion of Municipal Lands as identified in staff report FAF.24.145 at the selling price of \$13,225 plus all required taxes, legal, land transfer and survey costs.

Prior to the presentation and approval of the staff recommendation in FAF.24.145, the subject property was previously discussed through Staff Report [FAF.24.079](#) in which it was identified as surplus to the needs of the municipality.

D. Analysis

The sale of a portion of the Cedar Street Road Allowance will provide the neighbouring property with adequate property line setbacks that are currently insufficient. After the sale of this portion of the Cedar Street Road Allowance, the Town can consider the sale of the remaining portion of the Cedar Street Road Allowance. The preferred process for doing so has not been established however the lands have been identified as surplus meaning the Town can explore disposition be it through direct sale or Request for Proposal (RFP). Based on a previous appraisal of the remaining lands, the valuation is estimated at \$700,000.

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.

F. Environmental Impacts

N/A

G. Financial Impacts

Selling the land for \$13,225 will represent fair market value, and proceeds could be used to provide a significant source of revenue to the Community Improvement Plan program.

H. In Consultation With

Corrina Giles, Town Clerk

I. Public Engagement

The topic of this Staff Report has been the subject of a Public Meeting and/or Public Information Centre which took place on **March 12, 2024**. Those who provided comments at the Public Meeting and/or Public Information Centre, including anyone who has asked to receive notice regarding this matter, has been provided notice of this Staff Report.

Any comments regarding this report should be submitted to Adam Smith, Interim Chief Administrative Officer, cao@thebluemountains.ca.

J. Attached

1. Draft Stop Up and Close By-law
2. New Property Survey

Respectfully submitted,

Adam Smith
Interim Chief Administrative Officer

For more information, please contact:
Adam Smith, Interim Chief Administrative Officer
cao@thebluemountains.ca
519-599-3131 extension 234

Report Approval Details

Document Title:	ADM.25.058 Part of Cedar Street Road Allowance (Plan 395) Property Purchase.docx
Attachments:	- Attachment-1-Draft-Stop-Up-and-Close-By-law.pdf - Attachment-2-New-Property-Survey.PDF
Final Approval Date:	Sep 8, 2025

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

Adam Smith - Sep 8, 2025 - 4:28 PM