



Staff Report

Administration – Chief Administrative Officer

Report To: Committee of the Whole Meeting
Meeting Date: October 19, 2021
Report Number: FAF.21.178
Title: Revisions to the Town's Sale and Other Disposition of Land Policy POL.COR.07.02
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.21.178, entitled "Revisions to the Town's Sale and Other Disposition of Land Policy POL.COR.07.02";

AND THAT Council support in principle the revised Sale and Other Disposition of Land Policy as presented in this report;

AND THAT Council direct staff to schedule a public meeting on January 24, 2022 to review the proposed revisions to the Sale and Other Disposition of Land Policy POL.COR.07.02 as presented in this report.

B. Overview

This report outlines recommended revisions to the Town's Sale and Other Disposition of Land Policy POL.COR.07.02 that will improve process efficiency in cases where members of the public make requests to purchase Town owned land and/or in cases where staff recommend that a piece of Town owned land be declared surplus by Council.

C. Background

When a request is made to purchase Town owned land, the Town's current process requires that a letter be submitted to Council outlining the request to purchase. This letter is received by Council in the form of Correspondence that is added to a scheduled Council meeting agenda. In most cases, staff are directed to review the purchase request and bring back a staff report with a recommendation to either keep or sell the land in question.

This process has proven to be inefficient in particular in regard to staff time. Request considerations are quite often one off's and, even with a fulsome review by staff, the process does not support a full strategic overview of how a potential sale of land may impact future municipal needs or if a packaging of land being considered as surplus could be beneficial.

The Town has received a range of requests that often result in Council directing staff to consider the request and bring forward a staff report to a future meeting for Council to consider staff findings and recommendations. These staff reports are not included in staff work plans until the request for consideration is received.

The process being proposed will, at a minimum, allow staff to schedule time to perform the appropriate reviews and develop staff reports annually. Staff suggest that Council should only consider declaring Town owned land to be surplus and the potential disposition of lands during the second and third year of each term of Council. This would allow for a potential new Council to develop an understanding of the Town during their first year in office and avoid a potential “Lame Duck” period during the fourth year where Council may not be able to complete a sale of Town owned land.

D. Analysis

Overall, the purpose of considering a revised Policy is to incorporate efficiencies and better understanding of the process for those making a request to purchase of Town owned land. In many cases, the individual making the request does not fully understand that to consider Town owned land surplus and to move toward disposition of the land, the process most often will provide an opportunity for others to offer to purchase the land even though they may not have first requested to purchase it.

It is important to note that this revised draft and supporting process supports Council’s direction not to consider any request to sell Town owned waterfront property.

In addition, to strengthen the Policy, staff suggest that where land has been identified as a Road Allowance, Street, Laneway, Fire Lane or is of a size that is deemed not to be a building lot, it shall be Registered on Title that there shall be no future requests for building permits or variances considered for the subject lands because of it being acquiring from the Town and protect the overall feel and character of the local area.

This draft revision also proposes that where the current Policy allows for exclusions for land formerly used for railway lines. Staff have suggested that this reference be removed as staff suggests the land that was formerly a railway line in most cases is currently the alignment of the Georgian Trail. For the exception of those sections of trail that have an existing realignment, staff recommend that no sale of lands that are part of the former railway line should be considered for potential disposition or surplus in the foreseeable future.

Town staff would also utilize the same process where twice per year consideration may be brought forward to consider lands surplus with the purpose being to dispose of land from the Town’s current land inventory.

Lastly, for additional efficiencies, staff suggest that appraisals of specific types of land that are not building or developable properties for example some Road allowances. These could be based on being in close proximity to waterfront, urban areas with services or the rural area. Appraisals could be completed twice per term of Council to maintain a good understanding and

current knowledge of land values when setting minimum bids on land that has been declared surplus. Staff suggest having these types of appraisals being based on per square meter for non-developable lands. Where land is developable, staff suggest that the appraisal costs would be borne by the successful bidder or purchaser.

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

All considerations of potential declarations of land being surplus and potential dispositions of Town owned land shall consider all environmental and financial impacts to support a sustainable community.

G. Financial Impacts

Staff time to complete the review of requests and preparation of recommendation staff reports.

Where Council considers land as being surplus with the purpose to dispose of, staff believe that this process could be a significant source of revenue.

Cost of having appraisals completed once every two years would be incorporated and budgeted in the Town's annual operational budget.

H. In Consultation With

Senior Management Team

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre, however, one will be scheduled if directed by Council.

However, any comments regarding this report should be submitted to Shawn Everitt, cao@thebluemountains.ca.

J. Attached

1. Sale and Other Disposition of Land Policy POL.COR.07.02
2. Revised Draft Policy with Tracked Changes
3. Revised Draft Policy
4. Process Flow Diagram

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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Report Approval Details

Document Title:	FAF.21.178 Revisions to the Town's Sale and Other Disposition of Land Policy POL.COR.07.02.docx
Attachments:	<ul style="list-style-type: none">- Attachment-1-Sale-and-Other-Disposition-of-Land-Policy-POL-COR-07-02.pdf- Attachment-2-Revised-Draft-Policy-With-Tracked-Changes.pdf- Attachment-3-Revised-Draft-Policy.pdf- Attachment-4-Process-Flow-Diagram.pdf
Final Approval Date:	Oct 12, 2021

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

Shawn Everitt - Oct 12, 2021 - 2:52 PM