	<h2>Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:</p>	<p>2000-03 Disposal of Municipal Property Policy 2021-01-12 2021-01-07 2000-02 Development, Engineering and Operations</p>

1.0 POLICY PURPOSE

The Municipality of Crowsnest Pass requires a policy to formalize a process for the disposition of Municipal owned lands including Reserve Land, former Reserve Land, and Fee Simple Land which meets the requirements as set out in the Alberta Municipal Government Act.

The purpose of the Disposal of Municipal Property Policy is to administer a fair and consistent formal process in the disposition of Municipal owned land and doing so fulfilling its legislative mandate through meeting legal and statutory requirements for the disposition of Municipal lands.

2.0 DEFINITIONS

“**Appraisal**” means an official valuation of property by an authorized person.

“**Body of Water**” means a stream, creek, river or lake.

“**Direct Sales**” means the sale of Municipal lands that has been initiated by the public.

“**Disposition**” shall mean the process of disposal of property.

“**Land**” includes all properties whether vacant land or land containing buildings.

“**Land Purchase Application Form**” means the form that contains purchase conditions as set out by the Municipality, purchaser's information, and purchase value. Form is to be completed and submitted to initiate the purchase process.

“**Municipality**” - means the Municipal Corporation of the Municipality of Crowsnest Pass.

“**Policy**” is a guide to decision-making, prescribes limits and assigns responsibilities within an organization and is accompanied by procedures.

“**Public Sales**” means the sale of lands that the Municipality are actively trying to dispose of.

“**Procedure**” shall mean the method of giving direction according to which operations are conducted within the framework of the policy.

“Responsible Department” shall mean the office or department that will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, issuance and timely updating.

3.0 POLICY STATEMENTS

3.1 Related Information

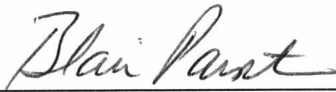
- a. The disposal of Municipal lands will be considered in the context of the overall policies of the Municipality, including the Municipal Development Plan, Land Use Bylaw, and Community Strategic Plan.
- b. The sale of land may be initiated by either the Municipality or by an individual, company or organization that is interested in acquiring the land.
- c. All matters related to the disposal of Municipal property shall meet the following requirements of the Municipal Government Act:
 - i. Municipal Government Act, Part 3, Division 8 - Limits of Municipal Powers, Division of Lands - Section 70
 - ii. Municipal Government Act, Part 16 — Requirements for Advertising -Section 606
- d. All sales shall be subject to the following conditions:
 - i. Confirmation the purchaser is in good standing with the Municipality.
 - ii. Condition of Sale, if plans are to build on the property, building must be completed within 2 years.
 - iii. If the purchaser defaults on the terms and conditions, the Municipality has the option to buy back the property at 50% of the purchase value.
 - iv. If Municipal land adjoins or is within six (6) metres of a body of water, the portion of the land with in the six (6) metre buffer is to be retained by the Municipality.

3.2 Responsibilities

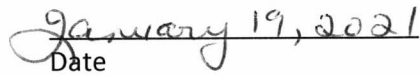
- a. Municipal Council to:
 - i. Approve by resolution this policy and any amendments.
 - ii. Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- b. Chief Administrative Officer to:
 - i. Implement this policy and approve procedures.
 - ii. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

- c. Director of the Department to:
 - i. Ensure implementation of this policy and procedure.
 - ii. Ensure that this policy and procedure is reviewed every three years.
 - iii. Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

MUNICIPALITY OF CROWSNEST PASS



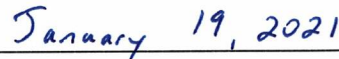
Mayor



Date



Chief Administrative Officer



Date