

Policy statement

Leduc County adheres to the *Municipal Government Act (MGA)* and provides a consistent and transparent process for the disposal of lands. When necessary for municipal operations, and in the best interest of Leduc County, its citizens and businesses, the county may dispose of municipal or reserve lands.

Definitions

Administration means the staff of Leduc County under the direction of the county manager.

Council means the duly elected council of Leduc County.

County manager means the chief administrative officer.

Disposal means the act of transferring and/or selling control or ownership of land to someone else.

Landowner means the person who is responsible for a property who: is the legal owner of it, has lawful possession of it, or has the right to exercise control over it.

Market value means the amount that a property might be expected to realize if it is sold on the open market by a willing seller to a willing buyer.

Municipal purposes means the purposes set out in the *Municipal Government Act*.

Resident means the person(s) who reside(s) on the property.

Valuation means an estimated value or worth.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA), RSA 2000*

Policy standards

1. Upon the County Manager’s approval, Leduc County administration will provide a recommendation to council, identifying the reasons for the disposal of lands, which will include the benefit to: municipal operation, its citizens, businesses or neighbouring municipalities and support the goals identified in the strategic plans.
2. Leduc County assessment department will prepare a valuation of the property.
3. A third party appraiser may be required to determine a fair market value.
4. In the case of a sale of lands at less than market value, or a public park or recreation or exhibition grounds, the proposed disposition must be advertised.

Policy exemption

1. The closure and sale of road allowances are separate from this policy and follow the Government of Alberta road cancellations and closure procedures and specifications as outlined in the *MGA*.

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Policy responsibilities

Council responsibilities:

Council will,

- Approve all land disposals.
- In the case of reserve land, approve the removal of the reserve designation as outlined in the *MGA*. Any funds resulting in the sale shall be allocated to the appropriate municipal function/reserve as outlined in the *MGA*.
- Approve public notification for lands being disposed of, including lands being disposed of at less than market value.
- Approve the manner in which the land will be disposed i.e. real estate listing, competitive bid, public auction or private party negotiated.

Administration responsibilities:

Administration will,

- Identify reasons for land disposal(s).
- Obtain market value/valuation of proposed land disposal(s).
- Provide administrative recommendations, including the manner in which the land should be disposed of.
- Maintain, update and adhere to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

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