



**THE RURAL MUNICIPALITY OF LAC DU BONNET
POLICY & PROCEDURES**

Policy Name: Land Sale Policy	Policy Number: ADMIN-2025-01
Policy Manual Section: Administration	Effective Date: Immediate
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1) PURPOSE

The purpose of this policy is to establish practices and procedures to be followed in the sale of municipally owned Real Property.

2) DEFINITION

- a) **Chief Administrative Officer (“CAO”)** means the Chief Administrative Officer of the municipality and includes their designate.
- b) **Days** mean calendar days.
- c) **Employee** means any person employed by the municipality, and includes the Chief Administrative Officer, designated officers, full time, part time, contract, or casual employees, including volunteers.
- d) **Landlocked** means land that has no access to a public road.
- e) **Sustainable Tendering** means considerations with a view to maximizing net benefits for the Municipality as a whole. Where extrinsic considerations such as but not limited to environmental, economic and social factors are considered in the decision alongside the conventional procurement criteria of price and quality, although in practice the sustainable impacts of a potential supplier's approach are often assessed as a form of quality consideration.
- f) **Surplus Land** means land identified by Council through a resolution as no longer required for use by the Municipality.
- g) **Municipality** means the Rural Municipality of Lac du Bonnet.



**THE RURAL MUNICIPALITY OF LAC DU BONNET
POLICY & PROCEDURES**

3) PROCEDURE

- a) That all expressions of interest or offers to purchase municipally owned real property shall be forwarded to the next regularly scheduled meeting of Council, at which time Council shall consider whether the real property is surplus to the Municipality's requirements and available for sale.
- b) That if it is determined by a resolution of Council that the real property is available for sale, Council shall:
 - a. Use the current year's assessed value provided by the Provincial Assessment Services as the reserve bid, OR;
 - b. An appraised value as provided by an appraiser certified to work in the Province of Manitoba (in the absolute discretion of Council), OR;
 - c. Some other value as may be determined by a resolution of Council (in the absolute discretion of Council) for any property being considered for sale.
- c) Council may by Resolution occasionally excuse compliance with this policy, sales of land with a minimum assessed value of \$500.00 or less as determined by Council.
- d) If Council approves the property to be sold, they shall direct that the Chief Administrative Officer to advertise the property for sale in the following manner:
 1. By advertising the sale in two editions of a newspaper having general circulation in the Municipality at least 6 days apart, and;
 2. By posting on the property, where feasible, and;
 3. By posting a notice of the sale in the offices of the Municipality, and;
 4. By posting a notice on the RM website, and;
 5. By including in all such advertising, the following information:
 - a. The legal description of the property.
 - b. The civic address for the property (if available) and/or a description identifying the location of the property in a manner other than legal or civic description.
 - c. The dimensions and/or acreage of the property.
 - d. The date by which sealed offers to purchase (Tender) must be in the hands of the Chief Administrative Officer; which date shall not be sooner than fourteen days following the last day of advertisement in the newspaper.
 - e. The present use and zoning for the property.
 - f. The name, address, and telephone number of the appropriate contact person at the Municipality's Administrative Offices, for additional terms and information.
 - g. That any offer may not necessarily be accepted.



**THE RURAL MUNICIPALITY OF LAC DU BONNET
POLICY & PROCEDURES**

determine the reserve bid and re-advertise the property in accordance with this policy.

- f. That if the same highest offer is made by more than one person, then the Municipality shall send by registered mail an invitation to each person who submitted the highest offer to again submit an offer:
 - i. in a sealed envelope, and;
 - ii. in the proper form, and;
 - iii. according to the same terms, and;
 - iv. within ten days of the letter of invitation, and;
 - v. Council shall again consider the offers in the same manner as directed within this policy.
- g. Set out that upon an acceptance by Council of an offer to purchase, the Council shall:
 - i. Cause the matter to be forwarded to the Municipal Solicitor for completion of all necessary documentation to affect the sale.

4) Sustainability Offer for Sale

If Council considers the property to have the potential to assist in the sustainability of the future of the municipality by providing economic opportunities, Council will instruct administration by resolution to indicate that it is sustainability offer for sale and that the following sections also apply.

- 1) The offer to purchase shall include a business plan that indicates the purchaser's plan for the use of the property being offered for sale. The business plan must include:
 - i. What will be constructed (if applicable) square footage, value of construction and when the construction will take place.
 - ii. Proposed number of jobs to be created and the timelines of when the jobs will be initiated.

5) Procedural Exception


Land deemed to be landlocked need not follow the procedures set out in this policy. Land that is deemed landlocked can be offered for sale to the owner(s) of the land that surrounds the landlocked property.



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POLICY & PROCEDURES**

6) Municipality Rights

- The Municipality retains the right to reject any or all offers to purchase
- The Municipality also reserves the right to accept the offer to purchase which it deems to be in the best interest of the municipality
- Submission of an offer to purchase by interested parties acknowledges and accepts these terms
- The Municipality reserves the right to reject all bids if the Municipality decides not to proceed with the sale.



Loren Schinkel
Reeve



Sandra Broek
Chief Administrative Officer