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## **ACQUISITION AND DISPOSAL OF SURPLUS PROPERTY POLICY**

### **INTRODUCTION**

#### **Purpose**

The purpose of the Disposal of Surplus Property Policy is to dispose of surplus real property in a fair, legally compliant, and impartial manner, which considers the highest financial return to the Town of Trenton balanced with economic and community development opportunities.

#### **Objectives**

The objectives of the Acquisition and Disposal of Surplus Property Policy are to:

1. Provide a proactive Land Management Program for the Town of Trenton that incorporates an ongoing inventory of municipally owned land holdings which may be declared surplus and deemed a marketable commodity
2. Identify land acquisition, in cooperation with other departments, for capital works, watershed protection, or other municipalities
3. Prioritize a list of surplus properties now owned by the Town of Trenton to be disposed of using appropriate property disposal methods as determined by Council
4. Establish a diverse strategy for the disposal of surplus properties owned by the Town of Trenton using a variety of property disposal methods; and
5. Ensure surplus properties are disposed of in a fair, legally compliant, and impartial manner.

### **POLICY**

It is a policy of the Council of the Town of Trenton that property deemed surplus by motion of Council be disposed of in accordance with a disposal method included in this policy and as determined by Council.

#### **Policy Statements**

##### **1. Powers of Town to Acquire Property**

There are several mechanisms available to municipalities to acquire property:

- a) A municipality may acquire, and own property granted or conveyed to the municipality either absolutely or in trust for a public or charitable purpose<sup>1</sup>.



## **Town of Trenton**

POLICY NO. ED-20200818

APPROVED: 2020-08-18

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- b) A municipality may acquire property, including property outside the municipality, that the municipality requires for its purposes or for the use of the public<sup>2</sup>.
- c) A municipality, by an official or agent, may bid for and purchase land at a tax sale for any municipal purpose<sup>3</sup>.
- d) A municipality may acquire land by way of the subdivision process that is free of encumbrances for open space and public use "including parks, playgrounds and similar public purposes or any combination thereof<sup>4</sup>.
- e) A municipality may acquire title to land and/or buildings that have traditionally been a community-based entity (such as former schools, community clubs, halls or historically worthy sites).

### **2. Assessment and Usefulness of Town Owned Property**

A municipality may sell property when the property has been deemed surplus to the needs of the municipality.

Criteria used to determine usefulness of a Town owned property may include one or more of the following:

- a) No long-term use has been identified for the property.
- b) It is no longer in the best interest of the Town to retain ownership of the property (i.e. cost to maintain the property outweighs the benefit of retaining).
- c) Retaining ownership exposes the Town to liability or risk (i.e. a vacant building or land would be more vulnerable to vandalism and trespassing).
- d) A non-profit organization has an interest in acquiring the property to provide a service to the community.
- e) The abutting property owner(s) expressed an interest in acquiring the property.

### **3. Powers of Town to Dispose of Property**

How the Town acquired a property must be considered when choosing the method of disposal. If a property was acquired for a community, charitable or recreational purpose, every effort should be made to ensure the sale of the property will facilitate a continued community, charitable or recreational vision.

There are several methods available to facilitate the disposal of surplus municipal property.



## ***Town of Trenton***

POLICY NO. ED-20200818

APPROVED: 2020-08-18

---

**a) Call for Expressions of Interest**

Advertise a Call for Expressions of Interest to solicit sealed submissions for the purchase of the property. Should Council choose to proceed with this option, consideration should be given to the possibility that the highest bid may be from a non-profit organization that is offering less than market value. Should this be the case, see item 7 – Sale to Non-Profit Organizations.

**b) Public Auction**

Advertise and hold a public auction. For sale by public auction, Council will set a minimum price.

**c) Sale by Listing Agent**

List the property for sale by a real estate agent to obtain market value upon the sale of the property. Staff of the Town of Trenton, or the spouse of a staff member of the Town of Trenton, are not permitted to place a bid or purchase property listed for sale by a real estate agent until fifteen (15) days have passed since the property was listed for sale. For the purpose of this policy, “spouse” is defined by the Province of Nova Scotia Municipal Conflict of Interest Act C.299 R.S.N.S. 1989 s.2(i).

**d) Direct Sale to Abutting Property Owner**

If the property is deemed “non-usable” where it does not meet the minimum development standards and has no apparent value to anyone but the abutting property owner(s), negotiate the sale of the property to the abutting land owner.

Where only one abutting property owner thereafter expresses in writing continued interest in a portion of the parcel, this owner shall be offered the entire parcel at the predetermined price.

**e) Direct Sale on the Open Market**

Surplus properties with high market potential may be disposed of by direct sale. Direct sale on the open market shall involve establishing a predetermined price and advertising the property for sale in newspapers appropriate for the sale.

Pricing shall be set at the appraised value as determined by an independent Certified Real Estate Appraiser.

Offers to purchase at the specified price shall be received in writing and accepted on a first come first served basis.



## **Town of Trenton**

POLICY NO. ED-20200818

APPROVED: 2020-08-18

---

The term “first come first served” shall mean the first written offer received from an individual, in a situation where more than one person becomes interested in purchasing the same property. All written offers shall be dated, and time stamped and initialed by the Chief Administrative Officer, or his/her designate, as received.

Subsequent written offers to purchase the same property shall be processed in the order of the date and time received when conditions of sale to preceding offerors have not been met.

Staff of the Town of Trenton, or the spouse of a staff member of the Town of Trenton, are not permitted to place a bid or purchase property listed for sale directly on the open market until fifteen (15) days have passed since the property was listed for sale. For the purpose of this policy, “spouse” is defined by the Province of Nova Scotia Municipal Conflict of Interest Act C.299 R.S.N.S. 1989s.2(i).

### **f) Sale by Land Exchange**

Wherever possible, direct land exchange of surplus properties may be employed as an alternative method for the acquisition of necessary lands to accomplish the needs of capital works projects, watershed protection, street widening, etc.

### **g) Sale to Non-Profit Organizations**

Section 51 of the Municipal Government Act enables a municipality to sell property at a price less than market value to a non-profit organization if Council considers the organization to carry on an activity that is beneficial to the Town of Trenton. The procedure for this process to occur includes a public hearing respecting the sale of property if the offer to purchase is more than ten thousand dollars (\$10,000.00) less than market value, and a resolution of Council passed by at least two-thirds majority of the Council present and voting.

## **4. Unsolicited Proposals**

When an unsolicited offer to purchase land owned by the Town of Trenton is received, staff will determine if that property has been deemed surplus by motion of Council. If already deemed surplus by motion of Council, the property will be disposed of in accordance with disposal methods included in this policy.

If the property has not been deemed surplus by motion of Council, the request will be presented to Council. Council will determine if the property is surplus to the needs of the Town of Trenton. If deemed surplus, staff will proceed to dispose of the property using the most appropriate method.



## ***Town of Trenton***

POLICY NO. ED-20200818

APPROVED: 2020-08-18

---

### **5. Investment of Proceeds from the Sale of Town Owned Property**

The Municipal Government Act stipulates how funds received from the sale of property are to be invested, which include:

- a) Proceeds received from the sale of property, other than proceeds of the sale of land transferred to the Town of Trenton during the subdivision process, shall be invested in the Town's Capital Reserve Fund.

"A withdrawal from the capital reserve fund shall be authorized by Council, by resolution, and may only be used for:

- i. capital expenditures for which the Municipality may borrow
- ii. repayment of the principal portion of capital debt; and
- iii. landfill closure and post closure costs."<sup>5</sup>

- b) Proceeds from the sale of land transferred during the subdivision process shall be invested in the Municipality's Open Space Fund. Proceeds received from the sale of land acquired by way of the subdivision process "shall be used for parks, playgrounds and similar public purposes within the Municipality."<sup>6</sup>

### **6. Authority of Elected Officials and Staff of the Town to Purchase Surplus Property**

Elected officials, the Chief Administrative Officer, or the spouse of an elected official or the Chief Administrative Officer are not permitted to purchase Town owned property that has been deemed surplus to the needs of the Town. For the purpose of this policy, "spouse" is defined by the Province of Nova Scotia Municipal Conflict of Interest Act C.299 R.S.N.S. 1989 s.2(i).

### **7. Requirement of Purchaser**

Any successful tender or approved purchaser will be required to provide the Town of Trenton with:

- a) A certificate of Title signed by a lawyer in good standing with the Nova Scotia Barristers Society
- b) All necessary survey or subdivision plans
- c) All necessary processing charges i.e. GST/HST, Deed Transfer Tax, Registry of Deeds, legal fees, and administration fees
- d) An appraisal prepared by a licensed appraiser selected in agreement with the Town of Trenton, if deemed necessary
- e) Any advertising cost that may result from the tender process over and above the original surplus property listing(s) by the Town of Trenton.



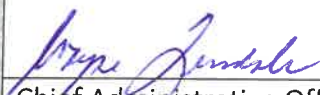
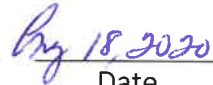
# Town of Trenton

POLICY NO. ED-20200818

APPROVED: 2020-08-18

## ENDNOTES

1. Municipal Government Act, Part III, Powers, Powers of municipality regarding property, Section 50 (1)
2. Municipal Government Act, Part III, Powers, Powers of municipality regarding property, Section 50 (5) (a)
3. Municipal Government Act, Part VI, Tax Collection, Municipal purchase of tax sale property, Section 143 (1)
4. Municipal Government Act, Part IX, Subdivision, Land or cash-in-lieu, Section 273 (2)
5. Municipal Government Act, Part IV, Finance, Capital Reserve Fund, Section 99 (4)
6. Municipal Government Act, Part IX, Subdivision, Land or cash-in-lieu, Section 273 (13)

		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	ED-20200818	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>June 29, 2020</u>
Council Approval:	<u>2020/ 08/ 18</u> Y M D	Date of Passage of Current Policy:	<u>August 18, 2020</u>
Effective Date:	<u>2020/ 08/ 18</u> Y M D	I certify that this Policy was adopted by Council as indicated above.	
Supersedes Date:	<u>2003/ 03/ 13</u> Y M D		
		Chief Administrative Officer	Date