

CORPORATE POLICY AND PROCEDURES POLICY

Policy No:

C169	CAO	041
-------------	------------	------------

Policy Name: Protocol to Address Dormant Outstanding Council Resolutions for the Land Management Department

DEVELOPED BY: Diane McFarlane,
Land Management Co-ordinator
DEPARTMENT: CAO's Office

DATE:

ADOPTED BY: Council

DATE: December 8,
2009

RESOLUTION NUMBER: CR2009-1394

EFFECTIVE: December 8,
2009

CROSS-REFERENCE:

REVISIONS:

POLICY STATEMENT AND RATIONALE:

This policy is to address dormant outstanding Council resolutions for Land Management matters. The policy will ensure consistency and accountability pertaining to the closure of the files relating to the dormant Council Resolutions through proper notification to relevant parties and final reporting to Council.

SCOPE:

This policy applies to the outstanding Council resolution list for the Land Management Department for the Corporation of the City of Kawartha Lakes.

DEFINITIONS:

"Applicant(s)" refers to the person or persons who initiated a request relating to a land matter with the City including buying, selling, encroachments and/or leasing of City owned property.

"City" refers to The Corporation of the City of Kawartha Lakes.

"Dormant" refers to a file associated with an outstanding Council resolution that has become inactive due to a lack of response from the applicant(s) for a period of six (6) months.

"Land Management Co-ordinator" means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by the CAO.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Procedure

- 1.01 Once a file has been classified as Dormant staff will attempt to contact the applicant(s) by registered mail at their last known address to inquire whether or not they wish to proceed with their request.
- 1.02 The registered mail notification shall outline that a lack of written response to the Land Management CO-ordinator within sixty (60) days will result in the closure of the file.
- 1.03 Should the registered mail be returned by Canada Post, staff shall make a second attempt following research in MPAC and Teranet files for the last known address, to make best efforts to ensure that the applicant(s) receive the notification.
- 1.04 In the event that there is no response from the applicant(s) within the allotted time frame referred to in Section 1.02 and/or attempts to contact them a second time have failed, the Dormant Resolution will be considered completed from the municipality's position and the file will be considered closed. This closure will be reported to Council as part of the Departmental Quarterly Report.
- 1.05 When the file has been closed a letter shall be sent by the Land Management Co-ordinator to the applicant(s) to confirm that the file is closed. They will be further advised that should they or any other applicant for the relevant property wish to re-activate the request in the future it will be treated as a new request and follow the protocols in place at that time.
- 1.06 Upon closure of the file, if the property was declared as being surplus to municipal needs it will be returned to the land register.
- 1.07 In the event that the applicant(s) have submitted an application fee or a deposit to the municipality those funds will be retained by the municipality to offset the administration costs associated with the Dormant Resolution, as is outlined in the information that is provided to the applicant(s) prior to the submission of a request.