

Open Market Sale Files

Stage 1 (goal – 1 month)

- Identify property for potential sale
- Property research (title search, MPAC search, records search) to confirm no restrictions to sale

Stage 2 (goal – 2-3 months)

- Review by Land Management Team to confirm no municipal use for property
- Utility consultation
- Advertising

Stage 3 (goal – 1 month)

- Draft Report for CoW
- Circulate draft Report to manager for review
- Receive manager approval
- Provide to City Solicitor/CAO for signing
- Report to Council

Stage 4 (goal – 1 month)

- Survey quotes

Stage 5 (goal – 3-4 months +, depending on surveyor schedule)

- Survey

Stage 6 (goal – 1 month)

- Appraisal quotes

Stage 7 (goal – 2 months)

- Appraisal

Stage 8 (goal – 1 month)

- Confidential Report for Council to present Appraisal Report
- Circulate draft Report to manager for review
- Receive manager approval
- Provide to City Solicitor/CAO for signing
- Report to Council

Stage 9 (goal – 1 month)

- Prepare Property Information Package
- Arrange with Real Estate Agent for property to be listed on realtor.ca and “For Sale” signed placed on property
- Manager or CAO to sign listing documents
- Property Information Package to be uploaded to City website (Available Lands and Buildings webpage), with link to realtor.ca listing

Stage 10 (goal – 1 month)

- Accept highest offer (after 10-day holding period)
- Manager or CAO to sign Agreement of Purchase and Sale
- Arrange for fully executed APS to be sent to H Richardson (for City)

Stage 11 (goal – 1 month)

- Draft disposition by-law
- Send draft By-Law to manager for review
- Receive manager approval
- By-law to Council
- Send fully executed By-Law to H Richardson

Stage 12 (goal – 1-2 months +, depending on solicitors' timelines)

- H Richardson to set closing date and prepare closing documents
- Arrange for closing documents to be signed by Mayor and Clerk
- Send executed closing documents to H Richardson
- H Richardson to finalize transfer

Stage 13 (goal – 1 month)

- Receive Reporting Letter and sale funds from H Richardson
- Process cheque and prepare Excel spreadsheet to allocate funds
- Complete Disposition spreadsheet
- Circulate Notice of Disposition to relevant staff
- Close file

SLRA/RDAL/Direct Sale Files

Stage 1 (goal – 1 month)

- Send correspondence to applicant outlining LMT decision
- Request deposit for advertising
- Property research (title search, MPAC search, records search)

Stage 2 (goal – 1 month)

- Obtain retainer from purchaser (\$1,000.00)

Stage 3 (goal – 2 months)

- Utility consultation
- Advertising

Stage 4 (goal – 2 months)

- Draft Report for CoW
- Circulate draft Report to manager for review
- Receive manager approval
- Provide to City Solicitor/CAO for signing
- Report to Council

Stage 5 (goal – 1 month)

- Send correspondence to applicant outlining Council decision
- Obtain survey quotes

Stage 6 (goal – 3-4 months +, depending on surveyor schedule)

- Survey

Stage 7 (goal – 1 month)

- Appraisal quotes, if required

Stage 8 (goal – 2 months)

- Appraisal

Stage 9 (goal – 1 month)

- Draft APS
- Send APS to manager for review
- Receive manager approval

Stage 10 (goal – 1 month)

- Send APS to purchaser for signing
- Purchaser to sign agreement, return with solicitor's contact information

Stage 11 (goal – 1-2 months)

- Arrange for APS to be signed by Mayor and Clerk
- Send fully executed APS to H Richardson (for City) and purchaser's solicitor

- Draft disposition by-law
- Send draft By-Law to manager for review
- Receive manager approval
- By-law to Council

Stage 12 (goal – 1 month)

- Send fully executed By-Law to H Richardson
- Send Statement of Adjustments info to H Richardson

Stage 13 (goal – 1-2 months +, depending on solicitors' timelines)

- H Richardson to set closing date and prepare closing documents
- Arrange for closing documents to be signed by Mayor and Clerk
- Send executed closing documents to H Richardson
- H Richardson to finalize transfer

Stage 14 (goal – 1 month)

- Receive Reporting Letter and sale funds from H Richardson
- Process cheque and prepare Excel spreadsheet to allocate funds
- Complete Disposition spreadsheet
- Circulate Notice of Disposition to relevant staff
- Close file