



## SALE OF LAND POLICY

(2026-08-P)

Approved by Resolution No: 26-216

June 2, 2026

Next Review - 2030

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### A. PURPOSE

- To outline the procedures for the sale of land by the Town of Faro
- To create consistent processes for the sale of land to ensure accountability and transparency.

### B. DEFINITIONS

**Chief Administrative Officer (CAO)** – shall mean the person appointed to this position by Council, or their delegate.

**Council** – shall mean the Council of the Town of Faro

**Notice** – shall mean a written, printed, published, electronic or posted notification designed to provide reasonable notice to those affected or interested in a land sale.

**Opinion of Value** – shall mean a written opinion as to the amount that land might be expected to realize if sold in the open market by a willing seller to a willing buyer, provided by:

- A realtor or appraiser, whether certified or not, who is acceptable to Council; or
- An employee of the Town of Faro whose knowledge of the property and current market values within the Town is acceptable to Council.

**Public Register** – shall mean a listing describing the land owned by the Town which is available for sale, which has been deemed surplus to the needs of the Town. The listing will be available to the public at the Municipal Office.

### C. AUTHORITY & DETERMINATION OF SURPLUS LANDS

1. Council is responsible for determining land(s) that are surplus to the needs of the Town of Faro. Such determination will be provided by Council Resolution.
2. The CAO is responsible for administering property sales in accordance with this Policy and/or as directed by Council Resolution.

3. The CAO is authorized to make minor adjustments to terms, including closing dates, if an administrative matter, such as completion of mortgage financing, is required to finalize the sale.

#### **D. NOTICE**

1. Prior to selling surplus land, the Town of Faro shall publish a Notice which includes the following:
  - a. A legal description, civic address, and/or key map which in the opinion of the CAO is sufficient to identify the land to be sold;
  - b. General property information;
  - c. Method for sale (e.g. first come - first served, call for proposals);
  - d. Minimum bid (if applicable);
  - e. Where additional information pertaining to the land sale will be available for public viewing; and,
  - f. Name and contact information for the employee handling the land sale.
2. Notice shall be posted in the Municipal Office, at least 1 other public location in the municipality, and on the Municipal website for a minimum of 7 days prior to accepting offers. Other locations may be used at the discretion of the CAO.
3. Notice will remain on the municipal website and in the Public Register following the initial 7-day posting period, until the property is sold or is no longer deemed to be surplus.

#### **E. PUBLIC REGISTER**

1. The Public Register shall be available for inspection during regular office hours.

#### **F. PROCEDURE FOR SALE**

1. Offers to purchase land may be processed on a first come - first served basis provided that Council has set a minimum bid price to be accepted by employees (over the counter sale).
  - a. If multiple offers are received on the same day they will be put forward to Council for a determination on the offer that best serves the interest of the Town of Faro.
2. Where Council believes it to be in the best interests of the Town, Council may direct that the land be sold by one of the following methods:
  - a. First come – first served (over the counter sale)

- b. Public Tender
  - c. Public Auction
  - d. Call for Proposals
3. The CAO, upon a Purchaser's submission of a written offer to purchase, the required deposit, and any other documentation required to proceed with the sale shall bring forward to Council a motion to authorize the sale.
  - a. In the case of multiple offers being received on the same day, the CAO shall bring forward a recommendation to Council on how to proceed with the sale.
4. The Town shall process the transfer of title, unless the Purchaser is utilizing their own lawyer to complete the registration of the sale.

#### **G. SELLING PRICE**

1. The Purchaser shall be responsible for all costs incurred or required to dispose of the land including legal, survey, appraisal, encumbrances, advertising, improvements, administrative fees and any other fees which apply directly to the conveyance.
2. Council shall retain the power to sell land for nominal consideration if it is deemed to be in the best interest of the Town of Faro.

#### **H. CONFLICT WITH LEGISLATION**

1. In the event that the provisions of this Policy are inconsistent with the provisions of the Municipal Act, or any other legislation/regulations, the provisions of the Act or Regulation shall prevail.