



# PROCEDURE

---

**PROCEDURE NO:** 602•1

**PAGE:** 1 of 2

**TITLE:** Land Management Procedure

**APPROVAL DATE:** September 24, 2007

**POLICY:** 602, Land Management  
Acquisition, Disposition and Leasing

**REVISION DATE:** May 20, 2016

**SECTION:** Lands, Roads and Buildings

**RESPONSIBLE**

**DEPARTMENT:** Economic Development

---

1. The Property Administrator shall:
  - a) Review the Land Management Policy as required and recommend proposed revisions to the Corporate Services Committee.
  - b) Manage the inventory and use of the City's Public Lands, resolve issues or make recommendations regarding any acquisition or disposition following consultation with affected stakeholders.
  - c) Receive all Offers to Purchase, Options, Tenders, Development Proposals and Expressions of Interest as per current Purchasing Policy.
  - d) Present land transaction recommendation reports to the City Manager or the appropriate Committee of Council, when applicable.
  - e) Create, maintain and review annually an inventory of all marketable and non-marketable Public Land parcels as requested. The inventory shall be reviewed through the budget process and all land parcels defined as marketable or to be acquired in the next financial year(s) will be noted.
  
2. Acquisition, Disposition and Leasing of Public Land parcels shall be completed in accordance with Policy 602 and under the following principles:
  - a) Acquisition is incidental to a capital project and is approved in the capital budget.
  - b) The Property Administrator will request a City Assessor to provide Letters of Opinion of Value on land with an estimated value of \$50,000.00 and less, where the estimated value is more than \$50,000.00; a formal appraisal will be conducted.
  - c) Advertising Public Land for disposal;
    - i) Upon City Council's approval of the list price, the Property Administrator shall advertise the parcel for disposal.
  - d) Offering Public Land for disposal by Tender;
    - i) The Property Administrator shall advertise the land parcel for disposal by Tender as per current Purchasing Policy.
  - e) Each leased Public Land parcel shall be covered by a written Lease or License Agreement and registered by way of caveat with Land Titles.

3. Consent to authorize use of Public Lands shall be managed through Policy 602 and Bylaw C-1078; All existing Public Utility Lot leases will be terminated in accordance with Policy 602;
  - a) Where applicable, current existing Public Utility Lot leaseholders will have the following options:
    - i) Apply to purchase the Public Land covered under the lease; or
    - ii) Enter into a License Agreement for consent to use; or
    - iii) Cease unauthorized use and vacate Public Lands pursuant to Bylaw C-1078.
  - b) Disposals and License Agreements shall only be authorized after consultation with affected stakeholders.
  - c) Upon disposal, easements shall be obtained to protect the City's infrastructure.
  - d) When a leasee sells land to which a public utility lot Lease Agreement is attached, the existing Lease Agreement is not transferable and shall be terminated.
  - e) At the expiry of each Lease Agreement, the Property Administrator shall review the City's need for the land in consultation with all affected stakeholders.
  - f) With the approval of the Community Living Director, the City may enter into a public utility lot lease on a site specific basis as recommended by the Property Administrator.
  
4. Requests to authorize Use of Public Land - as regulated under Bylaw C-1078 Section 2 (i) and (k), will be received and reviewed on an individual basis by the Property Administrator in consultation with affected stakeholders; except;
  - a) Requests involved in the development application process will be addressed by the Development Permitting Manager.
  - b) Requests to use "park space" as identified in the Parks Master Plan will be addressed by Parks Operations.
  - c) Requests which do not fall under the responsibility of the Property Administrator shall be forwarded to the appropriate area.
  
5. Policy 602 Schedule "A" Fees and Charges shall be reviewed through the budget process.

The following Application Forms relate to Policy 602 Schedule "A" Fees and Charges are:

- 602-1-1 [Public Land Disposal Application](#)
- 602-1-2 [Request to Lease Public Land Application](#)
- 602-1-3 [Request for License Agreement Application](#)
- 602-1-4 [Road Closure and or Disposal Application](#)