

Memorandum to Council

Financial Services Department



To: Mayor and Members of Council

CC:

**Acknowledged by M. Gaskell,
Chief Administrative Officer**

From: Fuwing Wong, Commissioner, Financial
Services & Treasurer

Date: December 16, 2024

File #: FS 47-24

Subject: Revised Amendment to Town Policy F 190
Related to the Disposition of Town-owned
Property for Residential Development

The purpose of this memo is to outline revised amendments to Town [Policy F 190 entitled the "Acquisition, Sale or Other Disposition of Land Policy"](#) following direction received from the December 2, 2024 Committee of the Whole meeting related to [Staff Report FS 47-24](#). The Staff Report recommended a more streamlined process for the Town's disposition of municipally-owned land for residential development, enabling potential housing projects on Town-owned properties to advance more efficiently.

At the December 2, 2024 Committee meeting, the Staff Report was referred to December 16, 2024 Council meeting with the following approved motion:

That Report FS 47-24 be referred to the December 16, 2024 Council meeting in order for Staff to review the opportunity to amend the Acquisition, Sale, or Other Disposition of Land Policy to require that residents be notified of a proposal to declare land surplus by posting notice on the website, circulating notice by mail to residents within 120 metres, and a sign on the subject property for a minimum of 20 days prior to consideration by Council and to require information on the sign such as the meeting date at which the report will be considered and contact information for Staff to obtain further information.

In accordance with the direction from Committee, it is recommended that Town Policy F 190 be updated to include the following if, at the time of the land surplus declaration, the intended future use is residential development or mixed use that is mainly residential development:

- In advance of the surplus declaration report being considered by Committee or Council:
 - A sign be posted on the property for not less than 20 days;
 - Posting notice on the Town's website;
 - Circulating notice by mail to residents within 120 metres of the subject lands;
 - The notices to include the:
 - location of the subject lands,
 - intent to declare such lands surplus to the Town's needs,
 - date of the meeting that the land surplus declaration is to be considered;
 - Staff contact information to obtain further information;
 - how residents may provide comments and/or their objections

Specific changes to [Town Policy F 190](#) is a new sub-section to Section 7 Notice Requirements, as follows:

- 7.2.1** Section 7.1 does not apply if the intended use at the time of the land surplus declaration is for future residential development or mixed use that is mainly residential development.
- 7.2.2** For Lands intended for future residential development or mixed use that is mainly residential development, prior to declaring the Lands to be surplus in accordance with Section 6 of this policy the following notice shall be provided to the public:
- a) A sign be posted on the property for not less than 20 days;
 - b) Posting notice on the Town's website;
 - c) Circulating notice by mail to residents within 120 metres of the subject lands;
- 7.2.3** Notice under Sub-Section 7.2.2 of this policy shall identify the location of the subject Lands, the intent to declare such lands surplus to the Town's needs, the date of the meeting that the land surplus declaration is to be considered, Staff contact information to obtain further information, and how residents may provide comments and/or their objections.