

# City of Belleville

Report No: DCS-2022-30

Meeting Date: September 12, 2022



**To:** Mayor and Members of Council  
**Department:** Corporate Services  
**Staff Contact:** Matt MacDonald, Director Corporate Services

---

---

**Subject: Regulating the Acquisition & Disposition of Real Property - Bylaw**

---

---

## Recommendation:

“THAT pursuant to the Director of Corporate Services/Clerk’s Report No. DCS-2022-30, a Bylaw to Regulate the Acquisition & Disposition of Real Property and the associated Form; and a Bylaw to amend the Consolidated Fees & Charges Bylaw 2021-195, be prepared for Council’s consideration.”

## Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. This report aligns with each of the City’s nine strategic themes and the City’s mission statement by providing innovative and efficient services in support of our community’s vision.

## Background:

The purpose of this report is to update the processes and procedures of real property management so it aligns better with industry best practices and meets the City of Belleville’s need to conduct more complex real property transactions on a consistent, timely and transparent basis.

The proposed refines the process for the execution of all real property transactions and clearly outlines the City’s preference to purchase or dispose of real property for the provision of services to the public. The proposed Procedure Bylaw and Application Form will ensure that all real property transactions will be conducted in a manner that is transparent and financially prudent while minimizing risk to the City of Belleville.

These principles to ensure that:

- The City's preference to acquire or dispose of real property for the provision of services to the public is clearly outlined
- The process for property classification and valuation of City property is outlined
- Appropriate delegation has been assigned
- Costs for staff time and resources are recovered with a streamlined process to improve customer service

**Financial/Analysis:**

Staff reviewed the real property fee structures of neighbouring and similar municipalities to determine a fair administration charge to recover staff time and processing costs relating to these types of requests.

From the chart below, the City of Belleville aligns with the City of Kawartha Lakes in types of requests and processing times. A proposed processing fee of \$135.00 + HST would appear to be appropriate.

| <b>Municipality</b>       | <b>Administration Fee</b>        |
|---------------------------|----------------------------------|
| Clarington                | \$250.00 + HST                   |
| Kingston                  | \$727.17 + HST                   |
| City of Kawartha Lakes    | \$135.00 + HST                   |
| Norfolk County            | \$107.00 + HST                   |
| <b>City of Belleville</b> | <b>\$135.00 + HST (proposed)</b> |

**Conclusion:**

Management recommends that Council approve the Procedure Bylaw and Application Form and the proposed fee and that by-law's be prepared for Council's consideration.

Respectfully submitted,

Matthew MacDonald  
Director Corporate Services/Clerk

**Attachments:**

[By-law to Regulate the Acquisition and Disposition of the Real Property Final V2](#)  
[Application for Municipal Land Inquiry - Final](#)

**Approved by:**  
Carol Hinze, Director of Finance  
Christine Stewart, Deputy City Clerk

**Status:**  
Approved - 06 Sep 2022  
Approved - 07 Sep 2022

---

## The Corporation of the City of Belleville

### By-Law Number [Clerk's Office will assign the number]

Being a By-law to Regulate the Acquisition and Disposition of Real Property

---

**Whereas** Section 270(1) of the Municipal Act, 2001, s.o. 2001, c. 25, as amended, requires every municipal Council to adopt and maintain policies with respect to its acquisition, sale and other disposition of land;

**And Whereas** Council of The City of Belleville has established procedures, including those regarding the giving of notice to the public, governing the acquisition, sale or other disposition of real property. Those procedures are set out in this bylaw.

**Now Therefore**, The Corporation of the City of Belleville by the Council thereof hereby enacts as follows:

#### 1. **Definitions and Interpretation:**

- i) **“Acquisition”** means a transaction that adds new real property by purchase, lease, exchange, gift, trust, or any other means.
- ii) **“Appraiser”** means members of the Appraisal Institute of Canada who have completed the admission requirements of Appraisal Institute of Canada and also participate in the Professional Liability Insurance Program of the Appraisal Institute of Canada.
- iii) **“Director, Corporate Services”** means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.
- iv) **“City”, “City of Belleville”** means the Corporation of the City of Belleville and includes its entire geographic area.
- v) **“City Clerk”** means the person within the administration of the City which fulfils the function of the City Clerk as required by the **Municipal Act, 2001**.
- vi) **“Class”** is used in this By-law to denote a type of property for the purposes of assigning procedures required for Disposition. Section 2.01 outlines the Classes of property used by the City.
- vii) **“Council”** or **“City Council”** means the elected municipal council for the City.
- viii) **“CUSPAP”** means the Canadian Uniform Standards of Professional Appraisal Practice of the Appraisal Institute of Canada.
- ix) **“Disposition”** for the purposes of this By-law:
  - a. the transfer of an Easement;
  - b. the entering of an agreement to provide for an Encroachment;
  - c. the granting of a license to use property which is less than a lease;
  - d. the granting of municipal consents to utility companies for the placement of physical property on municipal rights of way;

- e. the granting of franchises relative to the occupation of municipal rights of way;
- f. the completion of an at arm's length transfer including leases with a term of 21 years or more;
- x) **"Easement"** means a registered or unregistered formal right to use property belonging to someone else.
- xi) **"Encroachment"** means permitted occupancy of land by buildings or structures, or parts of buildings or structures, which would be trespassing but for the permission.
- xii) **"Full Cost Recovery"** means all labour, equipment, material and any related
- xiii) **"Manager Realty and Property Services"** 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 Director, Corporate Services.
- xiv) **"Security"** involves the pledging of an asset in order to secure a positive obligation. As an example, real property is sometimes acquired by the City as Security for a developer's performance in accordance with the terms and conditions of a development agreement.
- xv) **"Real Property"** means any and all rights, interests or benefits in land.
- xvi) **"Reserves"** are parcels of land, one foot or less in width, acquired in conjunction with an approval or decision under the **Planning Act**.

## 1.2 Interpretation Rules:

- i) The Schedules attached to this by-law form part of the by-law and are enforceable as such.
- ii) The words "include" and "including" are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.
- iii) Wherever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances.
- iv) References to items in the plural include the singular, as applicable.

**1.3 Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time that are applicable within the Province of Ontario.

**1.4 Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

## 2. Classes of Property or Property Dispositions

- a. **Classes:** This section describes four classes of real property held by the City from time to time for the purposes of distinguishing procedures applicable in accordance with this By-law.
  - i) Class One: All real property which does not fall into any of the other classes set out in this section.
  - ii) Class Two: Real property which is a highway or a road allowance, open or closed, travelled or un-travelled.

- iii) Class Three: Real property which, in the opinion of the Manager Realty and Property Services, has no market value except as a lot addition to one or more abutting properties.
- iv) Class Four: Real property which is being held temporarily by the City as Security or a Reserve.
- b. **Procedures:** Procedures for the Disposition of real property held by the City vary depending on the Class of property in question (as set out in Section 2.01)
- c. **Exemption:** This By-law does not apply to the sale of property by the City pursuant to the Municipal Tax Sales Act.

### 3. Procedures Concerning the Sale of Land in Class One

- a. **Declaration as Surplus:** Prior to the disposition of any parcel of land in Class One, the Council of the City shall, at a meeting open to the public, declare the land to be surplus and no longer required by the City for municipal purposes. These declarations can be revoked by the City at any time prior to a disposition of the same land.
- b. **Considerations:** In determining whether or not any property is surplus to municipal needs, the Council of the City may consider any relevant information available to it. This includes information that the proposed purchaser or lessee wishes to exchange land with the City, and the parcel to be acquired may be a substitute for the City's property (which would otherwise not be surplus to the City's needs).
- c. **Appraisal:** Subject to Section 3.04, it is a requirement that, prior to the acquisition or disposition of any real property by the City of Belleville, the Manager Realty and Property Services shall obtain at least one appraisal of its fair market value. The appraisal shall carry the designation of 'AACI' being an Accredited Appraiser with the Canadian Institute or 'CRA' being a Certified Residential Appraiser. The Appraisal business or firm that is retained by the City of Belleville through the Manager Realty and Property Services or by an independent third party to complete an assignment as part of a negotiation with the City of Belleville regarding real property, must supply to the City of Belleville Manager Realty and Property Services, in writing, notice that the appraisal will be completed by a "Candidate Appraiser" prior to the assignment being accepted by the business or firm.

Appraisals that are completed by a "Candidate" Appraiser must be co-signed by a designate Appraiser "Co-signature" in accordance with CUSPAP of the Appraisal Institute of Canada. Further, the "Co-signature" must provide proof in writing through an Appraisal Co-signature Form provided by the City of Belleville through the Realty and Property Services Department that that the "Co-signature" for the "Candidate Appraiser" physically accompanied the "Candidate Appraiser" on the inspection of the real property at the same time on the same day. Each appraisal must include a consultation from a qualified land use planner addressing the applicable Official Plan and Zoning By-law provisions and including a list of all permitted uses.

- d. **Exemptions:** The City may, at its discretion, dispose of surplus real property without obtaining an appraisal of fair market value if the circumstances of the disposition meet the criteria in this section.
  - i) The disposition involves a type of property listed in Schedule 'A'.
  - ii) The disposition is to one or more public bodies as set out in Schedule 'B'.

- e. **Public Notice:** Subject to Section 3.06, prior to the Disposition of any surplus real property, the Manager Realty and Property Services shall provide notice to the public of the proposed Disposition in each of the manners described in this section.
  - i) An advertisement shall be placed in a newspaper which, in the City Clerk's opinion, is of sufficiently general circulation in the City of Belleville to provide members of the public with reasonable notice.
  - ii) The disposition shall be described in the public agenda for a City Council meeting.
  - iii) Notice shall be provided by regular mail to those persons and public bodies listed in Schedule 'C'.
  - iv) Notice shall be posted on the City of Belleville website.
- f. **Exemption:** Where real property has been disposed of by the City through a tender process or a request for proposal process or a public auction, there is no requirement to provide public notice of the Disposition of the real property except in the manner provided in Section 3.05 (b) of this By-law.
- g. **Contents of Notice:** The notice required by Section 3.05 shall contain a description of the real property declared to be surplus including the property's location and its approximate size.
- h. **Timing of Notice:** All notices (excepting those referenced in Section 3.05 (b)) shall be provided at least three weeks prior to any Council meeting at which the disposition of the surplus real property may be confirmed.

#### 4. Procedures Concerning the Disposition of Land in Class Two

- a. **Inquiries about Class Two Land:** The City cannot consider disposition of any land in Class Two unless it has never been opened as a public highway, or unless it has been closed as a public highway. Where inquiries are made regarding the purchase of these lands, and the highway has not been closed, a closure procedure is required and any claims must be considered, in accordance with the Municipal Act, 2001, before disposition can occur.
- b. **Disposition of Closed Highways:** In considering whether a highway should be closed, the Council may also consider whether the land is surplus to municipal needs. Where Council declares the property surplus, this Section applies to the disposition. A declaration that the lands are surplus can be revoked by the City at any time prior to a disposition of the same lands and the City reserves the right to ultimately decide not to close the highway or dispose of the land.
- c. **Pricing:** Subject to Section 4.04, at the same meeting at which the Council considers declaring any land in Class Two surplus, it may set a price for the land to be disposed of. An appraisal shall be required as set out in Section 3.03 unless the exemptions set out in Section 3.04 apply.
- d. **Certain Set Pricing:** Schedule "D" to this By-law sets the prices for certain types of land in Class Two if they are sold to an owner of lands abutting the closed highway as shoreline or highway frontage.
- e. **Public Notice:** As required by Section 34(1) of the Municipal Act, 2001, public notice of a by-law to permanently close or alter a highway shall be given in accordance with City of Belleville By-law XXXXX, as amended from time to time. Such notice shall include the proposed disposition, if applicable. In addition, the provisions of Section 3.05 (b) apply to the disposition of any land in Class Two.
- f. **Manner of Disposition:** Any lands in Class Two, except those set out in Section 4.04, shall be disposed of by one of the manners of sale set out in

Section 7.00.

- g. **Procedures:** None of the other provisions of Section 3.00 apply to the disposition of any land in Class Two.

**5. Procedures Concerning the Disposition of Land in Class Three**

- a. **Declaration as Surplus:** The provisions of Section 3.01 apply to the disposition of any land in Class Three.
- b. **Procedures:** None of the other requirements of Section 3.00 apply to the disposition of any land in Class Three.

**6. Procedures Concerning the Disposition of Land in Class Four**

- 6.1 **Declaration as Surplus:** Land held as Security or as a Reserve are, by their nature, surplus to the City's needs once the obligations or conditions secured have been performed. Accordingly, it is not necessary to declare land held as Security or as a Reserve as surplus for the purposes of its disposition back to the developer, in accordance with the terms of a development agreement or conditions of development, or, in the case of Security, for disposition on the general market in satisfaction of the Security.
- 6.2 **Appraisal:** Section 3.04 applies to the disposition of any land in Class Four.
- 6.3 **Procedures:** None of the other requirements of Section 3.00 apply to the disposition of any land in Class Four.

**7. Manner of Sale for All Classes of Real Property**

- a. **Manners of Sale:** This section lists methods by which real property may be disposed of.
  - i) A public call for tenders;
  - ii) A public request for proposals, seeking to optimize development concepts as well as price (within the context of the development);
  - iii) Sale by public auction;
  - iv) Sale through listing with a registered real estate broker on the multiple listing system or otherwise;
  - v) Direct sale through advertisement of the property (by posting of signs or otherwise) soliciting offers to the Manager Realty and Property Services; or
  - vi) Direct sale through approach to the City by interested purchasers or potential purchasers.
- b. **Default Manner of Sale:** Unless Council provides otherwise when declaring property surplus, the manner of sale used for the disposition of lands shall be by way of Section 7.01(e) with the Manager Realty and Property Services to negotiate with the parties as per usual real estate practices.
- c. **Consideration:** The City may accept consideration for property dispositions through any one or a combination of: money, land exchange, or any other manner which staff may recommend, and Council approve.
- d. **Ultimate Disposition:** The Council shall, at a regular meeting, open to the public, consider the ultimate disposition of any Class of real property.

Council may accept any offer, notwithstanding that it might not be the highest offer received or may determine not to dispose of the property in question at that time.

**8. Certificate of City Clerk**

- a. **Certificate:** Where requested by the purchaser or lessee of surplus property, the City Clerk shall issue a certificate with respect to the Disposition of the land.
- b. **Contents:** The certificate referenced in Section 8.01 shall verify that, to the best of the City Clerk's knowledge and belief, all obligations and requirements of this By-law have been complied with, and that the appraisal required by this By-law has been obtained. Where an appraisal was not obtained, the City Clerk shall set out in the certificate the reasons why the appraisal was not required.
- c. **Registration:** The certificate shall be included in the Transfer/Deed of Land registered pursuant to the Registry Act or the Land Titles Act, as applicable. Where it is included in the Transfer/Deed of Land and registered, it is deemed to be sufficient proof that the provisions of this By-law have been complied with.

**9. Full Cost Recovery Costs:** A non-refundable application fee as described in Schedule D must be submitted with each inquiry about City owned land. The application fee will offset any expenses that the City will incur in connection to the initial review of a request. In addition, any costs that are incurred by the City in connection to a request concerning City owned land or the disposition of surplus property shall be payable by the applicant or the proposed purchaser. Such costs shall include:

- i) any legal costs incurred by the City;
- ii) any costs incurred through the completion of any required public notification;
- iii) any costs incurred through the completion of any required reference plans;
- iv) any costs incurred through the completion of any appraisals that are necessary;
- v) and any miscellaneous costs that are incurred by the City.

**10. Administration**

- a. **Administration of By-law:** The Manager Realty and Property Services is responsible for the administration of this By-law.
- b. **Caveat:** Any requests to purchase City owned land received prior to the passage of this by-law shall follow the fees and process negotiated, providing the disposition is carried through by XXXXXXXX X, 202X at which point this By-law will apply.
- c. **Effective Date:** This By-law shall come into force on the date it is finally passed.





## Application – Municipal Land Inquiry

---

Corporate Services Department  
 Realty and Property Services Section  
 169 Front Street  
 Belleville, Ontario  
 K8N 2Y8  
 (613) 968-6481

Please indicate which type of Application you are submitting:

- |  |  |
|--|--|
| <input type="checkbox"/> Municipal Land Purchase | <input type="checkbox"/> Road Allowance Purchase |
| <input type="checkbox"/> Easement Inquiry        | <input type="checkbox"/> Encroachment Inquiry    |
| <input type="checkbox"/> Lease/License Inquiry   | <input type="checkbox"/> Ownership Inquiry       |
| <input type="checkbox"/> Other: _____            |  |

| Office Use Only  |                                       |   |            |  |
|--|---------------------------------------|---|------------|--|
| Date Stamp – Date Received:  | Received By:                          |   |            |  |
|  | Application Fee Paid (\$135.00 + HST) | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Date Paid: |  |
| <b>Requirements/checklist for complete application:</b>  |                                       |   |            |  |
| <input type="checkbox"/> Original completed and signed Application Form  |                                       |   |            |  |
| <input type="checkbox"/> \$125.00 Application Fee (non-refundable) payable to the City of Belleville   |                                       |   |            |  |
| <input type="checkbox"/> Copy of your deed or tax bill (if you own adjoining lands)  |                                       |   |            |  |
| <input type="checkbox"/> Survey or sketch of subject property  |                                       |   |            |  |
| <input type="checkbox"/> Photos of the subject property  |                                       |   |            |  |
| <input type="checkbox"/> If road Allowance Purchase Application: Written authorization from all abutting landowners required (see section 2.0 below) |                                       |   |            |  |

| <b>1.0 – Applicant and Property Information</b>                |   |  |                             |
|--|---|--|-----------------------------|
| <b>Applicant Information</b>                                   |   |  |                             |
| Applicant  | Surname:  | First Name:  |                             |
| Mailing Address  | Street No. & Name   | Unit Number/P.O. Box, Etc.   |                             |
|  | Town/City:  | Province   | Postal Code                 |
| Contact  | Phone (day):  | Fax:   |                             |
|  | Email:  |  |                             |
| <b>Subject Property, Road Allowance Information</b>            |   |  |                             |
| Civic Address (if applicable)                                  | Street No. & Name   | Town/Township:   |                             |
| Legal Description  |   |  |                             |
| Property Roll #  |   | PIN #  |                             |
| Do you own adjoining lands?                                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | (if yes please provide civic address/description of adjoining lands) |                             |
| Intended use of lands  |   |  |                             |
| Is any section of the subject lands under water?               |   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| Property Roll #  |   | PIN #  |                             |
| <b>2.0 – Abutting Landowner(s) Information – if applicable</b> |   |  |                             |
| Registered Owner(s)  | Surname:  | First Name:  |                             |
| Mailing Address  | Street No. & Name   | Unit Number/P.O. Box, Etc.   |                             |
|  | Town/City:  | Province   | Postal Code                 |
| Contact  | Phone (day):  | Fax:   |                             |
|  | Email:  |  |                             |
| Registered Owner(s)  | Surname:  | First Name:  |                             |
| Mailing  | Street No. & Name   | Unit Number/P.O. Box, Etc.   |                             |

|         |              |          |             |
|---------|--------------|----------|-------------|
| Address | Town/City:   | Province | Postal Code |
| Contact | Phone (day): | Fax:     |             |
|         | Email:       |          |             |

Note: if there are additional abutting landowners please provide additional names/contact information on separate document.

Please provide written authorization from all abutting landowners defining any interest they have in acquiring part of the road allowance or, that they have no objections to the applicant being the sole purchaser

**3.0 – Additional Information**

Please provide any additional information you feel would be beneficial to the application:

**4.0 – Applicant Consent**

I/We, \_\_\_\_\_,  
being the applicant(s), hereby agree and acknowledge as follows:

1. That this application and any supporting material - including surveys, sketches and photographs - filed with this application are public information, and form part of the public record. As public information, the applicant(s) hereby consents to the City copying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.
2. I/We as applicant(s)/purchaser(s) are responsible for any and all costs which are incurred by the municipality in connection to the transaction, such as the cost of any required appraisals, reference plan of surveys, public advertising, city staff time fee, legal and registration costs, and any other costs which may be incurred by the municipality in connection to this application.
3. It is my/our responsibility to notify the Realty and Property Services Department of the City of Belleville, in writing, should I/we decide at any point to no longer proceed with this transaction. I/we confirm that any costs which are incurred by the municipality until such time as written notice to terminate the transaction is received are my/our responsibility.

|  |            |
|--|------------|
| By signing below, I/we are confirming that I/we would like to proceed with this transaction. |            |
| Date:  | Signature: |
| Date:  | Signature  |

For additional questions, please contact, Diane McFarlane, Manager Realty and Property Services, by email at [dmcfarlane@belleville.ca](mailto:dmcfarlane@belleville.ca) or by phone at (613) 968-6481 ext. 3800.

The information on this form is being collected pursuant to the **Municipal Freedom of Information and Protection of Privacy Act** and the **Municipal Act**, for the principle purpose of processing your application. Questions about this collection should be directed to the City Clerk or Deputy Clerk at (613) 968-6481.