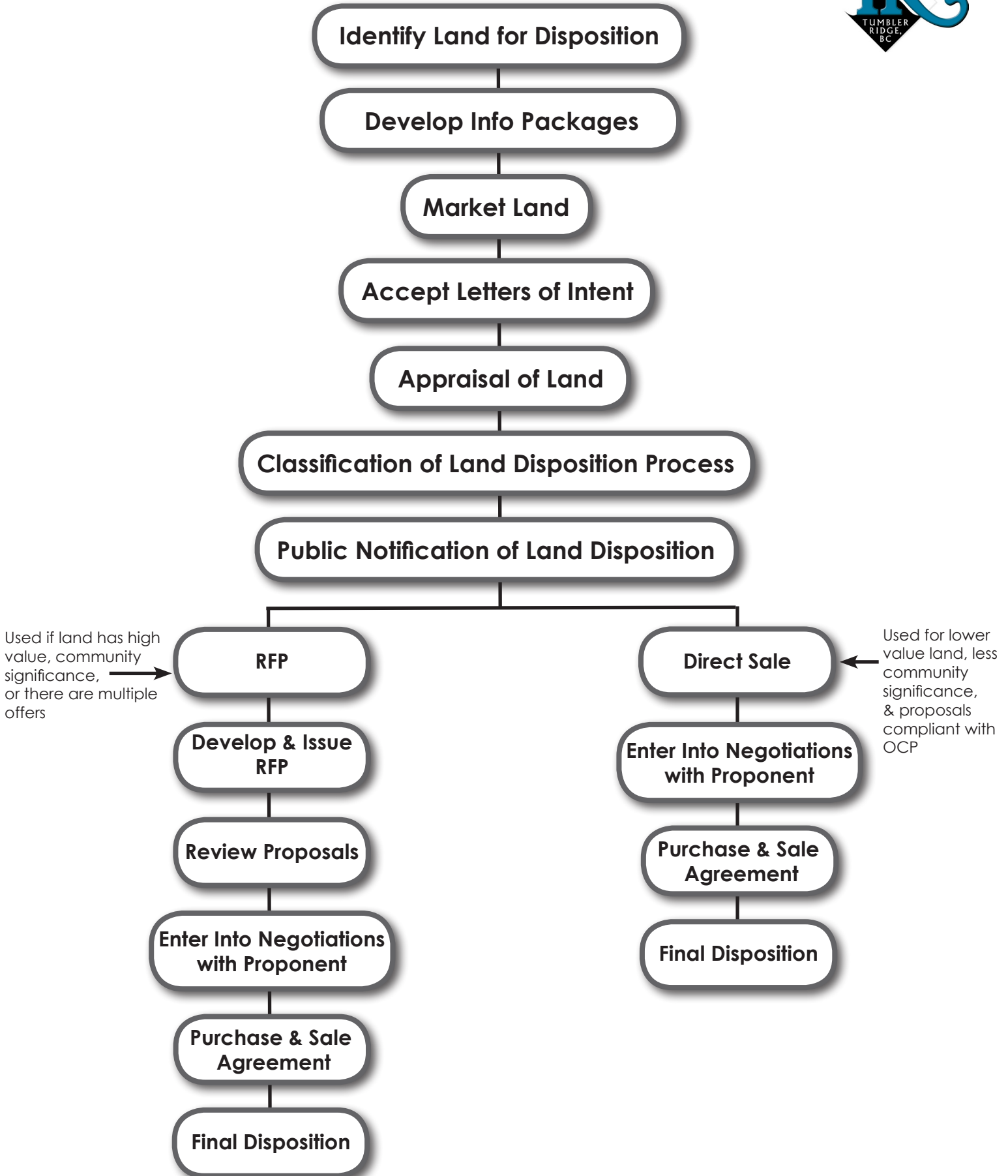


Land Disposition Process



DISTRICT OF TUMBLER RIDGE – LAND DISPOSITION PROCESS

Identify Land for Disposition – Council will identify and at the beginning of each year, approve, by resolution, the list of properties that should be marketed for sale.

Develop Information Packages – Council will direct staff to develop and update information packages for properties that are to be offered for sale. Information packages will include a site map, the size of the property, OCP designation and infrastructure servicing description.

Market Land – Council will choose a process for marketing land. This includes using real estate agents, advertisements in various publications, use of the District website, etc.

Accept Letters of Intent – potential property purchasers will be invited to provide letters of intent to purchase properties. The letter of intent should stipulate the proposed use of the land and the purchase price.

Appraisal of Land – the District will have the subject property appraised to determine fair market value and ensure that the proposed purchase price meets fair market value.

Classification of Land Disposition Process – Council will determine the potential process for land disposition which would either be a Request for Proposal or a Direct Sale.

Public Notification of Land Disposition – the District would provide a public notification, as per the regulations in the Community Charter, notifying the public of the proposed property sale.

Request for Proposal Process

Instances where Council may choose to use the RFP process are if the property has a significant value, community significance or there are multiple letters of intent to purchase. Steps include:

Develop and Issue RFP – the District, with Council's approval, will develop and issue an RFP package that will include the appraised value of the property, and the proposal assessment criteria.

Review Proposals – Council will review proposals and identify the preferred purchaser based on the assessment criteria included in the RFP.

Direct Sale Process

Instances where Council may choose to use the direct sale approach include if the land has lower value, less community significant, or when the letter of intent specifies a future use that is compliant with the Official Community Plan. When this process is used, the District will move directly to the completion of the property sale.

Sale Completion

Enter into negotiations with proponent – Council will enter into negotiations with the proponent to determine details such as purchase price, land development issues, etc.

Purchase and Sale Agreement – Council and the proponent will work together to develop a purchase and sale agreement which will establish any legal requirements and covenants to be placed on the subject property (i.e. development timing).