Town of Sussex

POLICY

Subject		Number
DISPOSAL OF TOWN OWNED LANDS		**C-14**
Date	Approved by	
JUNE 24, 2008	COUNCIL ☒X OTHER(S) ☐ Date **OCTOBER 24, 1994**	
Signature	Date of revision	
Michael Lemmings	**JUNE 23, 2008**	**PAGE 1/2**

The following policy shall be in effect with respect to the sale of Town owned lands and will be used as an administrative policy in conjunction with the Town of Sussex By-law # 1054-08, "A By-Law to Regulate the Disposal of Town Owned Lands".

1. The sale price of the lots shall be set by the Town Council.

2. The Council shall require a survey of subdivision plan, prepared by a registered land surveyor, for Town owned land proposed to be sold prior to any Council motion approving the sale of said land.

3. An offer to purchase a lot at the set price shall be in writing and shall be forwarded to the Council for acceptance.

4. An offer to purchase a lot at a price below the set price shall be in writing and shall be forwarded to the Council for acceptance or rejection, or for the Council to set a counter offer price for the lot.

5. The acceptance of an offer to purchase Town owned land shall require a motion of Council indicating the location of the lot and the sale price.

6. The acceptance of an offer to purchase Town owned land shall require a motion of Council authorizing the Town Clerk to sign the necessary subdivision plan on behalf of the Town.

7. The acceptance of an offer to purchase Town owned land shall require a motion of Council authorizing the Mayor and Town Clerk to sign the necessary legal documents and deeds on behalf of the Town.

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8. The offer to purchase and the Council motions of acceptance shall be forwarded to the Town Solicitor who will draw up the necessary legal documents and deeds as well as collect the payment for the lots.

9. The Town Solicitor will provide to the Town Treasurer, on behalf of Council, the proceeds from the sale of land less the required taxes, filing fees, miscellaneous deductions and legal fees, along with an appropriate statement of account showing the purchase price and all deductions, disbursements and legal expenses.