



CITY OF CORNER BROOK

Policy Statement

Index	Procurement and Disposal	Section	Property		
Title	Land Management Tracking Procedure	Policy Number	07-08-07	Authority	Draft policy under construction
Approval Date		Effective Date		Revision Date	

Purpose:

To stipulate the procedure for handling land management transactions in the City.

Policy Statement:

PROCEDURE FOR THE SALE OF PROPERTY

- Step 1: Once a written request is received by the Land Management Officer, the correspondence is to be acknowledged and the applicant should be advised of the City's policy for the disposal of the property.
- Step 2: The correspondence should be forwarded to the Land Management Research Assistant to gather background information pertaining to the property. Specifically, the Research Assistant will determine if there are any leases or easements on the property.
- Step 3: Once the background documentation is gathered on the property, the Land Management Officer will contact the relevant City department to determine if the property can be sold.
- Step 4: If it is determined that the property can be sold, the Land Management Officer will follow the procedure for the disposal of the said property as outlined in the Land Management Policy. If it is determined that the property should not be sold, the Land Management Officer is to advise the applicant accordingly.

PROCEDURE FOR THE EXECUTION AND REGISTRATION OF DOCUMENTATION

- Step 1: The Land Management Officer prepares the legal documentation for the sale or lease of City property.
- Step 2: The lease or deed is forwarded by the Land Management Officer to the City Clerk for execution by the Mayor and Clerk.
- Step 3: The Land Management Officer coordinates execution of the lease or deed for the applicant's signature.
- Step 4: The Land Management Officer forwards an original signed copy of the lease to the applicant, and to the City Clerk's office for filing. In the case of a deed, once signed by all parties, the Land Management Officer forwards a copy of the deed to the City's solicitor to be registered with the Registry of Deeds.

Step 5: Once the deed is registered it is returned to the Land Management Officer who in turn is responsible for forwarding the deed to the City Clerk's office for filing.

Step 6: The Assistant City Clerk/Executive Assistant, is responsible for setting up a file for the lease or deed and assigning an appropriate number.

Step 7: The Assistant City Clerk/Executive Assistant is responsible for contacting the Land Management Research Assistant to update the land file reference maps and for contacting the Municipal Assessment Agency to notify of changes to the land ownership.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.



MAYOR



CITY CLERK