



CITY OF CORNER BROOK

Policy Statement

Index	Finance and Administration	Section	Taxation		
Title	Tax Auctions - Avoidance of Conflict of Interest	Policy Number	11-03-20	Authority	Council
Approval Date	01 May 06	Effective Date	01 May 06	Revision Date	

Purpose:

To establish and outline the requirements and or steps to be followed in order to ensure there are no conflicts of interest involving staff or council of the City of Corner Brook involving the sale of properties through tax auctions.

Policy Statement:

Councillors and staff of the City of Corner Brook have the responsibility to ensure that they do not place themselves in a position of a conflict of interest pertaining to any tax auction held by the City of Corner Brook.

Reference:

Approval: 06-99 (1 May 2006)

CPS06-31 (b)

CPS06-13 (b)

Detailed Action Required:

Land Management Office will protect the confidentiality of the properties being offered for auction.

No information on any file will be released to Councillors, staff or the general public prior to a notice of auction being provided to the public in accordance with the City of Corner Brook Act.

Any queries for information will be documented by the Land Management Officer.

On the date that a notice of auction for tax arrears is advertised by the City, the following information pertaining to a property named in the advertisement will be publicly made available:

- The location of the property, including civic address if available;
- The size, shape and dimensions of the real property, including any survey in the City's possession; and
- Information regarding any improvements on the real property.

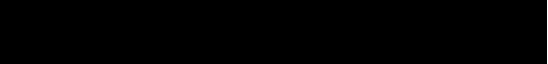
Note: Said information will remain available in a designated location at City Hall up to and including the date of auction.

The Land Management Officer shall note in each property file the names of specific City staff that are involved in the tax auction and are privy to specific property information.

The following individuals will be intimately involved in the auction process and are therefore prohibited from bidding on any properties auctioned.

- Director of Corporate Services
- City Clerk
- Land Management Officer
- Coordinator of Treasury Services
- City Collector

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


MAYOR


CITY CLERK