

**THE MUNICIPALITY OF NORTH PERTH
GOVERNANCE REVIEW COMMITTEE AGENDA**



Date: October 6, 2025
Time: 5:30 pm
Location: North Perth Municipal Building
Committee Room

Pages

1. **Call to Order**
2. **Land Acknowledgement Statement**

"We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship."
3. **Approval of Agenda**
4. **Disclosure of Pecuniary Interest**
5. **Approval of Minutes of Previous Meeting**
 - 5.1 **September 8, 2025 Governance Review Committee Minutes** 1
6. **New Business**
 - 6.1 **Sale of Land Policy** 4
7. **Roundtable Discussion**
 - 7.1 **Staff Report/Presentation Duration**
8. **Adjournment**

GOVERNANCE REVIEW COMMITTEE MEETING MINUTES

Date: September 8, 2025

Time: 5:30 pm

Members Present Councillor Neil Anstett
 Councillor Dave Johnston
 Councillor Marc Noordam

Members Absent Lee Anne Andriessen
 Sarah Blazek

Staff Present Acting Clerk/Supervisor of Legislative Services Sarah Carter
 Deputy CAO Sandy Little
 Legislative Services Assistant Lindsay Raftis

1. **Call to Order**

Chair Johnston called the meeting to order at 5:35 p.m.

2. **Land Acknowledgement Statement**

Chair Johnston stated "We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship."

3. **Disclosure of Pecuniary Interest**

No disclosures were raised.

4. **Approval of Agenda**

Moved By Neil Anstett

Seconded By Marc Noordam

THAT: The Agenda for tonight's meeting be approved, as presented.

Carried

5. **Approval of Minutes of Previous Meeting**

Moved By Marc Noordam
Seconded By Neil Anstett

THAT: The minutes of the June 9, 2025, Governance Review Committee meeting be approved, as presented.

Carried

5.1 June 9, 2025 Governance Review Committee Meeting Minutes

6. New Business

6.1 Petition Policy

Acting Clerk Carter presented the proposed Petition Policy and spoke to the policy content, submissions of petitions, responsibilities, and monitoring/contraventions of the policy.

Committee members requested the following revisions:

- Addition of responsibility clause regarding the individual submitting the petition.
- Addition of a clause regarding planning matters.

Moved By Marc Noordam
Seconded By Neil Anstett

THAT: The Governance Review Committee approve the revisions discussed at the September 8, 2025 Governance Review Committee regarding the Petition Policy;

AND THAT: The Governance Review Committee support staff presenting the revised Petition Policy to Council at an upcoming meeting.

Carried

6.2 Policy Review Status Update

Acting Clerk Sarah Carter spoke to the Policy Review Status Update report and highlighted the proposed completion date for each policy.

Members of the Governance Review Committee discussed the following:

- Streamlining Council meetings.

- The importance of the Sale and Disposition of Land Policy, Delegation of Powers and Duties, and the Council-Staff Relations Policy.
- Remuneration for Members of Council and requested a status update at the October meeting.

7. Roundtable Discussion

No matters were raised.

8. Adjournment

Moved By Neil Anstett

Seconded By Marc Noordam

THAT: The Governance Review Committee meeting adjourns at 6:06 p.m. to meet again October 6, 2025.

Carried

Chair

Recording Secretary



COMMITTEE REPORT

To: Governance Review Committee
From: Sarah Carter, Clerk/Legislative Services Supervisor
Date: Monday, October-06-25
Subject: Updated Sale of Land Policy

Background:

In accordance with Section 270(1) of the *Municipal Act*, a municipality shall adopt and maintain policies with respect to various matters, including sale and other disposition of land. North Perth's current sale of land policy was adopted by by-law in November 2007.

Comments:

Upon review of the existing sale of land policy, staff determined that changes should be made to the policy to bring it into alignment with the current needs of the municipality. Before drafting the attached policy, staff conducted research into sale of land policies currently in force and effect in various other municipalities.

Following an internal review by staff in the Legislative Services Division and the CAO's Department, the attached final draft was sent to the municipal solicitor for comment and review. The attached final draft includes all comments/recommendations that were provided by the municipal solicitor.

Financial Implications:

None.

Reference Material Attached:

Policy 04-2025 Draft Sale of Land Policy
152-2007 Municipality of North Perth Sale of Land By-law

Corporate Strategic Plan:

This document is available in alternate formats, upon request.

The information and responses provided in this report are consistent with and in keeping with the Municipality's approved Vision, Mission, and Strategic Plan.

Report Prepared by: Sarah Carter, Clerk/Legislative Services Supervisor

Policy Number: 04-2025
Effective Date: xxxx, 2025
Revision Date:
Page 1 of 5

MUNICIPALITY OF NORTH PERTH

SALE AND DISPOSITION OF LAND

1.0 PURPOSE:

The purpose of this policy is to establish and formalize a consistent, transparent and accountable procedure to be followed in the sale and disposition of real property by the Municipality of North Perth that is fair, reasonable and in the best interest of the Municipality.

2.0 SCOPE:

This policy applies to the sale or other disposition of land by the Municipality of North Perth.

3.0 DEFINITIONS:

- 3.1 **Abutting land** means land that is immediately adjacent to and that shares at least one common boundary with another piece of land.
- 3.2 **Appraisal** means a fair market valuation of land prepared by an accredited Appraiser or the market value obtained by a licensed Real Estate Brokerage firm or a licensed Independent Real Estate Agent.
- 3.3 **Chief Administrative Officer** or **CAO** means the person appointed as the Chief Administrative Officer by North Perth Council, or their designate.
- 3.4 **Council** means the Council of the Municipality of North Perth.
- 3.5 **Highway** means a highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.
- 3.6 **Land** means real property owned by the Municipality of North Perth.
- 3.7 **Municipality** means the Municipality of North Perth.
- 3.8 **Sale** means the sale, transfer, conveyance or exchange of the fee simple interest in land or the granting of a lease for a term of twenty-one (21) years or longer and does not include the granting of an easement or right of way, and “sold” shall have a similar meaning.



Policy Number: 04-2025
Effective Date: xxxx, 2025
Revision Date:
Page 2 of 5

- 3.9 **Surplus** means property that the Municipality no longer requires to meet its current or future needs.

4.0 POLICY CONTENT:

4.1 General

- a) A by-law containing a legal description of the land and the identity of the purchaser shall be passed to approve any sale of land.
- b) Any survey and/or reference plan required shall be obtained at the expense of the purchaser(s), unless determined otherwise by Council.
- c) Council may impose conditions of sale if deemed appropriate.
- d) All land, with or without improvements, shall be sold on an “as is” basis unless determined otherwise by Council.
- e) The Municipality of North Perth is under no obligation by virtue of the sale of land to grant any approvals, including approvals for changes to the Official Plan, Zoning By-law or with respect to site plan control, minor variances, building permits, or to support approvals required by any other approval authority, which may be necessary for any contemplated use of the land by the purchaser(s).
- f) With respect to the sale of land for one or more Affordable Residential Units and/or Attainable Residential Units, as those terms are defined in the *Development Charges Act, 1997* (Ontario), the terms of this policy are subject to modifications and exemptions on a case specific basis, as granted by Council in its sole discretion.

4.2 Declaration of Surplus Land

- a) Before land may be disposed of Council shall pass a resolution declaring the subject lands to be surplus to the needs of the Municipality.

4.3 Property Valuation

- a) One (1) appraisal of market value of land to be sold shall be obtained by the CAO.

Policy Number: 04-2025	
Effective Date: xxxx, 2025	
Revision Date:	
Page 3 of 5	

- b) Any property valuation that is obtained shall be used solely as a guide. Council shall have the absolute authority to determine the selling price of the land.
- c) Notwithstanding the requirements outlined in Section 4.3 a), the following classes of land are exempt from the requirement to obtain an appraisal prior to its disposal:
 - i. Land acquired in connection with an approval or decision under the *Planning Act* (Ontario).
 - ii. Closed highway, roads and road allowances, if sold to the owner of abutting land;
 - iii. Land formerly used for railway lines, if sold to an owner of abutting land;
 - iv. Land that does not have direct access to a highway, if sold to the owner of abutting land;
 - v. Land repurchased by an owner in accordance with Section 42 of the *Expropriations Act* (Ontario);
 - vi. Industrial land to be used for sites for the establishment and carrying on of industries and of industrial operations and incidental uses;
 - vii. Cemetery plots;
 - viii. Sale to a local board as defined in the *Municipal Affairs Act* (Ontario);
 - ix. Sale to an authority under the *Conversation Authorities Act* (Ontario); and
 - x. Sale to the Crown in Right of Ontario or of Canada and their agencies.

4.4 Method of Sale or Disposal

- a) Depending on the nature of the land, various methods may be employed for the sale of land including but not limited to: public auction, tender, listing with a real estate agent/broker, direct sale/negotiations with an abutting property owner(s), land exchange. The CAO, with direction from Council, shall be

Policy Number: 04-2025	
Effective Date: xxxx, 2025	
Revision Date:	
Page 4 of 5	

responsible for determining the appropriate method of sale.

4.5 Public Notice

- a) The Municipality shall provide at least ten (10) days public notice of the proposed sale or disposition of surplus land by posting on the municipal website.
- b) Council shall hear any person who wishes to speak and who applies to be heard in respect to the proposed sale.
- c) Notice to the public is not required for the proposed sale or disposition of property identified in 4.3 c).

4.6 Offer Evaluation, Acceptance of Offers and Certificate of Compliance

- a) All bids, proposals and offers shall be presented to Council for review in a Closed Meeting, unless Council has given direction to staff to negotiate the disposition by another method.
- b) Council shall have the authority to determine the successful offer and authorize the Mayor and Clerk to execute an Agreement of Purchase and Sale, in consultation with the Municipal Solicitor and other appropriate staff as necessary.
- c) Council shall, in an open meeting, pass a by-law authorizing the sale or disposition.
- d) Council reserves the right to accept an offer less than the appraised value where, in the opinion of Council, it is in the best interest of the Municipality to do so.

5.0 POLICY COMMUNICATION:

This policy shall be made publicly available on the municipal website.

6.0 LEGISLATIVE AUTHORITY:

Section 270 of the *Municipal Act, 2001* (Ontario), as amended, requires all municipalities to adopt and maintain a policy with respect to its sale and other disposition of land.



Policy Number: 04-2025	
Effective Date: xxxx, 2025	
Revision Date:	
Page 5 of 5	

7.0 POLICY REVIEW:

This policy shall be reviewed by staff and Council when deemed appropriate.

REVISION HISTORY

Revision	Date	Comments
1	XXXX, 2025	New Policy

The Municipality of North Perth
By-Law No. 152-2007

**By-Law to establish procedures for
the sale and disposal of real property.**

WHEREAS the Municipal Act S.O. 2001, c.25, as amended requires a municipal council to establish a procedure for the sale of real property.

THEREFORE the Municipal Council of the Municipality of North Perth enacts as follows:

1. Before selling or disposing of any real property in the Municipality of North Perth the Municipal Council shall:
 - a) by by-law or resolution at an open meeting declare the land to be surplus;
 - b) obtain at least one written opinion of the fair market value of the land; and
 - c) give notice to the public of the proposed sale;
2. For the purposes of this By-law, the term "written opinion" (which would include three properties if applicable) means the amount that the real property might be expected to realize if sold on the open market by a willing seller to a willing buyer.
3. For the purpose of this By-law, the term "give notice" means notice shall be published in a daily or weekly newspaper and the Municipality's web site as to provide reasonable notice to those affected thereby.
4. Council shall hear any person who wishes to speak and who applies to be heard in respect to the proposed sale;
5. The notice shall:
 - a) identify the real property to be sold;
 - b) specify the sale or disposition price or the method of arriving at a sale or disposition price and the time and method of payment;
 - c) indicate if an Appraisal is required and available for inspection;
6. Any sale of lands to be used for the establishment and carrying on of industries and industrial operational and incidental uses shall be exempt from Sections 1 through 5, inclusive, of this By-law.
7. In accordance with Subsections 268(8) and 268(9) of the Municipal Act, 2001, any sale of lands that are within one of the classes set out therein or to one of the public bodies set out shall be exempt from Section 1(b) of this by-law.
8. The Municipality of North Perth By-law No. 29-2006 dealing with procedures for the sale and disposal of real property is hereby repealed.
9. This by-law shall come into force and effect on the date of its final passing.

READ a first and second time this 19th day of November, 2007.

READ a third and final time and passed this 19th day of November, 2007.



DEPUTY MAYOR Julie Behrns

SEAL



CLERK Patricia Berfoltz