



# Policy #6308

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM OW0  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
www.mountainviewcounty.com

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**Policy Title:** Management of Mountain View County's Fee Simple Property

**Policy No.:** 6308

**Approval:** County Council

**Effective Date:**

**Supersedes Policy No.:** Section F(17) Sale of County Real Estate

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**Policy Statement:** Mountain View County retains or acquires land assets that meet Council's Strategic Goals; for the benefit of maintaining County infrastructure, providing community access, compatibility of adjacent land uses, environmental protection, buffer between land uses and financial reserve.

When requests for County land are received from the public, the merits of the application are evaluated against County land needs, projected land requirements, local community interests, compatibility with adjacent land uses and environmental impact. Considerations may be given to the sale, rent, or granting of rights to some lands for development providing there is sufficient public benefit.

County land that does not meet Council's Strategic goals may be considered for divestment. Lands owned by Mountain View County may be sold to maintain or enhance the Capital Equity position of the County.

**Purpose:** To establish guidelines for County ownership of lands, excluding Environmental Reserves and Municipal Reserves.

**Principles:**

1. Infrastructure Needs  
Ensure prudent development of natural resources for the maintenance of County infrastructure
2. Environmental Protection  
Protection of wildlife habitat, soil stability, water retention or recharge, vegetative cover and similar vital ecological functions  
Maintain compatible land use to adjacent parcels
3. Community Use  
Ensure access to lands by the public  
Public health and safety  
Buffer between Land Uses
4. Land will not be acquired as a financial reserve tool, but Land already owned by the County may be held until direction on the best use is determined by Council.

End of Policy

Approved: December 16, 2015



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Procedure Title: Management of Mountain View County's Fee Simple Property  
Procedure No.: 6308-01  
Approval: CAO  
Effective Date: December 16, 2015  
Supersedes Procedure No.: Section F(17) Sale of County Real Estate

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## 1. Use of County Owned Fee Simple Lands

- 1.1 When lands are held in reserve, Agricultural use of the lands will be permitted, as per Policy #6302 Agricultural Lease of MVC Owned Property / Procedure #6302-01
- 1.2 Environmental protection measures and best management practices will be utilized on County owned lands.

## 2. Requesting Use or Sale of County Owned Fee Simple Lands

- 2.1 A formal application must be made for the use or sale of County owned land.
  - 2.1.1 Applications may be accepted from individuals, groups, non-profit organizations, private enterprise and other government agencies.
  - 2.1.2 A presentation must be made to Council or the Policies and Priorities Committee.
- 2.2 Administration will provide any property restrictions, permitting requirements, historic and current land use to accompany an application.
  - 2.2.1 Administration shall review and render a recommendation.

## 3. Application Process

- 3.1 Proof of Need (no viable alternatives)
  - 3.1.1 Applicant must identify the need for the use or sale of the County owned fee simple land.
- 3.2 County to Deliver on Proposal
  - 3.2.1 Applicant must clearly identify the request for use or sale of the County owned land and if there are any other contributions requested from the County.
- 3.3 Understanding of Limitation on Property
  - 3.3.1 Requirements to obtain appropriate re-designation, development permit, building permit and technical studies must be identified at the time of the request.
- 3.4 Financial Requirement
  - 3.4.1 Applicant must identify funding sources and if applicable long term funding sources.
  - 3.4.2 Applicant must identify any funding requests from the County, short term and or long term.
  - 3.4.3 Applicant must identify any known liability to the County.

4. **Frequency of Council to Review Land Inventory**

- 4.1 Every 3 years Council shall conduct a review of County owned land, excluding Environmental Reserves, Municipal Reserves, and Road Allowances.

5. **Land Sale Procedure**

- 5.1 Sale of County owned land may be an open public tender with reserve bid. The County may employ the services of a realtor.
- 5.2 Sale of County owned land may be in direct negotiation with owner of parent parcel of land if consolidation is required.
- 5.3 The option to purchase land at fair market value may be exclusively extended to a long term lease holder where there is a benefit to maintaining the current land use and environmental protection.
- 5.4 County owned lands will normally be sold at market value. Real estate sold or transferred at less than market value will be done in compliance with the *Municipal Government Act*.
- 5.5 Funds from the sale of County lands are to be used to purchase other land, major capital assets that have a long life, or to cover over-expenditures of previous purchases.
- 5.6 Funds from the sale of County lands are to be placed in the Surplus/Deficit-Land purchase account if no immediate land or major capital asset purchase is to be made.
- 5.7 The major reasons for selling land would be:  
(a) Funds required for a special purpose that meets the criteria of this policy.  
(b) Market timing  
(c) Public interest
- 5.8 Land is to be considered an investment and is not to be sold for the sake of balancing a current operating budget.

End of Procedure

Approved: December 22, 2015 (RFD December 16, 2015 Council meeting)

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