

Schedule A

Steps for Acquisition of Property Using the Local Improvement Process – On Petition

Step 1:	Identify the Work.
Responsibility:	Residents
➤ What is to be acquired (land and buildings, land only, building only)?	
Step 2:	Identify City’s Purpose in Acquiring Work.
Responsibility:	Realty Services/ Planning Division/Client Department
➤ What are the short-term and long-term uses that this Work can be put to?	
➤ What are the short-term and long-term needs of the community for the possible uses?	
➤ Is the acquisition of this Work the most effective means to satisfy the community needs? Are there alternatives?	
➤ What are the short term and long term needs of the City overall for the possible uses?	
➤ Is the acquisition of this Work the most effective means to satisfy the City needs? Are there alternatives?	
➤ Service Area Needs Assessment , as per Sect. 6.0 Real Property Acquisition Policy	
Step 3:	Determine if the Work is a Work as Defined Under the Local Improvement Regulation.
Responsibility:	Legal
Step 4:	Determine if the Acquisition will Comply with the City’s Policies and Procedures Including the Purchase of Land Policy and the Purchasing Policy and What Additional Steps will be Required to Comply with these Policies including:
Responsibility:	Realty Services
➤ Evaluation of the purchase price	
➤ Due diligence for the condition of the land and building	
➤ Determination of costs for remediation	
➤ Risk assessment associated with the purchase of the property and building	
➤ Compliance with the Official Plan	
➤ Zoning amendments or variances required for the intended use	

Step 5:	Determine What is Required to Convert the Use of the Work to its Intended Purpose.
Responsibility:	Realty Services/Facilities/Client Department
	<ul style="list-style-type: none"> ➤ Identify the scope and extent of any renovations and repairs required ➤ Identify time line for renovations and repairs ➤ Identify costs of renovations and repairs ➤ May include the retention of outside experts to provide valuation ➤ May also include the retention of outside experts to provide estimates on the life of any buildings.
Step 6:	Determine if the Proposed Use of the Land and Building is Financially Viable.
Responsibility:	Finance
	<ul style="list-style-type: none"> ➤ Develop a business plan identifying all costs and revenues associated with the operation of the land and building and lifecycle improvements.
Step 7:	Determine the Cost for the Acquisition of the Work and All Upgrades.
Responsibility:	Realty Services/Facilities
Step 8:	Determine What Costs May be Charged Under the Local Improvement and What Charges Will Have to be Borne by the City.
Responsibility:	Finance
Step 9:	Determine the Ability of the City to Raise Funds to Pay for the Work and Improvements.
Responsibility:	Finance
Step 10:	Identify the Source of Financing for the City's Share of the Work.
Responsibility:	Finance
Step 11:	Identify the Source of Funding for Ongoing Maintenance and Operating Costs and Lifestyle Improvements or Replacements.
Responsibility:	Finance

Step 12:	Present the Proposal and Findings to Council and Seek Approval to Proceed with Community Consultation.
Responsibility:	Finance
Step 13:	Conduct an Open House in Relation to the Work to Consult with and Inform the Public.
Responsibility:	Finance
	<ul style="list-style-type: none"> ➤ Explain purpose of the acquisition ➤ Proposed use for land and building ➤ Proposed upgrades to land and building that will be required ➤ Provide an overview of the LI process including what lands the City may charge under the LI process ➤ Present draft of costs for the acquisition and improvements to the works that would be charged to the owners under the local improvement charges. ➤ Discuss process for petition ➤ Discuss process for residents to design a proposal for the lands to immediately benefit the work that are to be charged with the local improvement ➤ Receive comments from the public ➤ Respond to questions from the public
Step 14:	Review the Comments from the Open House; Respond to any Additional Questions or Concerns and Conduct Additional Open Houses as Required.
Responsibility:	Finance
Step 15:	Report to Council on the Findings from the Open House(s).
Responsibility:	Finance
Step 16:	Residents Organize and Lead the Petition Process Including Identifying the Lands that will Immediately Benefit from the Work.
Responsibility:	Residents

Step 17:	Calculate the Estimated Local Improvement Charge for Each Lot that Immediately Benefits or Abuts the Work in Accordance with the Regulation.
Responsibility:	Residents/Finance
Step 18:	Residents Prepare and Circulate a Petition for the Work. Administration may assist with the Form of the Petition and Calculations for the Amounts Per Lot.
Responsibility:	Residents
Step 19:	Residents File the Completed Petition with Clerk.
Responsibility:	Residents
Step 20:	The Clerk Determines the Sufficiency of the Petition and Certifies it as Sufficient or Insufficient. If Insufficient, the Initiation Fails.
Responsibility:	City Clerk
Step 21:	Administration Reports on Status of the Petition to Council. Council Determines if the Work Should be Undertaken as Proposed.
Responsibility:	Finance
	Administration will advise of any Legal Impediments to Proceeding with Undertaking the Works as an Improvement Including the Sufficiency of the Area, the Costs to be Included and the Method for Determination of the Lands that Do Not Abut but Immediately Benefit.
Responsibility:	Legal

Step 22:	The City Give Notice of its Intention to Pass a By-law to the Public.
Responsibility:	City Clerk
Step 23:	The City Circulates a Notice of Intention to Owners of the Properties to be Charged in Accordance with the Regulation.
Responsibility:	Finance/City Clerk
Step 24:	If there is a Negative Petition from the Public on the Undertaking, then the Work May Not Proceed.
Responsibility:	Residents/Finance/City Clerk
Step 25:	Reserves are Made Available or Funding is Otherwise Secured to Purchase the Work.
Responsibility:	Finance
Step 26:	The Work is Purchased and any Required Improvements are Made.
Responsibility:	Realty Services/Facilities
Step 27:	Upon Completion of the Work, a Statement of the Cost of the Work is Prepared and Certified by the Engineer and Treasurer of the City.
Responsibility:	Finance

Step 28:	Treasurer Prepares the Local Improvement Roll.
Responsibility:	Finance
Step 29:	A Hearing is Scheduled for the Local Improvement Roll.
Responsibility:	Finance/City Clerk
<ul style="list-style-type: none"> ➤ This includes the provision of notice to the owners regarding the hearing. ➤ If any objection is filed by any property owner to be specially charged, the Committee of Revision hears the objection and corrects the Roll as required. 	
Step 30:	The Special Charges By-law is Passed by the City and the Amounts are Added to the Tax Roll.
Responsibility:	City Clerk/Finance