

Tender Submission Requirements & Checklist

➤ A Tender, the deposit and the envelope containing your Tender must be submitted in exact accordance with the *Municipal Act*, 2001 and the Municipal Tax Sales Rules.

➤ In order to submit a Tender **that will not be rejected**, please follow the step-by-step directions below for each category in order to ensure that your Tender meets these requirements:

Your Tender must:

- Be in **Form 7 – Tender to Purchase** as per O. Reg. 181/03, Form 7
- Be typewritten or legibly handwritten in ink
- Relate to **only one** parcel of land
(If you want to bid on 5 properties, you need to submit 5 separate Tenders and 5 separate Deposits in 5 separate envelopes)
- Be addressed to the Treasurer or designate
- Be equal to or greater than the Minimum Tender Amount as shown in the advertisement
- Not include any term or condition not provided for in the Municipal Tax Sale Rules
- Be accompanied by a Deposit of at least 20% of the amount you Tender

Your Deposit must:

- Be at least 20% of the amount you Tender calculated to 3 decimal points
(If you Tender \$10,000, 20% of that amount rounded to 3 decimal points is \$ \$2,000.002, so your Deposit would need to be \$2,000.01) (*Carrocci v. The Corporation of the Township of McDougall*, [2004])
- Be made by way of money order or by way of bank draft or cheque certified by a bank or authorized foreign bank within the meaning of section 2 of the Bank Act (Canada), a trust corporation registered under the Loan and Trust Corporations Act or a credit union within the meaning of the Credit Unions and Caisses Populaires Act, 1994;

➤ Where two or more Tenders are equal, the Tender that was received by the Municipality earlier shall be deemed to be the Higher Tenderer

➤ If you are ascertained as the Higher Tenderer or the Lower (Second Highest) Tenderer, you will have 14 calendar days of the date the Municipality sends you Notice of this to pay the balance of the Tender owing, applicable land transfer tax, accumulated taxes and HST (if applicable) **or your Deposit will be forfeited to the Municipality and the property will be either offered to the Lower (Second Highest) Tenderer or may vest to the Municipality**

Your Envelope must:

- Be completely sealed
- Indicate on it that it is for a Tax Sale
- Include a short description or municipal address of the land on it sufficient to permit the Treasurer to identify the parcel of land to which the Tender relates
- Relate to **only one** parcel of land

Submitting your Tender

- Your Tender can be delivered in person, or sent by courier or by mail
- It must be received by the Municipality before 3:00 p.m. of the date of the Tax Sale

Withdrawing your Tender

- The Municipality must receive your written request to withdraw your Tender before 3:00 p.m. local time on the date of the Tax Sale
- Your Tender will be opened at the same time as all other Tenders

Cancelling a Tax Sale

- A Municipality can cancel a Tax Sale **at any time** before a Tax Deed or Notice of Vesting is registered
(*Cunningham v. Front of Yonge (Township)* (2003))

If you **DO NOT** meet the exact requirements as set out above, **YOUR TENDER WILL BE REJECTED!**

FORM 7
TENDER TO PURCHASE

Municipal Act, 2001

The Corporation of the Township of West Lincoln

TO: NAME:	Katelyn Repovs Corporate Service Director/Chief Financial Officer
ADDRESS:	318 Canborough Street P.O. Box 400 Smithville, ON L0R 2A0
TELEPHONE:	(905) 957-3346 For all inquiries, please contact Sarah Petrina, Property Tax and Payroll Coordinator at Ext. 6718

Re: SALE OF: (Description of Land)

<p>ROLL NO. 26 02 010 003 12300 0000 702 JOHN ST, CAISTOR CENTRE PIN 46068-0099 LT LT 7 W/S JOHN ST TP PL 26 CAISTOR; S/T EXECUTION 98-01123, IF ENFORCEABLE; WEST LINCOLN FILE NAWL23-005</p>

1. I/we hereby tender to purchase the land described above for the amount of \$.....
 (..... dollars) in accordance with the terms and conditions of the *Municipal Act, 2001* and the Municipal Tax Sales Rules.
2. I/we understand that this tender must be received by the treasurer's office not later than 3:00 p.m. local time on March 31, 2026, and that in the event of this tender being accepted, I/we shall be notified of its acceptance.
3. I/we enclose a deposit in the form of a certified cheque/bank draft/money order for the sum of \$.....
 (..... dollars) in favour of the Corporation of the Township of West Lincoln representing 20 percent or more of the tendered amount which will be forfeited if I/we are the successful tenderer(s) and I/we do not pay the balance of the tendered amount, any taxes that may be applicable, such as a land transfer tax and HST, and any accumulated taxes within 14 days of the mailing of the notice by the treasurer notifying me/us that I/we are the successful tenderer.

This tender is submitted pursuant to the *Municipal Act, 2001* and the Municipal Tax Sales Rules.

Dated at this day of, 2026 .

Name of Tenderer	Name of Tenderer
Address of Tenderer	Address of Tenderer
Phone No. of Tenderer	Phone No. of Tenderer
Alternate Contact Information	Alternate Contact Information
<small>(Insert an additional contact number or email address at which you can be reached)</small>	<small>(Insert an additional contact number or email address at which you can be reached)</small>

Personal Information contained on this form is collected pursuant to the *Municipal Act, 2001* and Regulations thereunder, will be used for the purposes of that Act. Questions should be directed to the Freedom of Information and Protection of Privacy Coordinator at the institution responsible for procedures under that Act.

FORM 6
SALE OF LAND BY PUBLIC TENDER
Municipal Act, 2001

Ontario Regulation 181/03, Municipal Tax Sales Rules

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

Take Notice that tenders are invited for the purchase of the land(s) described below and will be received until 3:00 p.m. local time on Tuesday, March 31, 2026, at the Township Council Chambers, 318 Canborough Street, Smithville, ON L0R 2A0.

The tenders will then be opened in public on the same day as soon as possible after 3:00 p.m. at the Township Council Chambers, 318 Canborough Street, Smithville, ON L0R 2A0.

Description of Lands:

ROLL NO. 26 02 010 003 12300 0000, 702 JOHN ST, CAISTOR CENTRE, PIN 46068-0099 LT, LT 7 W/S JOHN ST TP PL 26 CAISTOR; S/T EXECUTION 98-01123, IF ENFORCEABLE; WEST LINCOLN, FILE NAWL23-005

Minimum Tender Amount: \$64,947.00

According to the last returned assessment roll, the assessed value of the land is \$83,000.

- Tenders must be submitted in the prescribed form and must be accompanied by a deposit of at least 20 per cent of the tender amount, which deposit shall be made by way of a certified cheque/bank draft/money order payable to the municipality.
- Except as follows, the municipality makes no representation regarding the title to, existing interests in favour of the Crown, environmental concerns or any other matters relating to the land(s) to be sold. Any existing Federal or Provincial Crown liens or executions will remain on title and may become the responsibility of the potential purchaser. **Responsibility for ascertaining these matters rests with the potential purchasers.**
- This sale is governed by the Municipal Act, 2001 and the Municipal Tax Sales Rules made under that Act. The successful purchasers will be required to pay the amount tendered plus accumulated taxes and any taxes that may be applicable, such as land transfer tax and HST.
- Effective January 1, 2023, in accordance with the Prohibition on the Purchase of Residential Property by Non-Canadians Act (SC 2022, c 10, s 235) (the "Act"), non-Canadians are now prohibited from purchasing residential property in Canada, directly or indirectly, pursuant with the terms as set out in the Act and Regulations under the Act.
- Any non-Canadian who contravenes the Act, or any person who knowingly assists in contravening the Act is liable to a fine of up to \$10,000 and may be ordered that the property be sold, therefore it is highly recommended that any potential purchasers obtain independent legal advice to ensure they will not be in contravention of the Act.
- It is the sole responsibility of the tenderers to investigate into the details of what constitutes a non-Canadian, residential property, any exceptions or exclusions, or any other matters or determinations relating to the Act. The municipality accepts no responsibility whatsoever in ensuring that any potential purchasers comply with the Act.
- Non-Resident Speculation Tax (NRST) applies to the purchase price for a transfer of residential property located in Ontario which contains at least one and not more than six single family residences if any one of the transferees is a non-resident of Canada, foreign entity or taxable trustee.
- The municipality has no obligation to provide vacant possession to the successful purchaser.
- A copy of the prescribed form of tender is available on the website of the Government of Ontario Central Forms Repository under the listing for the Ministry of Municipal Affairs.
- For further information regarding this sale, please visit:

www.westlincoln.ca

or you may contact:

Sarah Petrina, Property Tax & Payroll Coordinator
318 Canborough St., P.O. Box 400, Smithville ON L0R 2A0
Tel: (905) 957-3346 Ext. 6718, Email: spetrina@westlincoln.ca

the tax team

Tax Recovery Solutions

Basic Property Details

Municipality	TOWNSHIP OF WEST LINCOLN	Minimum Tender Amount	\$64,947.00
Region	REGIONAL MUNICIPALITY OF NIAGARA	Property Identification No.	46068-0099 LT
Municipal Address	702 JOHN ST CAISTOR CENTRE	Assessment Roll No.	26 02 010 003 12300 0000
Closing Date	MARCH 31, 2026	Municipal File No.	NAWL23-005

Legal Description
LT 7 W/S JOHN ST TP PL 26 CAISTOR; S/T EXECUTION 98-01123, IF ENFORCEABLE; WEST LINCOLN

Advanced Property Details

Approximate Property Size	±0.40 acres (0.16 hectares)
Municipal Assessment Value	\$83,000.00
Annual Property Taxes (2025)	\$2,537.46
Is there a House on the Property?	No
If No, is there a Seasonal Residence?	No
Are there any Other Structures on the Property?	Yes
If Yes, what do the Structures Appear to be?	Accessory building (Storage)
Is this a Waterfront or Riverfront Property?	No
If Yes, what Body of Water?	N/A
Is this Property Abutting any Crown Land?	Unknown
What is the Closest Major Intersection?	York Road/ John Street
Are there any Nearby Amenities?	Yes – Public Library and Park

Additional Information to include in Listing
Due to former use of property, record of site condition and further environmental work may be required prior to issuance of permit.

Building & Planning Details

Municipal Zoning Code	R1A
Zoning Code Description (Please provide a short description)	Low Density Residential
Can the Property be Re-Zoned?	Yes
Is a Building Permit Available?	Yes – subject to regulations
Is a Demolition Permit Available?	Yes
Is the Property Subject to any Outstanding Work Orders?	Yes
Are there any Municipal Services Available at the Property?	No
Is the Property Accessible by a Public or Private Road?	Yes – Two Public Roads
If No, Is the Property Accessible by a Right-of-Way?	NA
Is the Property Land Locked?	No

Building & Planning Contact Information

Name: Susan Smyth	Title: Manager of Planning and Community Design	
Telephone: 905-957-3346	Ext: 5133	Email: ssmyth@westlincoln.ca



TAX SALE

SEALED TENDER

To: **Katelyn Repovs**
Corporate Service Director/Chief Financial Officer
Township of West Lincoln
318 Canborough Street
P.O. Box 400
Smithville, ON L0R 2A0

Tender Received
Date: _____
Time: _____
(Municipal Use Only)

Important Municipal Notice
This Envelope MUST ...
<ul style="list-style-type: none">• Be Date and Time marked when it is received• Be completely sealed• NOT be accepted after 3pm on March 31, 2026

ROLL NO. 26 02 010 003 12300 0000
702 JOHN ST, CAISTOR CENTRE
PIN 46068-0099 LT
LT 7 W/S JOHN ST TP PL 26 CAISTOR; S/T EXECUTION 98-01123, IF
ENFORCEABLE; WEST LINCOLN
FILE NAWL23-005

Please provide above the legal description or municipal address of the land sufficient to permit the treasurer to identify the parcel of land to which the tender relates.

SALE OF LAND BY PUBLIC TENDER