

Memorandum to the Council of Corporation of the Municipality of Temagami

Subject: Realtor of Record RFP #2025-01 – Next Steps

Memo No: 2025-M-087

Date: April 10, 2025

Attachment: None

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Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-087 as presented;
AND FURTHER THAT Council selects one of the two options outlined in the report;
AND FURTHER THAT Council authorizes the Chief Administrative Officer/Treasurer to proceed accordingly and execute the necessary actions.

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1. Executive Summary

The Municipality of Temagami issued RFP #2025-01 on February 18, 2025, to procure Realtor of Record services for the sale of surplus municipal properties. This initiative supports Council’s goals of recovering tax arrears, improving property valuation accuracy, and increasing

transparency in land sales. Three proposals were received by the March 21, 2025, deadline. Council direction is now required to either proceed with evaluating the submissions or re-issue the RFP to broaden the candidate pool. Staff are prepared to move forward based on Council's preferred course of action.

2. Background

On February 18, 2025, the Municipality issued RFP #2025-01 seeking a qualified Realtor of Record to support the sale of surplus lands. The objectives of the RFP include:

- Recovering tax arrears on surplus lands
- Improving the accuracy of property valuations
- Selling properties more efficiently and transparently
- Accessing a larger buyer pool to increase competitiveness and value

The successful Realtor of Record will be responsible for property appraisal, marketing strategy development, sales management, and ensuring compliance with the Municipal Act, 2001 and other relevant legislation.

3. Distribution and Promotion

To promote broad engagement, the RFP was advertised through the following channels:

- Municipality of Temagami website
- Municipal social media platforms
- Sent the RFP to the email addresses provided by the following Real Estate Boards and Associations on their webpage:
 - Toronto Regional Real Estate Board
 - Timmins, Cochrane & Timiskaming Districts Association of REALTORS®
 - Sudbury Real Estate Board

- Ottawa Real Estate Board
- Barrie & District Association of REALTORS®

4. Current Status

The RFP closed on March 21, 2025, at 4:00 PM EST. Three (3) complete proposals were received by the submission deadline.

5. Next Steps – Council Direction Requested

Council direction is requested to proceed with one of the following options:

Option 1: Proceed with Evaluation

Staff will evaluate the three proposals using the established criteria in RFP #2025-01 and will prepare and present a recommendation at the next Council Working Session.

Option 2: Extend and Re-Issue the RFP

- Reopen the RFP with an extended submission deadline.
- Expand outreach to include additional regional and provincial real estate associations and brokerages.
- Utilize additional or enhanced distribution methods such as industry newsletters or digital advertising.

6. Conclusion

The Realtor of Record initiative is a key step in advancing the Municipality's efforts to responsibly manage and divest surplus properties. With three proposals received, staff are positioned to conduct a timely evaluation if Council wishes to proceed. Alternatively, extending and reissuing the RFP could broaden competition but may delay project timelines. Staff are seeking Council's direction on how to best move forward.