



# **THE CORPORATION OF THE TOWNSHIP OF MCKELLAR**

Invites

## **REQUEST FOR PROPOSALS**

to

**Provide Real Estate Brokerage Services for Sale of Municipal Property**

### **RFP No. 2025-15**

Sealed Proposals, clearly marked  
**RFP No. 2025-15**  
will be received by the undersigned  
until 2:00 p.m.  
on Wednesday, September 17, 2025

Lowest or any Proposal not necessarily accepted.

Karlee Britton  
Township of McKellar  
P.O. Box 69, 701 Hwy 124  
McKellar, ON P0G 1C0  
[clerk@mckellar.ca](mailto:clerk@mckellar.ca)  
(705) 389-2842 x4

Please Note: Prior to submitting a Proposal, further information may be obtained by contacting the Clerk/Administrator, Karlee Britton at (705) 389-2842 x4

**Accessible Formats and Communication Supports Are Available, Upon Request**



TOWNSHIP OF MCKELLAR  
**REQUEST FOR PROPOSAL No. 2025-15**  
**REAL ESTATE BROKERAGE SERVICES FOR SALE OF MUNICIPAL PROPERTY**

**Form of Tender**

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**BID AMOUNT**

For the sale of PLAN 249 BLK A (McKellar). Commissions shall be all-inclusive of all expenses (excluding HST, if applicable) unless otherwise stated.

**Commission Rate** \_\_\_\_\_ %      **or**      **Flat Fee \$** \_\_\_\_\_

**List any Disbursements or Additional Fees not included in the above rates:**

\_\_\_\_\_ \$ \_\_\_\_\_

**H.S.T.** \$ \_\_\_\_\_

**TOTAL PRICE\*:** \$ \_\_\_\_\_

*\* For bid evaluation purposes, if proposing a commission rate, calculate the total commission based on the current assessed value of \$253,000.00. This assessed value is subject to change, as the final sale price will be determined in consultation with and subject to approval by Council, taking into account current market comparables.*

Based on current market conditions, the proponent projects the property will be sold within:  
\_\_\_\_\_ **calendar days** from the date of listing.

By signing below, I acknowledge that I have read and understand this Request for Proposal No. **2025-15** and I agree to abide by the terms and conditions contained here-in.

**Authorized Signature:** \_\_\_\_\_

Name: \_\_\_\_\_ (Please Print or Type)

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Note that this submission form is not transferable and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the RFP.*

## Conflict of Interest Declaration

RFP No.: 2025-15 – REAL ESTATE BROKERAGE SERVICES FOR SALE OF MUNICIPAL PROPERTY

**Property: PLAN 249 BLK A (McKellar)**

RFP Closing Date: Wednesday, September 17, 2025

Proponent Name (Agent): \_\_\_\_\_

Brokerage Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

In submitting this proposal, I/we hereby declare that:

Neither I, as an individual, nor my brokerage, have represented, acted for, or provided real estate services to any current member of the Township of McKellar Council (Mayor David Moore, Cllr. Mike Kekkonen, Cllr. Morley Haskim, Cllr. Nick Ryeland, Cllr. Debbie Zulak) or the Clerk/Administrator (Karlee Britton) for the sale or purchase of their personal or business property within the past 365 days.

To the best of my/our knowledge, there is no actual or perceived conflict of interest in performing the services required under this RFP.

I/we acknowledge that if any potential conflict of interest arises before or during the term of the contract, I/we will immediately disclose it in writing to the Municipality.

I/we certify that the statements made in this declaration are true and correct, and I/we understand that providing false or misleading information may result in disqualification of the proposal or termination of any resulting agreement.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title (Print): \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_



**TOWNSHIP OF MCKELLAR**  
**REQUEST FOR PROPOSAL No. 2025-15**  
Real Estate Brokerage Services for Sale of Municipal Property

**TOWNSHIP CONTACTS AND ADMINISTRATION**

Any questions or any additional information contact:

Karlee Britton, Clerk/Administrator  
Township of McKellar  
701 HWY 124, P.O Box 69  
McKellar, Ontario P0G 1C0  
Email: [clerk@mckellar.ca](mailto:clerk@mckellar.ca)  
Phone: (705) 389-2842 x4

**REQUEST FOR PROPOSAL CLOSING**

**Date of Closing**

RFP submissions can be made until Wednesday, September 17, 2025 at 2:00 PM. RFP submissions received after this date will not be given consideration and returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

**Package Submission Process**

RFP packages shall be submitted by Wednesday, September 17, 2025 at 2:00 PM. in a closed and sealed envelope clearly marked as to contents "RFP No. 2025-15 Real Estate Services", to:

Karlee Britton, Clerk/Administrator  
Township of McKellar  
701 HWY 124, P.O Box 69  
McKellar, Ontario P0G 1C0

**Please note that the lowest or any proposal may not necessarily be accepted.**

**ELECTRONIC SUBMISSIONS (EMAIL) WILL NOT BE ACCEPTED.**

## INTRODUCTION

The Township of McKellar invites qualified real estate agents or brokerages to submit proposals to provide professional brokerage services for the sale of a 1.38 acre waterfront lot at the corner of Craigmore Drive / Burnett's Road legally described as PLAN 249 BLK A.

The Municipality is committed to a fair, open, and transparent process in selecting the service provider who can achieve the best value for the Municipality and its ratepayers.

## BACKGROUND

Property Details:

Legal Land Description: PLAN 249 BLK A  
Roll Number: 492800000134000  
Teranet PIN: 521290557

Acreage: 1.38 ac  
Frontage: 380ft  
Depth: 160ft

Assessed Value: \$253,000.00  
Waterfront – Lake Manitouwabing, Vacant Land



Council held a Public Meeting on June 3, 2025 to inform the public that these lands were being considered surplus. Subsequently, at its meeting of September 2, 2025, Council passed Resolution No. 2025-390, formally declaring the property surplus.

## **SCOPE OF SERVICES**

The successful Proponent will be expected to:

1. Provide a comprehensive marketing plan including listing strategy, signage, online marketing, and outreach.
2. Prepare a recommended listing price based on market analysis, comparable sales, and current conditions. The listing price and any subsequent price adjustments must be reviewed with and approved by Council (or Clerk/Administrator, if designated to do so) before public listing.
3. List and market the property on Realtor.ca and other platforms.
4. Advise on pricing strategy and market conditions.
5. Negotiate with prospective buyers in the best interests of the Municipality.
6. Provide regular written progress reports.
7. Coordinate closing with the Clerk/Administrator and the Township's Solicitor.

## **MANDATORY REQUIREMENTS**

- Be Registered with the Real Estate Council of Ontario (RECO)
- Completion of the Real Estate Salesperson Program through RECO-authorized provider
- Be Affiliated with a RECO Registered Brokerage
- You must carry Errors & Omissions (E&O) Insurance as required by RECO
- No current or recent (within the past 365 days) conflicts of interest with the Clerk/Administrator or members of Council. For clarity, this includes having not represented, acted for, or provided real estate services to any current member of Council or the Clerk/Administrator, in either a personal or business capacity, for the purchase or sale of any property during that period.

## PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include:

1. **Company/Agent Profile** – History, size, location, and areas of expertise.
2. **Experience** – Summary of similar property sales in the last 5 years.
3. **Marketing Plan** – Proposed approach for this property.
4. **Team Members** – Names, qualifications, roles.
5. **Fee Structure** – Commission rate or flat fee, including any disbursements.
6. **References** – Minimum of three recent clients (name, contact info).
7. **Conflict of Interest Declaration.**

**The following documents must be included in the submission package:**

- Proof of current RECO registration (Real Estate Council of Ontario)
- Certificate of Insurance showing active Errors & Omissions coverage
- Certificate of Education Completion for mandatory real estate licensing program(s)
- Proof of most recent RECO registration renewal

## EVALUATION CRITERIA

Criteria	Weight (%)
Relevant Experience	30%
Marketing Strategy	30%
Fee Structure	20%
References	10%
Compliance with Submission Requirements	10%

Proposals will be scored based on the above weighted criteria.

## SELECTION PROCESS

1. Review for completeness and mandatory requirements.
2. Evaluation by Council.
3. Shortlist and possible interviews (optional).
4. Award of RFP at a Regular Meeting.

## **TERMS AND CONDITIONS**

The Municipality is not obligated to accept the lowest fee or any proposal.

The Municipality reserves the right to reject any or all proposals or to cancel the RFP process.

All costs of preparing a proposal are borne by the proponent.

## **QUESTIONS**

All inquiries must be directed in writing to:

Karlee Britton, Clerk/Administrator

[clerk@mckellar.ca](mailto:clerk@mckellar.ca)

Questions will be accepted until Friday, September 12, 2025, at 4:00 p.m. Responses will be shared with all registered proponents.