
TITLE: Land Sales & Development Policy
SECTION: Land and Structures Acquisition and Disposal
POLICY NO: 02300-04

APPROVAL DATE: October 27, 2025

CAO Signature: 

PURPOSE:

1. To provide guidance and authority to the Chief Administrative Officer (CAO) for the sale of developable lots owned by the Town of Amherst;
2. Provide flexibility to the CAO to sell or retain industrial / commercial land based on market conditions and future development needs, with all land sold at no less than its appraised value;
3. To ensure that the sale of lots can occur in a timely manner needed to ensure sales are not impeded by undue process; and
4. To provide guidance to Council on the use of the proceeds of land sales.

POLICY STATEMENT:

Amherst Industrial Park and Ancestral Drive

5. All lots will be appraised by a qualified appraiser to determine market value at least every 36 months from the anniversary date of this policy.
6. The CAO has the authority to sell lots in the Amherst Industrial Park and on Ancestral Drive:
 - a. To facilitate business that meets the criteria of the Amherst Land Use Bylaw and Municipal Planning Strategy.
 - b. At a minimum price equal to at least the appraised value of the property in question, on a cost per square foot basis.
 - c. With an executed agreement that reserves unto the Town an option to purchase the lands conveyed herein at a price equal to 80% of the original selling price if construction of a building or addition thereto has not commenced within 18 months of the purchase completion date.
 - d. The CAO will exercise sole discretion over the timing and conditions of the sale of industrial lots, and may require a site development plan to help facilitate a decision on the sale of the land.

Marshview Drive

7. The CAO has the authority to sell lots on Marshview Drive:
 - a. At the price of \$50,000 per lot.
 - b. With an executed agreement that reserves unto the Town an option to purchase the lands conveyed herein at a price equal to the original selling price if

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construction of a dwelling has not commenced within 36 months of the purchase completion date.

- c. With an executed agreement that reserves unto the Town an option to add a uniform charge intended to recover the costs of land development which are not being recovered in the selling price. Such a charge will be in the amount of \$3,000 per year until such a time as a completed back fill inspection is completed on the property, or for a duration of five years, whichever is less. Such a charge would be annual and not prorated and calculated by April first each year based on the condition of the land during the prior fiscal year and initially commencing April 1 the year after the sale of the property.
- d. With a covenant that states, "No Building other than a single-family dwelling shall be constructed on the lands having a minimum, above grade, square footage of 1300 square feet of total living space (exclusive of an attached or detached garage); and in the case of a dwelling with multiple storeys the ground floor shall be permitted to have a minimum of 750 square feet of living space where the balance of the 1300 square feet is located on the upper floors; and any single-family dwelling may include an accessory suite not exceeding 35% of the living space of the main dwelling, or 1000 square feet, whichever is less. Garden Suites will be regulated as per the land use by-law."

Other Usable Town Land

8. Other usable Town land includes all land other than the above lands that meets the requirements of the Subdivision Bylaw, Municipal Planning Strategy and Land Use Bylaw, and is not required for Town use.
9. The Town of Amherst may make available for sale usable property which Council deems, from time to time, to be surplus to its needs.
10. The sale of property will be undertaken by either public tender, public auction, commission arrangement with local real estate firms, and/or by the Town posting the property for sale. The minimum asking price to be stipulated will be based on the appraised value for the property, prepared by an appraiser licensed and certified to practice in Nova Scotia, or a comparison to other property recently sold by the Town and will be approved by Council before the land is listed for sale.
11. Council may consider any offer presented after public tender.
12. For sale by public auction, Council will set a minimum price
13. Final decision to sell the property rests with Council, unless specific direction is provided by Council to the CAO.

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General

- 14. The CAO may refer a sale to Council at their discretion.
- 15. All sales will be reported to Council at the next scheduled Committee of the Whole meeting.
- 16. All sales will be processed on a first come / first served basis.
- 17. When the CAO and purchaser cannot agree on a sale the proposed sale will be referred to Council for a decision.

Proceeds from the Sale of Land

Proceeds from all land sales will be placed in the Capital Reserve in a separate G/L named Reserve Land Sales. Any expenses incurred relating to land sales will be paid for from the proceeds of sale in the Capital Reserve – Reserve Land Sales.

The Capital Reserve – Reserve Land Sales funds are only to be used for future capital land development costs or land purchases.

Title/Role	Responsibilities
CAO	Negotiate terms of sales in the industrial park; execute purchase and sales agreements that meet policy
Director of Planning	Market land for sale; coordinate real estate transactions; ensure efficient planning and development approval processes are in place.
Director of Finance	Ensure that land sale proceeds are placed in the Land Sales G/L in the Capital Reserve fund.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Chief Administrative Officer	Council	October 27, 2025

Minutes Reference Date: 27 October 2025