



Policy Name: Land Acquisition and Disposition Policy	
Date Approved: March 10, 2025	Date Reviewed: February 24, 2025
Department: Economic Development	Policy #09-6000-01

1. Purpose

To establish a structured framework for the acquisition and disposition of land owned by the Town of Riverview, ensuring decisions align with Council’s strategic objectives of:

- a) Promoting affordable housing;
- b) Expanding the commercial, residential, and institutional tax base;
- c) Investing in capital infrastructure to support affordable housing, municipal infrastructure, community growth, other government services; and
- d) Enhancing recreational facilities, supporting the establishment of community services, trail connectivity, and green spaces to meet the needs of residents.

2. Guiding Principles

All decisions on land acquisition and dispositions will:

- a) Align with the Town’s Strategic Plan and long-term objectives;
- b) Be informed by thorough analysis and need for land;
- c) Maintain fiscal responsibility; and
- d) Follow a collaborative process.

3. Applicability

This policy applies to all land owned, acquired, or disposed of by the Town of Riverview, in any zone, for the long-term benefit of the community. This Policy does not apply to lands that have existing legal distinction(s) or purposes, such as land transfers with conditions pursuant to Section 76 of the [Community Planning Act](#).

4. Definitions

ADMINISTRATION – means the staff of the Town of Riverview.

AFFORDABLE HOUSING – means housing deemed affordable by the Canada Mortgage and Housing Corporation (CMHC) and/or the Government of New Brunswick Department of Social Development.

BUILDING CODE ADMINISTRATION ACT, SNB 2020 c.8 – refers to the [Act](#) that establishes comprehensive framework for the regulation of building construction, alteration, and demolition within the province of New Brunswick.

BY-LAW NO. 300-7 – refers to the [zoning by-law](#) of the Town of Riverview.

CAO – refers to the Chief Administrative Officer of the Town of Riverview.

COMMUNITY PLANNING ACT – refers to the [Act](#) that establishes minimum standards for development in areas without plans, and provides planning tools for local governments and planning authorities.

COUNCIL – means the elected Mayor and Councillors of the Town of Riverview.

LAND ACQUISITION – refers to the process of purchasing property in the interest of Council's strategic objectives pursuant to this Policy.

LAND DISPOSITION – refers to the process of transferring ownership or control of land from one party to another in the interest of Council's objectives pursuant to Section 1 of this Policy.

LEGAL AGREEMENT – means an agreement to be entered between a landowner or buyer and the Town of Riverview which sets forth in detail the conditions, terms, covenants, and obligations of both parties in the transfer of land title(s).

LOCAL GOVERNANCE ACT, SNB 2017, C.18 – refers to the [Act](#) that represents a comprehensive legislative framework governing local governments within the province of New Brunswick.

NON-PROFIT DEVELOPMENT – means a not-for-profit corporation or company, duly incorporated and maintained under applicable provincial or federal legislation, that operates exclusively for any other purpose besides profit, and in which no part of its income is payable or otherwise available for the personal benefit of any proprietor, member, or shareholder thereof.

RFP – means Request for Proposals issued by the Town to solicit proposals from developers, businesses, or organizations for the purchase of land owned by the municipality.

SURPLUS LAND – means land(s) that the Town has determined it has no need for, or is interested in soliciting proposals for, to meet Council's strategic objectives pursuant to Section 1 of this Policy.

TOWN – refers to the Town of Riverview's municipal government.

All terms which are not specifically defined herein but defined within the Definitions of Town's [Zoning By-Law No. 300-7](#) or the [Building Code Administration Act, SNB 2020 c.8](#) shall be interpreted in accordance therewith.

5. Land Identification for Acquisition or Disposition

Lands to be acquired or disposed of can be identified by:

- a) Council;
- b) Administration;
- c) Inter-departmental consultations on acquisitions or dispositions to fulfill a specific mandate;
- d) Municipal Plan or municipal strategies addressing needs for land(s);
- e) A third party offering to sell their land to the Town, or to buy land owned by the Town;
- f) Public listing(s) of land(s) for sale.

6. Land Acquisition Process

a) Identification of Land(s) and Preliminary Analysis

Administration analyzes the identified land parcel(s), in light of the following considerations:

- i. Alignment with the purpose of this policy outlined in Section 1;
- ii. Opportunities to buy land on fair or favorable terms for the Town;
- iii. Need for land;
- iv. Current zoning and land use, and adjacent lands' zoning and use(s);
- v. Whether land(s) protect municipal assets or enhance existing ownership (i.e., land adjacent to Town-owned land, etc.);
- vi. Feasibility of land development (i.e., size, location, existing use(s)/structure(s), development constraints, availability of municipal services, etc.);
- vii. Proximity to public and active transportation networks and municipal services (i.e., bus stops, sidewalks, water, sewer, etc.);
- viii. Proximity to services and public amenities (i.e., healthcare services, education facilities, parks and trails, etc.);
- ix. Support of non-profit development; and
- x. Community benefits and/or positive economic outcomes, such as increased affordable housing stock, tax base, or job creation.

Administration gathers detailed information on the above-listed considerations, land value, and any terms and conditions associated with the land use(s), and subsequently a comprehensive written analysis is prepared and submitted to the CAO.

b) Internal Review and Consultation

The CAO reviews the submitted analysis.

Administration coordinates an interdepartmental review of the analysis, at minimum, requesting feedback from relevant department leads, to determine if any wish to proceed with the land acquisition for a specific purpose pursuant to its objectives.

c) Council Review

In preparing any Council Report Forms related to acquisitions, Administration shall include and highlight all considerations listed in Section 6(a) of this Policy.

If Administration determines an acquisition would be beneficial to the Town, it shall provide a recommendation to Council in a private session per the [Local Governance Act, SNB 2017, c.18](#), Section 68(1)(d). i.e., *the proposed or pending acquisition or disposition of land*.

Following an achieved Council consensus in a private session, all land transactions involving the Town will be subject to a resolution of Council, during a Regular Council Meeting, as per the [Local Governance Act, SNB 2017, c.18](#).

7. Land Disposition Process

a) Identification of Land(s) and Preliminary Analysis

Administration analyzes the identified land parcel(s), in light of the following considerations:

- i. Alignment with the purpose pursuant to Section 1 of this Policy;
- ii. Re-purpose of underutilized properties to optimize resource allocation;
- iii. Stimulating economic activity in vacant or underdeveloped properties;
- iv. Community benefits and/or positive economic outcomes, such as increased affordable housing stock, tax base, or job creation; and
- v. Maximization of value for the Town.

Administration gathers detailed information on the above-listed considerations, land value, and any terms and conditions associated with land use, and subsequently a comprehensive written analysis is prepared and submitted to the CAO.

b) Internal Review and Consultation

The CAO reviews the submitted analysis.

Administration shall coordinate an interdepartmental review of the analysis, at minimum, requesting feedback from relevant department leads, to determine if any wish to proceed with the land disposition for a specific purpose pursuant to its objectives.

c) Designation of Surplus Lands

If Administration determines that there is no immediate, planned, or foreseeable use for the land, it may be designated Surplus Land(s).

Administration shall obtain information on the market value of the Surplus Land(s) by consulting at least one (1) real estate professional and present a recommendation for the disposition before Council in a private session.

Land owned by the municipality may be deemed as Surplus Land, at the discretion of Council in a closed session. At no point does designating land as Surplus Land determine that it shall be transferred, sold, or disposed of, but rather, that the Town shall commence the public process of soliciting proposals for the disposal of land.

d) Council Review

In preparing any Council Report Forms related to dispositions, Administration shall include and highlight all considerations listed in Section 7(a) of this policy.

If Administration determines a disposition would be beneficial to the Town, it shall provide a recommendation to Council in a private session per the Local Governance Act, SNB 2017, c.18, Section 68(1) d. i.e., *the proposed or pending acquisition or disposition of land*.

Following an achieved Council consensus in a private session, all land transactions involving the Town will be subject to a resolution of Council, during a Regular Council Meeting, as per the Local Governance Act, SNB 2017, c.18.

e) Direct Sale

Where Council deems Surplus Land(s) to be disposed of to generate revenue or for the purpose of economic development projects benefitting the Town, the Town has the sole discretion to determine the selling price of the Surplus Land(s).

The Town may list the sale on the Town's website or with a licensed real estate broker of their choice. Either channel will serve as public notice of the intent to dispose and sell Surplus Land(s). Offer acceptance remains subject to authorization via Council resolution in a Regular Council Meeting.

f) Public Notice of Solicitation of Proposals

Where Council deems Surplus Land(s) to be disposed to increase development activity, the Town shall issue a public solicitation of proposals or through direct communication with interested third parties, at the discretion of the Town, with the following information:

- i. Bidding process, including timeframes, submission deadline, and bid requirements;
- ii. Surplus Land(s) information including location, size, zoning, permitted use, existing structures if any, serviceability, etc;

- iii. Studies, surveys, or other information available or commissioned on the land(s), where applicable (i.e., topographic surveys, water studies, subdivision plans, etc.);
- iv. Desired use of the Surplus Land(s), in alignment with the purpose pursuant to Section 1 of this Policy;
- v. Required supplemental information to be submitted with the proposal such as a letter of intent, references, contract(s) and obligations required by proponents, terms, etc.;
- vi. Council presentation requirements, if selected to move forward; and
- vii. Any other information the Town requires as part of the RFP submission.

g) By-Invitation – Solicitation of Proposals for Non-Profit Development

Where Town Council determines that the disposal of Surplus Land(s) will address one or more socio-economic needs of the community and contribute to the Town's revenue growth, and will address one or more strategic objectives of this Policy outlined in Section 1, the Town reserves the right, at its discretion, to solicit proposals from established not-for-profit organizations.

In this event, a targeted solicitation of proposals for the disposition of Surplus Land(s) will be initiated by direction from Council, and third parties shall be required to follow the same process as outlined in Section 7(f), with the exception that the notice will not be publicly posted prior to the evaluation process.

During closed Council sessions, Administration may request, propose, or make recommendations to solicit proposals from qualified not-for-profit organizations, in accordance with Section 68(2)(b) of the Local Governance Act, SNB 2017, c.18.

While this channel exists to favor not-for-profit organizations in the pursuit of affordable housing projects, offering additional governmental or community services, or any other non-profit activity, it does not exclude not-for-profit organizations from submitting offers in response to a Direct Sale (pursuant to Section 7(e)) or proposals in response to a Public Notice of Solicitation of Proposal (pursuant to Section 7(f)).

h) Evaluation of Proposals by Administration

Following the RFP process, proposals including bids shall be evaluated confidentially by the CAO. This evaluation may include other members of Administration, at the discretion of the CAO, based on the intended use(s) of the Surplus Land(s). This evaluation shall be for the sole purpose of determining the eligibility of proposals submitted in alignment with the criteria posted as part of the RFP process. In the event of multiple proposals, the CAO shall determine a short-list of up to three (3) proponents to move onto the presentation phase.

i) Proposal Presentations – Closed Council Session

Following the confirmation of eligibility and/or short-listing of up to three (3) proponents, the CAO shall notify the Town Clerk of the need to have a Closed Session, pursuant to Section 68(1)(d) of the [Local Governance Act](#), for presentations from the short-listed proponents.

All proponents who reach this stage shall have equal opportunity to present their proposal to Council. Using a consistent evaluation matrix provided by Administration, Council shall evaluate all proposals and determine the successful proponent.

Council has the discretion to assign varying levels of importance to the factors outlined in the proposals. In cases where proposed land use offers significant community benefits, Council may, by consensus, select a proposal to move forward even if it is not the highest bid.

j) Disposal of Land(s)

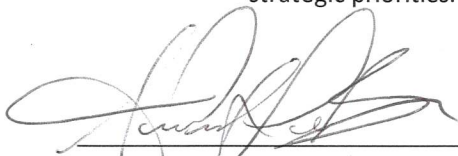
Following the public process, Administration shall enter into negotiations, pursuant to the terms advertised by the Town, with the successful proponent. The decision must be ratified in a Regular Session of Council, pursuant to the [Local Governance Act](#), prior to entering and executing formal agreements.

Funds received from the disposition of lands will be allotted to the General Operating Fund.

8. Monitoring and Reporting

Administration will:

- a) Maintain an inventory of all Town-owned land, including properties acquired and disposed of; and
- b) This policy will be reviewed as necessary to align with the Town’s evolving needs and strategic priorities.


MAYOR ANDREW J. LEBLANC


COLIN SMITH, CHIEF ADMINISTRATIVE OFFICER