

CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

BY-LAW NUMBER 2025-64

Being a by-law to establish a policy for the sale of land within the Wendover Industrial Park.

WHEREAS Sections 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, chapter 25, as amended, provides powers and broad authority to municipalities to establish by-laws to govern the structure of the municipality and its local boards; and

AND WHEREAS the Corporation of the Township of Alfred and Plantagenet deems it advisable to establish and adopt a policy for the sale of vacant industrial land owned by the municipality; and

AND WHEREAS the Council of the Corporation of the Township of Alfred and Plantagenet deems it advisable to adopt a Sale of Industrial Land Policy to ensure a fair and transparent process to govern the sale of land within the Wendover Industrial Park;

NOW THEREFORE, the Council of The Corporation of the Township of Alfred and Plantagenet enacts as follows:

1. **THAT** the sale of land within the Wendover Industrial Park policy hereto attached as Schedule "A" to this by law be approved.

READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS 4th DAY OF NOVEMBER 2025.

Yves Laviolette, Mayor

Julie Prud'homme, Clerk

SCHEDULE « A »



Policy Title:	Wendover Industrial Park Land Sale Policy
Policy Category:	Administration Policy
Policy No.:	A-001
Department:	Economic Development
Approval Date:	November 4, 2025
Revision Date:	November 2030
Author:	Michel Potvin, CAO
Attachments:	Schedule “A”- Letter of Intent Schedule “B”- Prioritization of Industrial Land Sales Schedule “C”- Site Plan of Wendover Industrial Park
Related Documents/Legislation:	Municipal Act, 2001, S.O. 2001, chapter 25, sections 9 and 11.

POLICY STATEMENT:

The Township of Alfred and Plantagenet is committed to formalizing a well-defined and transparent process for the sale of land within the Wendover Industrial Park.

PURPOSE:

This policy will provide consistent guidelines for the evaluation and approval and sale of Industrial Land.

POLICY:

1) Review Process

- a. All inquiries related to the industrial park will be directed to the Economic Development Officer or the Chief Administrative Officer.
- b. Parties interested in acquiring one or more lots may reserve a lot by submitting a non-binding letter of intent to the Economic Development Officer in the form prescribed at Schedule “A”- Letter of Intent.
- c. Letters of Intent will be evaluated by the Township against the criteria listed at Schedule “B”- Prioritization of Industrial Land Sales.

- d. Results of the evaluations of the Letters of Intent shall be presented to Council by the Chief Administrative Officer for final approval.
- e. Successful proponents will then be required to enter into a binding Agreement of Purchase and Sale to confirm the purchase of land in the industrial park.
- f. The Economic Development Officer will receive, on behalf of the Township of Alfred and Plantagenet, all Agreements of Purchase and Sale.
- g. Council will annually review and approve the pricing schedule, the standard terms and conditions related to industrial property sales, as well as any parameters and limitations of negotiation.
- h. All land sales will be reported to Council on a semi-annual basis.

2) Price of Land and Deposit

- a. For the properties that are highlighted in pink in Appendix C, the selling price for industrial land will be set at \$250,000 per acre, prorated.
- b. For the properties that are highlighted in blue in Appendix C, the selling price for industrial land will be set at \$225,000 per acre, prorated.
- c. Council will annually review and approve the pricing schedule.
- d. A 20% deposit will be payable by certified cheque, bank draft or wire transfer to Township's law firm, as directed, and will be accompanied with the Agreement of Purchase and Sale. The transaction will close within two (2) months from the date of the signing of the Agreement of Purchase and Sale by both parties.
- e. Construction of the building will be started within twenty-four (24) months after the closing date of sale of land. Otherwise, the Township will have the option to repurchase the land at 80% of its original sale price.

3) Delegated Authority

- a. That the Mayor and the Chief Administrative Officer be authorized by Council to enter into and effect Agreements of Purchase and Sale of municipal industrial lands.
- b. That priority for sales be given to businesses having the greatest economic impact and/or generating high levels of employment, so that municipal investments in land development and infrastructure are optimized. Priorities and preferences for sales are established by Appendix B of this by-law: "Prioritization of Industrial Land Sales".

4) Costs

- a. All connection fees to municipal services from the building will be the responsibility of the buyer. Furthermore, the buyer will be responsible for any and all non-municipal utility fees- including connection fees- such as hydro, natural gas, cable, internet, etc.
- b. The buyer will be responsible for land survey costs, as it relates to its property.

5) Reserve

- a. Land sale revenues will be transferred into a reserve. The uses of the reserve balances will be limited to the repayment of any principal and interest payments associated with borrowing for the acquisition, planning and/or servicing of municipal industrial lands.
- b. A portion of the municipal tax revenues generated from the new constructions will also be transferred into a reserve and used to finance operational costs generated from the development, including but not limited to fire protection and asset management.

6) Attachment(s)

Attachment A: Letter of Intent

Attachment B: Prioritization of Industrial Land Sales

Attachment C: Site Plan of the Wendover Industrial Park

APPENDIX “A”
LETTER OF INTENT

Attention: info@alfred-plantagenet.com

Township of Alfred and Plantagenet
205 Old Highway 17
Plantagenet, Ontario K0B 1L0

Re: Letter of intent to purchase land in the Wendover Industrial Park

The purpose of this letter is to confirm my interest in acquiring one or more lots in the future Wendover Industrial Park. As requested, I am enclosing a copy of the document “Checklist-letter of intent to purchase land”.

I understand that this letter of intent is non-binding. It does not guarantee that I will obtain a lot and does not create any legal relationship between me and the township. I acknowledge that this letter of intent will serve solely as a planning document for the township in connection with the development of the site.

In order to support the municipality in its planning and land allocation process, my priorities for the plots of land are as follows:

1. First choice (lot number and size) :
2. Second choice (lot number and size) :
3. Third choice (lot number and size):

Thank you for your consideration. I look forward to working with the municipality on this important economic development initiative.

(print name below and sign above)

Encl. Checklist- Letter of intent to purchase land

Checklist- Letter of intent to purchase land Wendover Industrial Park		
1	Please describe, in 50 words or less, the nature of your proposed project.	
2	How many jobs do you expect to create or maintain with your project? Please select only one of the suggested answers.	0-2 employees per acre 3-10 employees per acre 11-20 employees per acre 21-30 employees per acre 31+ employees per acre
3	How would you describe, in 50 words or less, the quality of employment to be created or maintained (fair wages, safety and ethics, work-life balance, skills development and training, benefits, encourages the hiring of local residents, etc.)?	
4	What if the proposed lot coverage of the initial planned construction?	Less than 7% 7% to 10% 10% to 12.5% 12.5%-15% 15% to 20% More than 20%
5	How soon would you expect to commence construction of your project once the site becomes accessible (expected to be Spring/Summer 2026)?	More than 15 months 12-15 months 8-12 months 6-8 months 4-6 months Less than 4 months
6	Is the business already established in the Township of Alfred and Plantagenet and is looking to purchase land for expansion?	Yes / No

APPENDIX “B”

PRIORITIZATION OF INDUSTRIAL LAND SALES

Criteria for prioritization of sale		Points assignment	Points
1	Is the business part of, or complementary to the key industry sectors that the municipality wants to support/attract/grow?	No- 0 points Yes – 10 points	
2	Employment per acre of proposed acre of sale	0-2 employees per acre- 0 points 3-10 employees per acre – 5 points 11-20 employees per acre – 10 points 21-30 employees per acre- 30 points 31+ employees per acre – 40 points	
3	Proposed lot coverage of the initial planned construction	Less than 7% - 0 points 7% to 10% - 10 points 10% to 12.5% - 15 points 12.5%-15% -20 points 15% to 20% - 25 points More than 20% - 30 points	
4	Construction timeframe: Commitment to start construction (completion within 12 months of start of construction)	More than 15 months- 0 points 12-15 months- 5 points 8-12 months – 10 points 6-8 months- 15 months 4-6 months – 20 points Less than 4 months- 25 points	
5	Quality of employment (fair wages, safety and ethics, work-life balance, skills development and training, benefits, encourages the hiring of local residents, etc.)	Not acceptable- 0 points Acceptable- 5 points	
6	Is the business already established in the Township of Alfred and Plantagenet and is looking to purchase land for expansion?	No- 0 points Yes – 5 points	
7	How well does the proposed development comply with the applicable zoning by-law provisions and align with the policies and objectives of the Official Plan.	Not acceptable- 0 points Acceptable- 10 points	
8	Estimated annual municipal taxes to be generated upon building/facility completion of initial phase	Less than \$5,000 – 0 points \$5,000 to \$10,000 – 5 points \$ 10,001 to \$15,000 – 10 points More than \$15,000 – 15 points	
Total			

APPENDIX "C"

SITE PLAN- WENDOVER INDUSTRIAL PARK

