



Sale of Surplus Municipal Real Property: Community Interest

Administration Order 50

Call for Submissions

Civic Address	64 True North Crescent, Dartmouth			
Call for Submissions Closing Date	Day – Friday, 5 th	Month – June	Year 2020	4:30 p.m. local time

Introduction

The opportunity for non-profit organizations to acquire surplus municipal property is coordinated through Administrative Order 50. A copy of this policy is available online at: www.halifax.ca/legislation/adminorders/documents/A050.pdf. When assigning disposal through the Community Interest category of Administrative Order 50, Regional Council has indicated that they are prepared, but not obliged, to consider the sale of a surplus municipal property at less than market value to a non-profit organization.

Guidebook

Prospective applicants should refer to the *Sale of Surplus Municipal Real Property: Community Interest Administrative Order 50 Guidebook* for assistance in preparing a submission, the evaluation of proposals, and the decision-making process. The guidebook is available online:

www.halifax.ca/business/doing-business-halifax/community-interest-surplus-properties-disposal.

A printed copy can be requested from the Grants & Contributions office.

Official Contact

Inquiries regarding this Call for Submissions must be directed to the Grants & Contributions office, Finance & Asset Management, at the email address below:

A050@halifax.ca

Submission

Submissions shall be mailed to: Halifax Regional Municipality
Finance & Asset Management (Grants & Contributions)
5th Floor, 40 Alderney Drive, Dartmouth Nova Scotia, Canada B2Y 3N5

Section A. Property Identification

The Halifax Regional Municipality (“HRM”) invites applications from registered non-profit and charitable organizations to acquire:

- 64 True North Crescent, PID 40414187

The subject property has been declared surplus to HRM’s requirements. Regional Council has approved disposal under the Community Interest category of Administrative Order 50.

1. Location and Zoning of Subject Property

The subject property is located 64 True North Crescent, Dartmouth as shown in the site map below. The subject property is currently zoned TH (**Town Housing**) permitted uses include the following:

The following uses only shall be permitted in a TH Zone:

- Two or more one-family dwellings, which are attached vertically, and which have their own independent entrances and exits;
- schools;
- any use accessory to any of the foregoing uses.

See: Section C. SUPPLEMENTARY INFORMATION of this document for reference to the HRM Land Use By-law.

Site Map/Ariel Photo



2. General Description

The property is a vacant lot. The size of the lot is 21,504 square feet.

Photograph: See above aerial photograph with lot identified by arrow.

3. Property Value

In 2019, HRM retained the services of Turner Drake and Partners Ltd. It was determined that the appraised market value for PID# 4041487, 64 True North Crescent, Dartmouth, to be \$64,512.

The 2019 assessed value of the property as determined by Property Valuation Services Corporation is **\$94,800 LAND** and **\$ N/A** building(s)). Vacant Lot

The current tax rates for this location are **\$2.9880** & Commercial and **\$0.7600** Residential

4. Site Visit

There will be no site visit; property is Vacant

5. Supplementary Information

Additional information is included in Section C. SUPPLEMENTARY INFORMATION of this document.

Section B. Call for Submissions

Section B should be read in conjunction with the *Sale of Surplus Municipal Real Property: Community Interest Guidebook* to ensure that the process, evaluation, and decision-making process is understood. The guidebook is available online:

www.halifax.ca/business/doing-business-halifax/community-interest-surplus-properties-disposal.

6. Eligibility

All applicants must be a registered non-profit organization as of the date of application (on or before the application deadline stated on the front cover of this document, "Call for Submissions"). A non-profit organization includes the following:

- A society pursuant to the Societies Act (1989);
- A non-profit association pursuant to the Co-Operatives Associations Act (1989);
- A non-profit corporation pursuant to the Canada Not-for-profit Corporations Act (2009);
- A registered charity pursuant to the Income Tax Act (Canada);
- A non-profit organization pursuant to an Act of the Nova Scotia Legislature.

Unsolicited expressions of interest will not be considered outside the formal Call for Submissions. Any verbal or written communication with respect to the possible sale of the property shall be directed to the formal Community Interest disposal process as set out in Administrative Order 50.

7. Application Deadline

Written submissions will be accepted until the end of business day, 4:30pm local time, on the date stated on the front cover of this document, "Call for Submissions". Extensions and late applications will not be considered.

Submissions will not be accepted by email. Applications must either be date-stamped and initialed by a member of HRM staff, post-marked by Canada Post Corporation, or delivered by commercial courier with the date and time of delivery verified. Submissions without proof of date and time of application will not be considered.

8. Application Form

An application form is attached to this document and online at: www.halifax.ca/business/doing-business-halifax/community-interest-surplus-properties-disposal. This form must be completed, signed by the Chair of the Board of Directors, and affixed to the front of your submission.

9. Applicant's Expenses

Applicants are responsible for expenses incurred in preparing, delivering or presenting a proposal, whether or not Regional Council approves the proposal submitted for this application.

10. Currency and Taxes

Amounts included in the submission are to be quoted in Canadian dollars, excluding deed transfer tax (1.5% of the sale price) and HST where applicable.

11. Compliance with Laws

In the event that Regional Council approves the submission, the applicant shall give all notices and obtain all licenses and permits required to perform any proposed work or process required. The applicant shall comply with all laws applicable to completing any required or optional work.

12. Evaluation Process

Applications will be reviewed based on the information provided in the submission using a standard scoring process as described in the *Sale of Surplus Municipal Real Property: Community Interest Administrative Order 50 Guidebook*. Sufficient detail should be included in the proposal to enable the evaluation team to understand the submission and develop a recommendation for Regional Council.

Any subsequent submission of written documentation in support of a proposal shall not be considered unless expressly requested by the HRM staff evaluation team. If clarification or additional information is required, the applicant will be contacted using the **A050@halifax.ca** email address.

After a Call for Submissions has officially been issued, the applicant shall direct all questions regarding this Call for Submissions to the official contact at: **A050@halifax.ca**. Any attempt on the part of the applicant or any of its employees, agents or representatives to contact any of the following persons with respect to this Call for Submissions may lead to disqualification:

- any member of an evaluation team or any expert advisor to them;
- any member of HRM staff other than the official contact;
- any member of the public who serves in a volunteer capacity on an agency, board, commission or committee convened by Council.

A copy of the *Sale of Surplus Municipal Real Property: Community Interest Staff Evaluation Guidelines* is posted online: www.halifax.ca/business/doing-business-halifax/community-interest-surplus-properties-disposal.

Table 1. Weighted Scoring: Call for Submissions - Property Valued \$250,000 or less		
Criteria	Description	Points
Viability	Organization's financial status and organizational stability; related experience or success; completeness of the application; test of assumptions and projections in simplified business plan.	35
Benefit to the Community	Continuation of an existing non-profit program, service or amenity; the applicant provides a program, service or amenity not offered by the Municipality or another non-profit in the local area; the cultural or historical significance of the property.	35
Benefit to the Municipality	Alignment of intended use and programming with the Municipality's mandate or priority interests.	20
Compensation	Any discount sale price and any ancillary agreements for which financial compensation not received; direct or indirect impact on municipal operating and capital budgets or reserves.	10
		100

13. Applicant's Due Diligence

The property is to be sold "as is" and "as zoned". The applicant must satisfy themselves as to the exact nature and existing condition of the property and any necessary improvements required relative to their intended use. Costs incurred to achieve this level of satisfaction are the sole responsibility of the applicant.

HRM may have in its possession, or undertake, environmental reports, a building condition or energy assessment, and further investigations. These documents are provided to applicants on the HRM web site at this address:

www.halifax.ca/business/doing-business-halifax/community-interest-surplus-properties-disposal.

A list of these materials is included in Section C. SUPPLEMENTARY INFORMATION of this document. HRM does not, however, guarantee any condition of the property nor the accuracy of the information presented in the reports. The applicant is required to substantiate the findings for their submission and costing.

Where a property has been occupied by a third party or vacant for an extended period, information on annual operating costs may be unavailable. Further, the Municipality's costs are reduced due to bulk purchasing, a self-insured discounted premium, and partial HST. Therefore, applicants are cautioned that a direct comparison with a new owner's costs may prove erroneous.

An opportunity to increase or amend the terms of offer submitted will not be allowed under the Call for Submissions process. Staff will not negotiate content once the application is submitted but the staff contact may refer questions of clarification on behalf of the evaluation team.

The applicant is responsible for confirming the property's tax and zoning status and the implications of same in the development of their proposal (for example, permitted use in relation to occupancy, parking, or site re-development).

14. Underground Infrastructure

If successful, the Purchaser will be required to carry out any necessary relocation, construction or improvements to the underground infrastructure at their sole cost. Underground infrastructure refers to sanitary sewage systems, storm water drainage system, domestic water system, all electrical and communications cabling, and other utility costs.

15. Permits and Approvals

The Purchaser shall be responsible for obtaining all required approvals and permits prior to the start of any work on site. The process for obtaining Municipal approval(s) will be independent of the sale process; an Agreement of Purchase and Sale does not presume or imply the Municipality's approval of subsequent applications for permits, re-zoning, variances, or a development agreement.

16. HRM's Terms and Conditions of Sale

Any restrictions on the sale, lease, or use of a property shall be determined by HRM in advance and these may affect appraised market value. The Purchaser may be required to maintain the property in accordance with these restrictions, including any "extraordinary" and heritage elements as identified within Section 2. GENERAL DESCRIPTION of this Call for Submissions.

Current property expenditures by HRM will be discontinued upon the closing date of the property sale. Expenditures include, but are not limited to liability insurance, future re-capitalization, holding costs including leasing, or any operating grant provided by the Municipality.

17. Closing of Sale Process

For a successful applicant, the closing process on the sale of the property is typically within sixty (60) days of receiving the required Municipal approvals for the transaction following Regional Council's approval.

18. Buy-Back Agreement

Subject to Regional Council approval, a property sale at less than market value may include a Buy-Back Agreement in addition to the Agreement of Purchase and Sale. A Buy-Back Agreement has an initial 25-year term followed by a review by Regional Council to consider continuation, amendment or release of the

agreement. A Buy-Back Agreement may restrict an owner's ability to secure financing. Under such circumstances, application must be made to HRM for consent to encumber the asset.

Refer to the *Sale of Surplus Municipal Real Property: Community Interest Administrative Order 50 Guidebook* for further detail and a sample Buy-Back Agreement.

19. Recovery of HRM's Costs

In accordance with Schedule 2 of Administrative Order 50, the following closing costs shall be applied as follows:

Migration and Deed Fee	maximum \$2,500 per property transaction plus HST
Appraisal/Comparative Market Analysis	lessor of 50% of the cost of the appraisal or \$2,500 per property transaction plus HST
Plan of Survey for the Subdivision of Land, including lot consolidation, legal description and deed	full cost recovery (HRM will provide an itemized invoice)

Organizations unable to pay closing costs in full prior to conveyance may request a payment plan option. The terms of a payment plan are included in Schedule 2 of Administrative Order 50.

20. Access to Information and Privacy

Applicants are advised that any records created by the Municipality can be requested under Freedom of Information and Privacy legislation. Applicants will be notified by HRM should such a request be received related to their application. Proposals may be affixed in their entirety, or extracts included, in reports to Regional Council.

Section C. Supplementary Information

The Subject property: 64 True North Crescent, Dartmouth falls under the Dartmouth Land Use By-Law: see <https://www.halifax.ca/about-halifax/regional-community-planning/community-plan-areas/dartmouth-plan-area>

Caution: for questions related to zoning and the current land use by-law for this parcel of land, applicants should contact HRM Planning.

See: HRM's Planning and Development, Building and Compliance online: <https://www.halifax.ca/business/planning-development> or in person:

Alderney Gate
40 Alderney Drive, 1st Floor
Dartmouth, NS B2Y 2N5
9:30 a.m. to 4:30 p.m. Monday to Friday

Bayers Road Centre
7071 Bayers Road
2nd Floor Towers
Halifax, NS B3L 4P3
9:30 a.m. to 4:30 p.m. Monday to Friday

Email: contact@halifax.ca

Phone: 311 or 1-800-835-6428

Fee waiver for affordable housing developments:

Regional Council approved an amendment to By-law B-201 Respecting the Building Code that allowed for the exemption of building permit fees for developments proposed by not-for-profit organizations or charities that include affordable housing units. The waiving of building permit fees is intended to support the expansion of the non-profit housing stock in the Municipality.

For details please see the following on line information:

<https://www.halifax.ca/home-property/building-regulations/permits-inspections-building-projects>

Halifax Water:

The property has a Halifax Water Easement located on the rear (opposite True North Crescent) of the lot. A copy of the survey identifying the easement is available on line:

<https://www.halifax.ca/business/doing-business-halifax/community-interest-surplus-properties-disposal>

Application for Property Purchase: Community Interest

Please complete this form and attach to the front of your submission to Grants & Contributions, Finance & Asset Management, Halifax Regional Municipality, 40 Alderney Gate, Dartmouth, Nova Scotia B2Y 3N5.

1. Civic Address of the Property of the Subject Property:

2. Name of Applicant Organization(s) and Registration Number(s):

- Nova Scotia Registry of Joint Stocks (society, cooperative): # _____
- Federal Government (charity, non-profit corporation): # _____
- If incorporated under an Act of the Nova Scotia Legislature please include the name of the Act:

3. Name of Official Contact, Telephone Number, Email Address, and Mailing Address:

4. Declaration and Signature of the Chair of the Board of Directors:

I hereby certify that:

all statements, both written and verbal, made in relation to the submission affixed to this application to the Halifax Regional Municipality for the subject property are true and accurate and it is understood that any misrepresentation of material facts may lead to rejection of this submission; the applicant organization(s) is/are entirely non-profit and excludes private and for-profit interests; it is understood that the provision of false or misleading information such that the Municipality was induced to grant a less than market value sale of property, the Municipality may buy back the subject property as per the terms of the Buy-Back Agreement (if applied to the conveyance) or comparable terms.

Chair, Board of Directors

(Day/Month/Year)



Halifax Regional Municipality
Grants and Contributions
2018