

## Community Interest Surplus Property Disposal - Frequently Asked Questions

### **Q. What is Administrative Order 50 - Disposal of Surplus Real Property?**

**A.** Administrative Order 50 – Disposal of Surplus Real Property, is the municipal legislation that outlines the process to sell any real estate it owns. Surplus real property means that there has been no identified need for the municipality to continue to own that property. Properties are organized in following categories: Economic Development, Community Interest, Ordinary Sale, Remnant, Extraordinary, Intergovernmental Transfer.

### **Q. How does my non-profit organization purchase a Community Interest property?**

**A.** The first step of the process is a Public Information Meeting, where staff informs the community about the property specific details and the application process. Then a Call for Submissions will be released to invite all interested non-profit organizations to submit an application to purchase. The Call for Submissions document will include important property specific information, deadline dates, and the application process outline (including the requested application materials).

### **Q. How long does my non-profit organization have to prepare my application to purchase?**

**A.** Administrative Order 50 indicates that non-profit organizations have a minimum of 90 days to a maximum of 120 days to prepare and submit their application. The time frame will vary depending on the property available for sale and the submission date will be documented in the Call for Submissions

### **Q. How is my application to purchase the property evaluated?**

**A.** All applications received by the submission deadline will go through a two-step evaluation process, as outlined in Administrative Order 50. The first evaluation step is completed by a staff team using evaluation criteria outlined in the Administrative Order. The criteria and related scoring method can be viewed through this link: [Staff Evaluation Guidelines](#). The second evaluation step is completed by Regional Council using different evaluation criteria, also outlined in Administrative Order 50.

### **Q. How will I know if my application to purchase the property is successful?**

**A.** The results of the staff evaluation will be presented to Regional Council in a report at a regularly scheduled Council meeting, which is open to the public. If Regional Council approves to proceed with the process to sell to an applicant at a below market value price, the municipality is required to hold a Public Hearing at which the community will have the opportunity to provide feedback for Council's consideration. Council will then vote to proceed or not with a lower than market value sale with an applicant. Staff do not have the authority to discuss or release Council report contents prior to being available for review by Regional Council or a committee of Council.

### **Q. Will my non-profit organization need to pay property taxes on a property purchased from the municipality?**

**A.** Yes. Ownership of property requires payment of property taxes. However, non-profit organizations are eligible to apply to the municipality's annual Tax Relief Program. For information e-mail: [nonprofittaxprogram@halifax.ca](mailto:nonprofittaxprogram@halifax.ca)

### **Q. What does the "Benefit to the Municipality" criterion mean?**

**A.** Benefits to the municipality are varied and cover a variety of areas. There is no specific definition of "Benefit to the Municipality" but rather it is an overall assessment of the potential positive impacts the

sale of the property would provide to the community and to the municipality overall. Benefits can vary depending on the proposed property being sold and the community in which it is located.