

## Administrative Order 50 -

# The Disposal of Surplus Real Property Community Interest Category Properties

### Declaration of Surplus Status & Category

List of Surplus Properties Status is presented to Regional Council at least once a year. Administrative Order 50 (AO50, *The Disposal of Surplus Real Property*) specifies a category of sale process for each property. Regional Council has final approval on the disposal method for each property deemed surplus to the municipality.

Properties assigned to the following categories: Economic Development, Ordinary Sale, Remnant, Extraordinary, Intergovernmental Transfer, and Community Interest.

Community Interest category is assigned to properties known to have potential for community use, in particular where: (i) there has been a prior community or institutional use of the property; or (ii) by location or scarcity of available property the consideration would reasonably arise.

### Public Information Meeting

To inform the community of the opportunity to purchase property. Meeting is held in the area where the property is located and provides information on the property and the process.

### Call for Submissions

Call for Submissions is advertised through various methods: newspaper, on line, other. This includes property specific details (condition, assessed value, zoning, etc.) and application process requirements.

### Submission of Applications

Eligible Community Organizations will have 90 to 120 days to submit application.

### Staff Application Review

All applications are reviewed and evaluated by HRM staff for following criteria:

- Content Compliance
- Compensation
- Benefit to the Municipality
- Viability

Staff submits a report to Regional Council describing the results of the review of applications.

### Regional Council Application Review

Regional Council reviews staff recommendations and further evaluates using the following criteria:

Overall context of the disposal, including:

- Market value of the property as appraised
- Planning Strategies of the area of the property
- Benefit of any cost saving to the Municipality
- Consequences, beneficial or otherwise, to the community or the Municipality as a whole
- Beneficial considerations of any submission against the benefit to the Municipality of selling the property at market value
- Whether or not a Buy-Back Agreement is a condition of a sale.

Council may determine to select a submission which would be considered on the basis of s. 63(1), (2), (3), (4), (5) of the Charter, the statutory mandate for Council being whether Council considers the non-profit organization to be carrying on an activity that is beneficial to the Halifax Regional Municipality

### Regional Council Decision / Public Hearing

If Council decides to consider the disposal at less than market value, if a property is worth more than \$10,000, under s. 63(3), Council must first hold a public hearing respecting the sale. Allows the Community an opportunity to provide feedback to Regional Council on the recommended application.

### Regional Council Decision

Council will review and consider Community feedback. The resolution of approval for sale requires passage by at least two-thirds majority of the Council present and voting. In the event that Council rejects any or all non-profit organizations' submissions to purchase at a less than market value, Council may direct staff to proceed to sell the property at market value.