



P.O. Box 1749  
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**Item No. 01**  
**Halifax Regional Council**  
**March 28, 2017**

**TO:** Mayor Savage and Members of Halifax Regional Council  
Original Signed by Director

**SUBMITTED BY:** \_\_\_\_\_  
Brad Anguish, Director, Parks and Recreation

**DATE:** March 6, 2017

**SUBJECT:** Sale of 90 Alderney Drive / Regional Museum Update

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### **INFORMATION REPORT**

#### **ORIGIN**

- September 6, 2016 Regional Council Motion:  
**MOVED** by Councillor McCluskey, seconded by Councillor Karsten that Halifax Regional Council request a staff report following the September 30<sup>th</sup> closing of the sale of Dartmouth City Hall building with information about the plans for the new museum in Dartmouth. **MOTION PUT AND PASSED UNANIMOUSLY**
- November 22, 2016 Regional Council Motion:  
**MOVED** by Councillor Austin, seconded by Councillor Nicoll that Attachment B Ordinary Properties be further amended to remove PID 40506875 & PID 40938110, North Street at this time, and that staff be directed to prepare a report regarding the feasibility of the subject properties being a potential site for a municipal museum and to investigate whether transferring money realized from the potential sale from the subject properties should be deposited to Q606 Strategic Capital Reserve, and subsequently committed against Reserve Q526 to be contribute toward the establishment of a municipal museum in Dartmouth as part of a cultural cluster. Staff was asked to look at the implications of funding these types of projects in the future. **MOTION TO AMEND PUT AND PASSED UNANIMOUSLY**

#### **LEGISLATIVE AUTHORITY**

***Halifax Regional Municipality Charter, Section 79 (1)***

The Council may expend money required by the Municipality for

...

(k) recreational programs;

...

(x) lands and buildings required for a municipal purpose;

...

(ai) public grounds, squares, halls, museums, parks, tourist information centres and community centres;

## **BACKGROUND**

On November 10, 2009, Regional Council passed a motion which directed that the Dartmouth Heritage Museum Society (DHMS) be given exclusive right to the use of the former Dartmouth City Hall building (90 Alderney Drive) for the purpose of a permanent museum and the creation of a Cultural Cluster.

In January 2014, Regional Council declared that the building at 90 Alderney Drive was unsuitable for a museum and directed 90 Alderney Drive be declared surplus to the needs of HRM. Regional Council's motion further directed that an equivalent amount of money from the sale of the property was to be put aside to be used toward the establishment of a municipal museum in Dartmouth as part of a cultural cluster. Staff was further directed to consider HRM's support and investment in community museums, regional museums, and collection of heritage artifacts as part of the Cultural Heritage Priorities Plan (CHPP) and return to Council with recommendations for an HRM regional museum consistent with the direction outlined in the CHPP.

Regional Council requested an update on the sale and related plan for a regional museum at the September 6, 2016 meeting. Subsequently, on November 22, 2016, Regional Council passed a motion related to the properties on North Street as a potential site for a municipal museum, therefore this information report has been updated accordingly.

## **DISCUSSION**

### **Regional Museum Strategy**

#### Sale of 90 Alderney Drive

At the October 4, 2016 in-camera session of Regional Council, a report titled "Property Disposal – 90 Alderney Drive, Dartmouth, Nova Scotia" was submitted. Regional Council approved the sale and the property closing is expected by the end of April, 2017. Revenue from the sale will be directed to Q526, Capital Fund Reserve and be allocated towards the future museum project.

The determination of the size and scope of a municipal museum is a complex process and will be undertaken through the development of a Museum Strategy by Parks & Recreation. It requires a detailed inventory of all artifacts and a thorough understanding of any specialized storage and display requirements of the collection. As noted in the March 22, 2016 staff report to Regional Council, titled "Dartmouth Heritage Museum Society Request for Management Agreement and Funding", HRM has identified the actions necessary to assess the size and scope of the artifact collection for a municipal museum. Subsequently, on March 22, 2016, Regional Council directed staff to "incorporate development of a regional museum strategy with supporting regional collection rationale".

The following is an update on the project components associated with the development of the Regional Museum Strategy. The Regional Museum Strategy requires several parallel actions and phases to be conducted. For example, there will be an in-depth curatorial review of the existing collections with continued inventory process of artifacts, broad stakeholder consultation, and the eventual feasibility study.

#### Database Migration Project (2016-2017)

In order to establish ongoing consultation with other government partners, HRM has re-joined the Association of Nova Scotia Museums (ANSM) as an organizational member and will attend the Central Regional Group meetings. ANSM is the non-profit umbrella organization dedicated to the support of community museums in Nova Scotia. A main function of ANSM is the Advisory Service, which provides a secure collection management database system, training, site visits, migration of data and IT support. Pursuant to Regional Council's March 22, 2016 direction, staff has authorized ANSM to initiate work to complete migration of HRM's collection database. In total, approximately 59,000 digital records will be

migrated to a single and secure database which will enable HRM to manage its collection. For a project of this size, ANSM has indicated the work is expected to be completed by mid-March.

#### Phase Two Inventory Project: 2016-2018

HRM's collection includes: (1) the Civic, Fire & Emergency Services and Halifax Regional Police collections; (2) the artwork currently located in municipal offices and facilities under the Art Loan program and (3) the artifact collection specific to the Dartmouth community, the majority of which is located in a warehouse facility. Phase One of the Inventory project included the cleaning and assessment of the artifacts housed in the warehouse. An update on that work was presented to Regional Council on March 22, 2016. As outlined in that report, a work plan is now in place to reset the appropriate conditions in the warehouse, including upgrades to the warehouse security and cleaning.

With the completion of Phase One work, staff has undertaken inventory work on the other components of the collection. Reconciliation of the Art Loan project is substantially complete. To date, the artifacts and paintings have been inventoried in City Hall, Duke Tower and Alderney Gate, and staff is beginning to reconcile the information by reviewing hundreds of paper based files. Most of the current records are paper based, the information on location is outdated or inaccurate, and there is no single searchable, secure database. The process that HRM has undertaken to inventory the artifacts has highlighted the need to create and reconcile an accurate collections database.

With the recruitment of the Cultural Asset Manager position, staff has also reviewed the current measures in place regarding the care and control of the entire collection. A curatorial review and rationalization of the complete collection is ongoing and, as collection management processes on accessioning and deaccessioning are adopted by HRM, opportunities to present artifacts in a more public setting will be considered. It is premature to determine storage or facility plans until this work is complete. Only when the rationalization of the collection is complete, can the requirements for potential storage and the built museum (size, infrastructure, location) be determined. A Civic Collection policy will be developed in conjunction with HRM Archives.

#### Heritage and Museum Stakeholders Groups

Regional Council requested that staff work with stakeholders to assist in determining the size and scope of a municipal museum. An important objective in establishing stakeholder groups is to determine the interpretive stories and themes told through the existing museums in HRM. Both provincial and community museums use exhibitions and programming to tell their stories and discussions with stakeholders will allow HRM to further consider how these institutions exist under the Regional museum model. On a broader scale projects conducted in this field by the Province of NS and Parks Canada are also important to include in any rationalisation of a municipal museum. Future exhibits such as the planned renewal of the 'Tides of History' exhibit at Citadel Hill, the recent redevelopments of Canadian Museum of Immigration at Pier 21, and the Discovery Centre, will be considered to avoid duplication of museum practices and programming.

An HRM led working group of heritage and provincial museum staff is currently being established to determine short and long-range projects; plans for future and shared site considerations; and to investigate opportunities for collaboration and partnership. Included on the working group are representatives from the following organisations: the NS Department of Community, Culture and Heritage Department (Art Gallery of NS, Nova Scotia Museum, Nova Scotia Archives and Records Management); the Department of Canadian Heritage (Parks Canada, Citadel Hill); the Association of Nova Scotia Museums; and the HRM Archives. The initial meeting is planned for June 2017.

While the working group referred to above is composed of staff from both federal and provincial agencies, HRM has also established a working group of community museums to assist in determining the size and scope of a municipal museum. This HRM led working group consists of representatives from community museums across HRM and provides an opportunity for staff to work collaboratively with the museum community to assess programming, artifacts conservation needs, volunteer structure and what if any changes may be considered in their relationship with HRM. The community museums are leaders in

community storytelling and redefining what role(s) the Municipality plays will help inform the regional museum requirements. Staff continues active communication, and the initial meeting of the HRM led Community Museum working group was held in November 2016. There were representatives from 17 museum and heritage sites that included the Atlantic Canada Aviation Museum; Canadian Museum of Immigration Pier 21; Canadian Naval Memorial HMCS Sackville; Cole Harbour Heritage Farm; Dartmouth Heritage Museum; Fultz House Museum; Hooked Rug Museum of North America; Memory Lane Heritage Village; Moose River Gold Mines Museum; Shearwater Aviation Museum; Scott Manor House; Nova Scotia Sport Hall of Fame; SS Atlantic Heritage Park; Urban Farm Museum Society of Spryfield; Waverley Heritage Museum; Naval Museum of Halifax; and the Nova Scotia Museum.

#### Feasibility Study: 2018 – 2020

The Regional Museum Plan will require a needs assessment, a feasibility study, and identification of potential partners and service delivery models that may include new cultural spaces and/or recapitalization of existing facilities and sites. Operating a museum requires specialized staff to develop, programme, and maintain the site and the collection. The feasibility study will inform capital and operational costs, and the analysis of potential sites will be considered through the feasibility study. In advance of the formal study, staff is currently reviewing models and museum practices from several cities that have recently faced similar issues with heritage and museum practices and collection management.

#### **Feasibility of PID 40506875 & PID 40938110, North Street as a potential site for a municipal museum**

At the November 22, 2016 Council meeting, a staff recommendation report “Administrative Order 50 – Disposal of Surplus Real Property – Package 05.16” was presented (see Attachment A). Included in that report were two parcels, PID 40506875 & PID 40938110, North Street, Dartmouth. These parcels of land are currently used for HRM fleet vehicle parking, generating net parking revenue of approximately \$29,000 annually. Council discussed the risks and benefits of retaining the parcels as a potential site for a regional museum. The parcels were removed from Attachment B, Ordinary Properties, and the matter was referred to staff for a report regarding “the feasibility of the subject properties being a potential site for a municipal museum and to investigate whether transferring money realized from the potential sale from the subject properties should be deposited to Q606 Strategic Capital Reserve, and subsequently committed against Reserve Q526 to contribute toward the establishment of a municipal museum in Dartmouth as part of a cultural cluster”.

While there are social and accessible benefits in creating an enhanced “cultural cluster” of buildings adjacent to the Dartmouth Ferry Terminal and Alderney Landing, it is premature to commit a specific parcel of land as the location for the regional museum building until completion of the feasibility study. However, the land has been informally regarded as a potential location over the past few years since the 90 Alderney site was declared inappropriate. As noted, the work on the regional museum strategy will include assessment of various sites to determine their feasibility for hosting a municipal museum once the necessary scope and size of a facility is confirmed. Therefore, it is premature to be able to comment on the feasibility of the indicated sites for a museum at this time. However, retaining ownership of the land would be of benefit for consideration under the feasibility study when prospective sites are analysed. Should the site be determined inappropriate for the museum location, the properties could be relisted as surplus to municipal requirements for Council’s decision. A further report on the real estate considerations will follow this report and is expected before Regional Council in summer 2017.

Allocating proceeds from the potential sale of the North Street subject properties to Q606 Strategic Capital Reserve has already been determined and is expressed in the Reserve’s business case. While Regional Council has directed that an equivalent value received from the sale of 90 Alderney Drive be allocated to the development of a regional municipal museum in Dartmouth, typically, funding realized from the sale of land is allocated to Q526 Capital Fund Reserve. The proposed ten year capital budget has allocated \$12 million to this project. There are multiple options for funding projects in the capital budget, including use of reserves. With the project proposed in 2020, the best funding option will be determined as future capital budgets are refined. Allocating funding from a sale of property at this time would restrict HRM’s use of that funding, eliminating the flexibility to allocate funding to the necessary

priorities in the short term. Therefore, should Council choose to sell the properties at this time, the revenue realized should be allocated to the Strategic Capital Reserve as previously approved by Council on July 29, 2014 with the presentation of the Strategic Capital Funding Strategy. Further funding for the regional museum would be allocated appropriately in future capital budgets.

### **Next Steps**

It is expected that the sale of 90 Alderney Drive will be finalized prior to the end of the fiscal year. There is currently a commitment allocated to the future regional museum project as approved in a motion of Council in January 2014. Due to the amount of time needed to complete Phase Two of the collection inventory and associated plans for the collection rationale required for a regional museum strategy, Regional Council directed staff to enter into an interim three-year management agreement with DHMS while that work is completed. A new agreement incorporating Council's direction was approved by DHMS Board in January.

Completion of the inventory of remaining pieces of HRM's collection, as well as the database migration, are critical to determine the appropriate scope and necessary scale for a regional museum, and will in turn inform the necessary capital funding and resulting operating costs for a museum. Primary pieces of work that will be completed in the short term include continued negotiation of the management agreement with DHMS and completion of the work by ANSM on the database migration. Staff will also continue with on-going work between HRM and the Province of Nova Scotia related to the cultural inventories and continuation of Phase Two collection tasks. These critical pieces of work will be completed on different timelines but will all inform the future municipal museum.

### **FINANCIAL IMPLICATIONS**

Funding in the amount of \$150,000 has been allocated in Capital Project CD990003 Cultural Spaces, to fund Phase Two of the Inventory and Conservation project. In addition to the former Dartmouth Heritage Museum records, the Civic Collection and Public Art Collection records will also be migrated to the singular database and funding in the amount of \$24,800 has also been approved from that account.

Funding equal to the amount of the anticipated sales revenue has been allocated towards the future regional museum capital project. As well, estimated funding in the amount of \$12 million has been allocated in the proposed 10 year capital budget. The overall estimated cost for the museum will be determined through work on the regional museum strategy, which will enable the budget amount to be refined in future capital budgets.

### **COMMUNITY ENGAGEMENT**

Members of the HRM led Community Museum Working Group include members of the public.

### **ATTACHMENTS**

Attachment A - Administrative Order 50 – Disposal of Surplus Real Property– Package 05.16

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A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/agenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

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**Item No. 14.1.3**  
**Halifax Regional Council**  
**November 22, 2016**

**TO:** Mayor Savage and Members of Halifax Regional Council

**SUBMITTED BY:** Original Signed by   
\_\_\_\_\_  
Jacques Dubé, Chief Administrative Officer

Original Signed by   
\_\_\_\_\_  
Jane Fraser, Acting Deputy Chief Administrative Officer

**DATE:** September 26, 2016

**SUBJECT:** **Administrative Order 50 – Disposal of Surplus Real Property**  
**– Package 05.16**

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## **ORIGIN**

This report originates with the April 9, 2013, Regional Council approval of Administrative Order 50 respecting the Disposal of Surplus Real Property.

## **LEGISLATIVE AUTHORITY**

- The Municipality's powers regarding real property: Sections 61, 63 and 64 of the *Halifax Regional Municipality Charter*
- Administrative Order 50 – Respecting the Disposal of Surplus Real Property

## **RECOMMENDATION**

It is recommended that the Halifax Regional Council:

1. Declare the properties contained in Attachments B, C and D of this report, as surplus to municipal purposes; and
2. Categorize the properties declared surplus within this report as specified in Attachments B, C and D for the purposes of Administrative Order 50, respecting the Disposal of Surplus Real Property.

## **BACKGROUND**

On April 9, 2013, Council approved Administrative Order 50 for the disposal of surplus real property. Administrative Order 50 provides a regular and comprehensive disposal approach by bringing before Council an inventory of candidate properties for review and decision with respect to: (1) surplus status; and (2) category of disposal methods. It also recognizes that certain properties may, from time-to-time, be strategic for the growth of the municipality or key for community, and that these properties can be identified early in the process and streamed into the most appropriate property category based on the definitions set out in the policy. The policy requires that, at a minimum of at least once per year, a surplus property report will be brought forward to Regional Council.

### **Property Review And Declaration Of Surplus**

The disposition of surplus property under Administrative Order 50 includes the following steps:

1. Staff will facilitate at least one annual review of the Municipality's real property inventory in order to identify potentially surplus properties;
2. All Business Units will be solicited to identify any municipal requirements for those properties identified as potentially surplus;
3. Following Business Unit reviews and identification of operationally surplus property, municipal staff, using the property category definitions under Administrative Order 50, will categorize the inventory of the properties and list them by category;
4. Surplus properties are categorized as follows:
  - Economic Development,
  - Community Interest,
  - Ordinary,
  - Remnant,
  - Extraordinary, and
  - Inter-Governmental;
5. Local Councillors and Community Councils will be informed of the inventory of properties and the proposed categories by staff. Property information packages will be distributed to Councillors and Community Councils for feedback;
6. A recommendation report to Council will be prepared, containing recommended lists of properties to be declared surplus and the recommended categorization and disposition method. Council may approve the recommendations, may remove any property from any list, and may move any property from one list to another list, and may declare the lists, or any of them, surplus to the Municipality's requirements;
7. Properties recommended for market sale shall be placed on the market under the disposal methods set out in Administrative Order 50. Approval of final conveyances shall be under delegated authority or by approval of Regional Council as required;
8. Properties recommended for community process shall be advertised for non-profit organizations' proposals as set out in Administrative Order 50. Approval of less-than-market-value sales, or leases to non-profit organizations, shall be by Council as per Section 63 of the Halifax Regional Municipality Charter. If no submissions are received, or none are approved, then Council will direct the market value disposal under the policy.

This report addresses step six and seeks Council's approval of the report recommendations respecting the lists of properties to be declared surplus, and by category, as attached to this report.

Council should note that the recommendation at this time does not authorize the conveyance or sale of properties. Approval of final conveyances shall be under delegated authority or by subsequent approval of Regional Council, as required.

## **DISCUSSION**

The summary of surplus property by category is provided in Table 1 below. Full property listings and respective detail, by property, are provided as Attachments to this report.

**TABLE 1**

<b>Property Category</b>	<b>Quantity</b>	<b>Area (sq.ft.)</b>	<b>Assessment</b>
Ordinary	6	301,994	\$6,604,300
Remnant	1	7,251	n/a
Extraordinary	1	11,730	n/a
<b>Totals</b>	<b>8</b>	<b>\$320,975</b>	<b>\$6,604,300</b>

**Note:** The above information was compiled using available Provincial assessment data and area approximations of subject parcels. The assessment value is intended to give Council a measure of value, and may not be an accurate reflection of current market value.

## **FINANCIAL IMPLICATIONS**

Surplus properties will continue to be maintained by HRM until they are disposed. Operating costs in 2014/15 were \$152,000. The North Street, Dartmouth parcels (i.e., PIDs 40506875 and 40938110, as per Attachment B) generate net parking revenue of approximately \$29,000 annually. Upon sale of surplus properties, net proceeds will be directed to the Capital Fund Reserve, Q526 or the Strategic Reserve, Q606, in accordance with the Halifax Regional Municipality Charter Section 120 (3)(a). Transfer of ownership will also impact property tax revenues in future fiscal years.

## **RISK CONSIDERATION**

If there are significant risks associated with specific properties, those risks are identified in respective properties' detail in the attachments to this report.

## **COMMUNITY ENGAGEMENT**

This report deals with an administrative matter and, as such, public consultation was not undertaken.

## **ENVIRONMENTAL IMPLICATIONS**

Implications not identified.

## **ALTERNATIVES**

1. Council could elect not to declare the recommended inventory of properties, or specific properties, surplus to municipal requirements, and remove them from the list.
2. Council could recommend changes to the categorization of specific surplus properties for Council's consideration.



**ATTACHMENTS**

Attachment A     Administrative Order No. 50  
Attachment B     Ordinary Properties  
Attachment C     Remnant Properties  
Attachment D     Extraordinary Properties

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If the report is released to the public, a copy can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

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Report Approved by:     \_\_\_\_\_  
John Traves, Q.C., Director, Legal, Insurance & Risk Management Services,  
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Original Signed

## **ADMINISTRATIVE ORDER NUMBER 50 RESPECTING THE DISPOSAL OF SURPLUS REAL PROPERTY**

Be it resolved as an Administrative Order of the Council of the Halifax Regional Municipality as follows:

### **SHORT TITLE**

1. The Administrative Order may be cited as Administrative Order Number 50, the Disposal of Surplus Real Property Administrative Order.

### **INTERPRETATION**

1A In this Administrative Order,

(a) “government” means the Government of Canada, Government of the Province of Nova Scotia, a corporation that is an agent of Her Majesty in Right of Canada or the Province, and a municipal unit; and

(b) “municipal unit” means a regional municipality, town or county or district municipality as set out in the *Municipal Government Act*.

### **POLICY STATEMENT AND CATEGORIZATION**

2. (1) The Municipality can acquire and sell real estate within its legislative provisions. Real estate holdings can be a “corporate” asset necessary for municipal functions and purposes of the business units or may be held for particular use of inhabitants of HRM for example, parks and institutional uses. Corporate assets are subject to corporate review by the Asset Owner Business Unit for continuing requirement. Where the business units of HRM have determined that properties no longer serve an operational requirement of the corporation or otherwise appear to be surplus to the needs of the Municipality, then the policy of disposal to be followed in all cases, excepting municipal property which requires particular process through statute or common law or property available in the Municipal Business Parks, is as directed by this policy of Council.

(2) The Municipality will dispose of real property Council determines is no longer required for the purposes of the Municipality. Staff will identify surplus properties by the following categories:

#### **Economic Development**

(a) Strategic properties having Economic Development potential ought be sold to:

- (i) maximize use or value;
- (ii) achieve the attraction of targeted industries and employment or the regeneration of neighborhoods;
- (iii) to advance development opportunities; and
- (iv) to generate financial return to the Municipality.

## **Community Interest**

- (b) 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.

## **Ordinary Sale**

- (c) Properties of an:
- (i) ordinary or routine nature;
  - (ii) which no longer have a municipal purpose.

## **Remnant**

- (d) Properties which are remaining or subdivided lands which:
- (i) by nature of their size or dimensions have limited or no reasonable use;
  - (ii) but which may have utility for abutting property owners, and can be disposed under s. 64 of the Charter allowing Council to set a price that is less than market value.

## **Extraordinary**

- (e) Properties having an historic or legal distinction which include conditions or extraordinary process with respect to their preservation or disposal including but not limited to:
- (i) the Halifax Commons;
  - (ii) the Dartmouth Commons;
  - (iii) streets;
  - (iv) any municipal properties, including parks, which are held in trust, or upon condition, or with reserving interests, or like constraints;
  - (v) and parkland acquired through subdivision process.

## **Intergovernmental Transfer**

- (f) Properties requested by another level of government which:
- (i) will be used for a public purpose; and
  - (ii) sold for market value.

## **PROPERTY REVIEW AND DECLARATION OF SURPLUS**

3. (1) Real Estate and Land Management staff will facilitate at least one annual review of the Municipality's real property inventory in order to identify potentially surplus properties.
- (2) All Business Units will be solicited to identify any municipal requirements for those properties identified as potentially surplus.

- (3) Upon completion of Business Unit reviews and identification of the operationally surplus property the Real Estate and Land Management Unit will categorize the nature of the inventory of the properties and list them by category.
- (4) Local Councillor and Community Council will be informed of the inventory of the properties and the proposed categories by staff. Local Councillor will then have the opportunity to contact local community to discuss potential surplus properties to gauge interest in potential disposal methods for the properties with area residents. The result from these potential community consultations will then be included in the surplus property report that comes to Council.
- (5) Real Estate and Land Management staff will prepare a Surplus Property Report at least one a year to Council which will attach lists of properties by category. The report will recommend that all lists of properties should be declared by Council to be surplus property, that each category be approved by Council, and that the disposal method recommended for each list under this policy be approved by Council.
- (6) Council may approve the recommendations, may remove any property from any list, and may move any property from one list to another list, and may declare the lists, or any of them, surplus to the Municipality's requirements.

## **DISPOSAL METHODS**

4. (1) Following Council approvals under Part 2, staff shall proceed to dispose of the properties as determined by category.

### **Ordinary Properties**

- (a) These properties shall be placed on the market by Real Estate and Land Management. The sale of market properties may be achieved through:
  - (i) direct marketing by staff;
  - (ii) listing contracts with licensed real estate brokers;
  - (iii) public tenders; or
  - (iv) proposal call methods.
- (b) Determination of the achieving market value will be supported by appraisal or through the receipt of sufficient offers over an appropriate exposure period.
- (c) Approval of final conveyances shall be under delegated authority or by approval of Council as required.

### **Economic Development Properties**

- (d) These properties viewed by Council to be strategic may be disposed through individually recommended processes contained in the Surplus Properties Report, and may include referral to a special committee or task force of HRM created for the purpose of overseeing the strategic use and disposal of a property.

Properties under this category are required by the Charter to be sold at market value and can include partnership models between private developers and nonprofits and municipally defined public use or service delivery components.

### **Community Interest Properties**

- (e) Properties with this potential will be advertised by staff, led by Grant Program Staff, with support of Community and Recreation Services, after being the subject of a public information meeting in the area of the property. After advertising the opportunity to submit proposals, non-profit organizations will have a minimum of 90 days and a maximum of 120 days to submit a written proposal for the use of the property. Submissions should set out:
  - (i) the name, composition and legal status of the group, its purpose and management structure, including office-bearers;
  - (ii) the nature of the activities proposed;
  - (iii) a financial statement;
  - (iv) a business plan for the first five years; and
  - (v) a clear statement of the terms the group is prepared to offer for the purchase or lease of the property.
- (f) All submissions received on or before the last day of submissions will be evaluated by a cross-disciplinary staff committee, including finance and community resources expertise, enlisted by the Grants Program staff for content compliance, viability, compensation, and for benefit to the Municipality. Grants staff will develop criteria that will be publically available for scoring the community interest projects.
- (g) Staff will report to Council on the submissions received and the evaluation by staff, including the advisability of a Buy-Back Agreement and the terms of any suggested Buy-Back Agreement.
- (h) 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.
- (i) Council will also consider the overall context of the disposal, including:
  - (i) the market value of the property as appraised;
  - (ii) the Planning Strategies of the area of the property;
  - (iii) the benefit of any cost saving to the Municipality;
  - (iv) the consequences, beneficial or otherwise, to the community or the Municipality as a whole;
  - (v) the beneficial considerations of any submission against the benefit to the Municipality of selling the property at market value; and
  - (vi) whether or not a Buy-Back Agreement is a condition of a sale.

- (j) 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 and advertise as per s. 63(4), (5):

63(4) The Council shall advertise the public hearing at least twice, in a newspaper circulating in the Municipality, the first notice to appear at least fourteen days before the hearing.

(5) The notice of the public hearing shall include the date, time and place of the hearing, the location of the real property or a description of the tangible personal property, the estimated value of the property and the purpose of the sale. *2008, c. 39, s. 63.*

- (k) The resolution of approval for sale requires passage by at least a two-thirds majority of the Council present and voting.
- (l) 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.

### **Remnant properties**

- (2) Staff will negotiate the sale of such parcels with any interested abutter of such lands and at such price as supported by appraisal or set by Council directly or through policy adopted by Council.

### **Extraordinary properties**

- (3) This category of properties will be dealt with as required by legislation, common law, or contract that governs any disposal by the Municipality, and may be omitted from this policy.

### **Intergovernmental Transfer**

- (4) This category of properties will be dealt with as directed by Council.

### **APPRAISALS**

5. At least one appraisal of the current market value of any Ordinary property, Community Interest property, Economic Development property, or Intergovernmental Transfer property will be obtained as part of the disposal process. Appraisals will remain confidential until the sale is completed.

### **IMPLEMENTATION**

6. This policy shall apply as of the date of approval of Council, excepting properties which are:
- (i) already approved by Council as surplus;
  - (ii) under agreement of purchase and sale through delegated approval as of the date of Council approval of this policy;
  - (iii) going to Council for approval by individual report up to and including March 31, 2013.

Done and passed in Council this 9<sup>th</sup> day of April, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

I, Cathy Mellett, Municipal Clerk of Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on April 9, 2013.

\_\_\_\_\_  
Cathy Mellett, Municipal Clerk

Notice of Motion:  
Approval

March 26, 2013  
April 9, 2013

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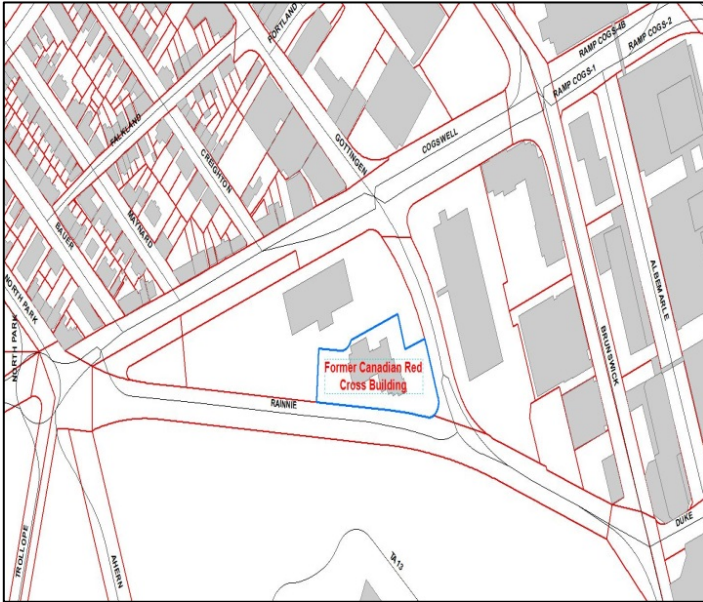
Amendment # 1 – addition of category – Intergovernmental Transfer  
Notice of Motion:  
Approval:

February 24, 2015  
March 10, 2015

**Attachment B – Ordinary Properties**  
**COUNCIL REPORT – Administrative Order 50 – Package 05.16**

**1940 Gottingen Street, Halifax**

**PID 00002063**



<b>Proposed Category</b>	Ordinary	<b>Land Area</b>	+/- 52,159 sq. ft. (1.2 Acres)
<b>Disposal Method</b>	As per Admin. Order 50	<b>Building Area</b>	+/- 43,109 sq. ft.
<b>District</b>	7	<b>Asset Use</b>	Red Cross Building
<b>Councillor</b>	Mason	<b>Operating Costs</b>	\$152,000 (2014/15) \$138,000 (2013/14)
<b>Land Use Bylaw</b>	Downtown Halifax	<b>PVSC* Assessment</b>	\$6,146,400 (2016 Commercial)
<b>Zone</b>	DH-1	<b>Deed On File</b>	Red Cross Lease 1967 / 1983

**\*PVSC (Property Valuation Services Corporation)**

**Background**

- This building was leased by Halifax Regional Municipality to the Canadian Red Cross:
  - First lease: November 30, 1967
  - Second lease: December 16, 1983

**Discussion**

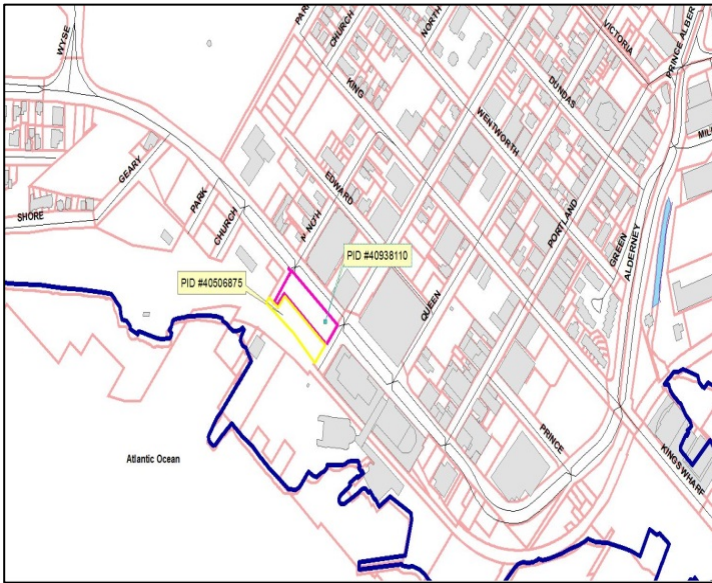
- Technical Review: Apr 2013 – Halifax Regional Police requested retention for operational considerations, but in 2015, that consideration ended. All other business units recommended to surplus in 2016.



**Attachment B – Ordinary Properties**  
**COUNCIL REPORT – Administrative Order 50 – Package 05.16**

## North Street, Dartmouth

PIDs 40506875 &  
40938110



<b>Proposed Category</b>	Ordinary	<b>Land Area</b>	+/- 18,000 sq. ft. (.41 Acres) +/- 19,166 sq. ft. (.44 Acres)
<b>Disposal Method</b>	As per Admin. Order 50	<b>Building Area</b>	n/a
<b>District</b>	5	<b>Asset Use</b>	Parking Lots
<b>Councillor</b>	Austin	<b>Operating Costs</b>	~Parking revenues: \$40,000 Less ~Operating Costs: <u>(\$11,000)</u> Retained Earnings: \$29,000
<b>Land Use Bylaw</b>	Downtown Dartmouth	<b>PVSC Assessment</b>	\$320,000 2015 Commercial
<b>Zone</b>	W	<b>Deed On File</b>	Deed 1993

### Background

- The southwestern parcel (PID 40506875) is used for Fleet (Operations Support) parking and the northeast parcel (PID 40938110) is used for monthly parking rental;
- These parcels are not part of the Dartmouth Common.

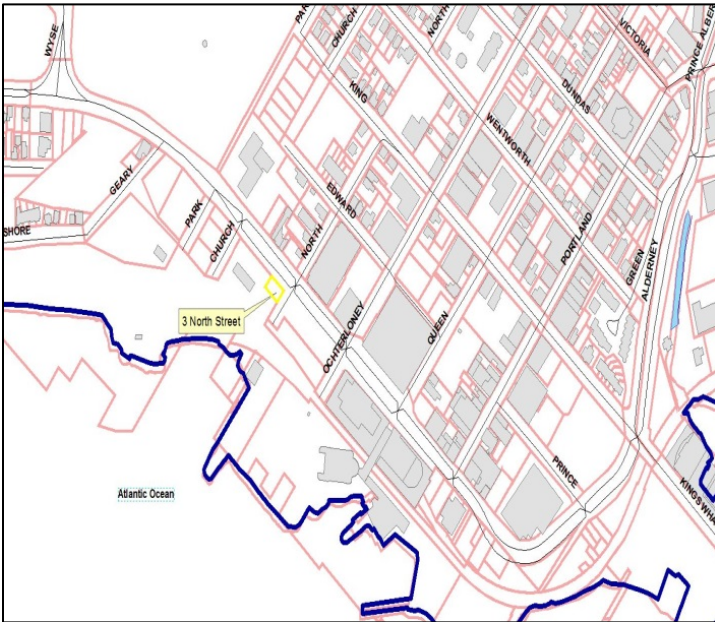
### Discussion

- Technical Review: Retention of a portion of the site for sidewalk and potential bus stop/layover space at time of subdivision is recommended;
- Steering Committee: These parcels are a significant development opportunity in the Downtown Dartmouth Plan with high value for the municipality, both from a Center Plan and financial perspective. The western panhandle of the lower parcel (depicted in yellow in the above satellite image, PID 40506875) that appears to cross the North Street streetline should be subdivided and retained as right of way;
- Future project planning would include internal parking plan for users of lots.

**Attachment B – Ordinary Properties**  
**COUNCIL REPORT – Administrative Order 50 – Package 05.16**

**3 North Street, Dartmouth**

**PID 00175166**



<b>Proposed Category</b>	Ordinary	<b>Land Area</b>	+/- 3,825 sq. ft. (.088 Acres)
<b>Disposal Method</b>	As per Admin. Order 50	<b>Building Area</b>	n/a
<b>District</b>	5	<b>Asset Use</b>	Vacant Land
<b>Councillor</b>	Austin	<b>Operating Costs</b>	n/a
<b>Land Use Bylaw</b>	Downtown Dartmouth	<b>PVSC Assessment</b>	\$71,300 (2015 Commercial)
<b>Zone</b>	W	<b>Deed On File</b>	1993

### Background

- Vacant parcel, serving no municipal purpose other than accommodating a sidewalk within the right-of-way, parallel to Alderney Drive.

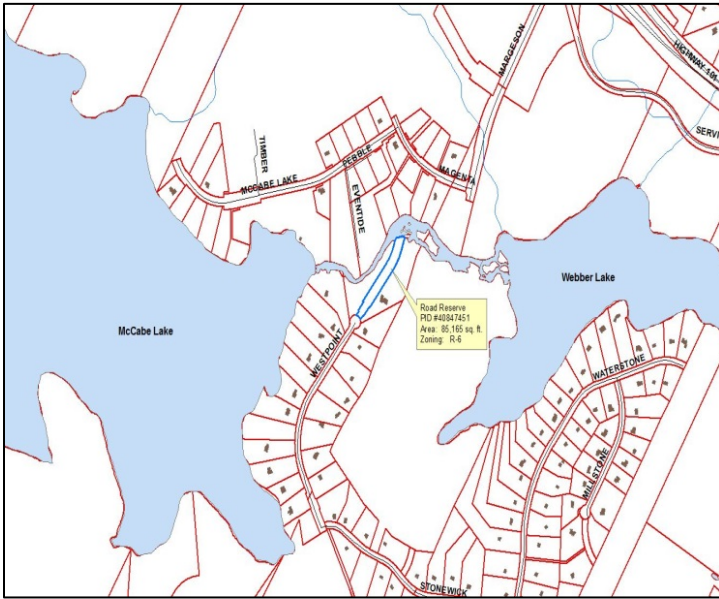
### Discussion

- Technical Review: no municipal operational need has been identified in the 2015 technical review with exception of sidewalk and sidewalk buffer/setback retention.

**Attachment B – Ordinary Properties**  
**COUNCIL REPORT – Administrative Order 50 – Package 05.16**

**West Point Drive, Hammonds Plains**

**PID 40847451**



<b>Proposed Category</b>	Ordinary	<b>Land Area</b>	+/- 85,165 sq. ft. (1.96 Acres)
<b>Disposal Method</b>	As per Admin. Order 50	<b>Building Area</b>	n/a
<b>District</b>	14	<b>Asset Use</b>	Road Reserve (not Right of Way)
<b>Councillor</b>	Blackburn	<b>Operating Costs</b>	n/a
<b>Land Use Bylaw</b>	Beaver Bank, Hammonds Plains & Middle Sackville	<b>PVSC Assessment</b>	\$ 12,000 (2016 Residential Exempt)
<b>Zone</b>	FP; R-6	<b>Deed On File</b>	January 7, 1999

**Background**

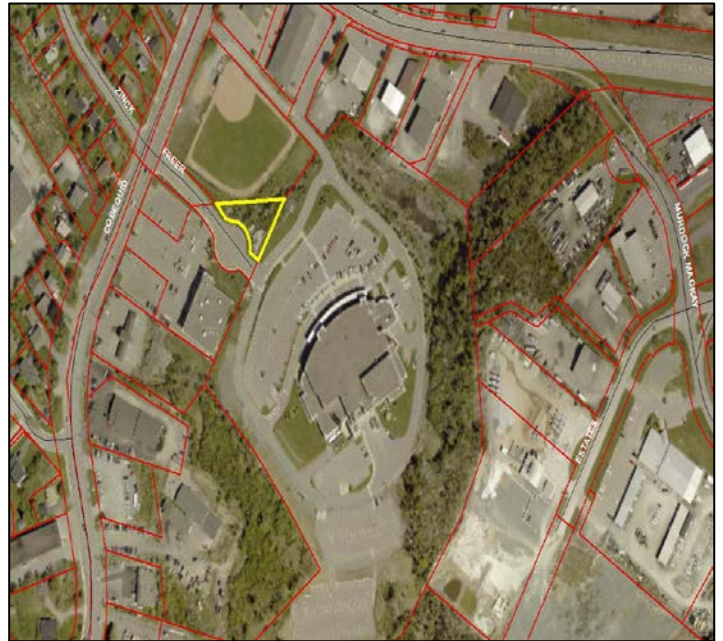
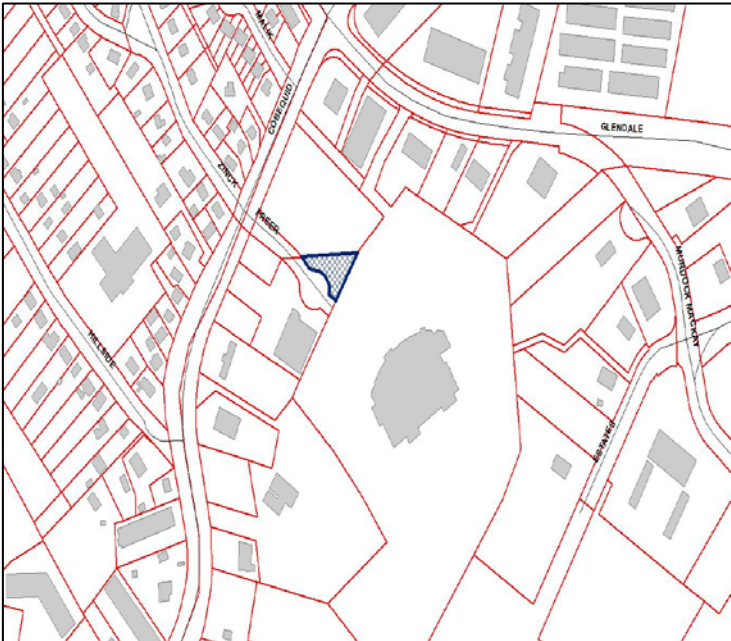
- This is a Road Reserve which at one time was planned to align with the new Margeson Drive to the north, but the alignment of the road was eventually changed in design and this parcel is therefore no longer necessary.

**Discussion**

- In November 2011, Capital Works, Regional Plan Transportation, Public Works & Transportation and Planning Applications requested this parcel be retained until the proposed connection was settled and plans were completed;
- In 2015, all business units advised to surplus.

## Cobequid Road, Sackville

PID 41154790



<b>Proposed Category</b>	Ordinary	<b>Land Area</b>	+/- 12601 sq. ft. (.29 Acres)
<b>Disposal Method</b>	As per Admin. Order 50	<b>Building Area</b>	n/a
<b>District</b>	15	<b>Asset Use</b>	Ball Field
<b>Councillor</b>	Craig	<b>Operating Costs</b>	n/a
<b>Land Use Bylaw</b>	Sackville	<b>PVSC Assessment</b>	\$39,100 (2015 Commercial Exempt)
<b>Zone</b>	BP	<b>Deed On File</b>	January 9, 2007

### Background

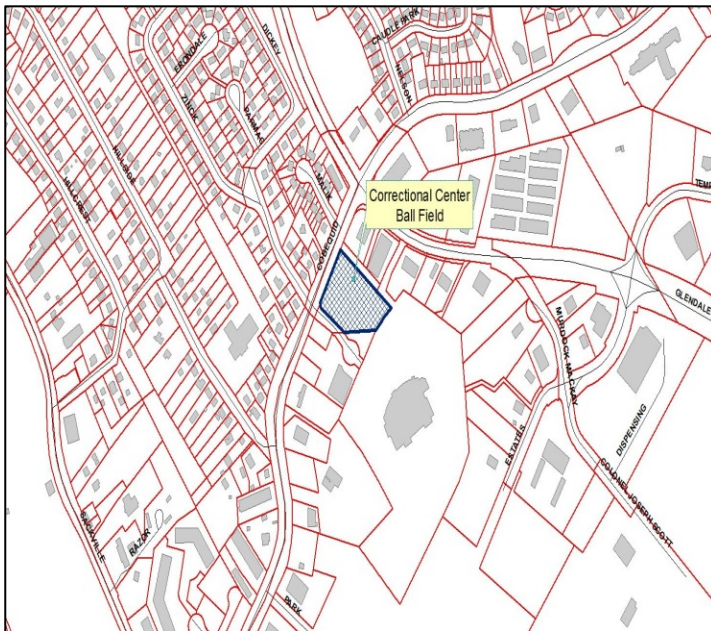
- This property is identified as Parcel 482B (Park) as per Nova Scotia Property OnLine, Plan 87163250, HRM Subdivision 11504;
- This parcel was deeded to Halifax from Nova Scotia Business Incorporated (NSBI), January 9, 2007, as part of an acceptance of Freer Lane and NSBI property to south;
- The parcel accommodates drainage infrastructure;
- This parcel is associated with and will be sold with 191 Cobequid Road, Sackville (PID 40871337) as described on the next page.

### Discussion

- Technical Review: retention of enough land to accommodate cul de sac according to Standard Detail, and review retention associated with on-site culvert.

**191 Cobequid Road, Sackville**

**PID 40871337**



<b>Proposed Category</b>	Ordinary	<b>Land Area</b>	+/- 111,078 sq. ft. (2.55 Acres)
<b>Disposal Method</b>	As per Admin. Order 50	<b>Building Area</b>	n/a
<b>District</b>	15	<b>Asset Use</b>	Ball Field
<b>Councillor</b>	Craig	<b>Operating Costs</b>	n/a
<b>Land Use Bylaw</b>	Sackville	<b>PVSC Assessment</b>	\$15,500 (2015 Resources Exempt)
<b>Zone</b>	P-2	<b>Deed On File</b>	No

**Background**

- This property is known as the Correctional Center Ball Field, and identified as Lot 5;
- This ball field is now surplus to HRM Parks and Recreation operating requirements coincident with the completion of Eddie LeBlanc Field improvements;
- This parcel is associated with and will be sold with Cobequid Road, Sackville (PID 41154790) as described on the previous page.

**Discussion**

- **Technical Review:** retention of sufficient land to accommodate future sidewalk and active transportation trail requested;
- **Steering Committee:** The sport field does not offer sufficient parking and is surrounded by commercial properties; therefore its best use is to surplus this parcel in favour of future commercial purposes, subject to rezoning, and for this reason, the Eddie LeBlanc Fields were upgraded.

**Attachment C – Remnant Properties**  
 COUNCIL REPORT – Administrative Order 50 – Package 03.15

**Kempt Road & Intercolonial St., Halifax**

PID 00019489



<b>Proposed Category</b>	Remnant	<b>Land Area</b>	+/- 7251 sq. ft. (.17 Acres)
<b>Disposal Method</b>	As per Admin. Order 50	<b>Building Area</b>	n/a
<b>District</b>	8	<b>Asset Use</b>	Vacant
<b>Councillor</b>	Smith	<b>Operating Costs</b>	n/a
<b>Land Use Bylaw</b>	Halifax Peninsula	<b>PVSC Assessment</b>	n/a
<b>Zone</b>	C-2	<b>Deed On File</b>	No Deed

**Background**

- This parcel came about when the City of Halifax relocated and layed down certain street lines on the north and south sides of Kempt Road and Intercolonial Street;
- Service easements for Halifax Regional Water Commission infrastructure are in place;
- Heritage Gas easement required prior to disposal;
- The subject parcel has been closed as a right of way;
- Parcel to be subdivided and sold to the two (2) abutting owners.

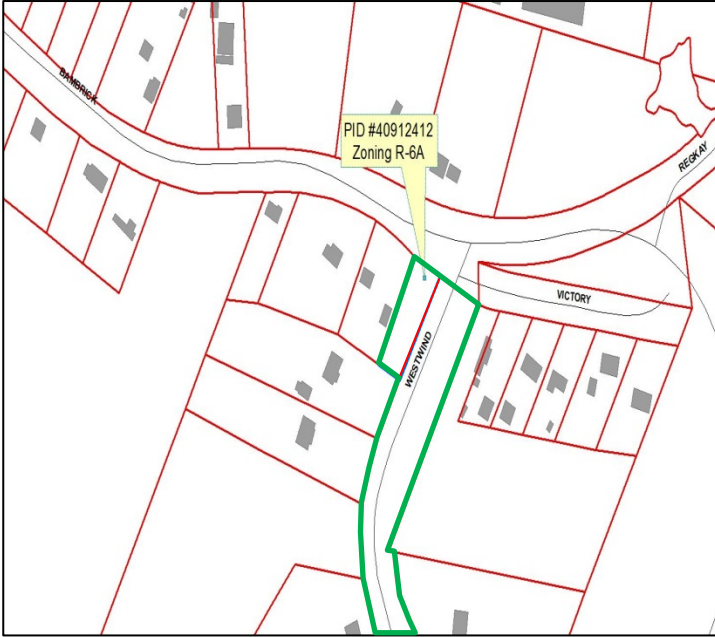
**Discussion**

- Technical Review: all Business Units requested that said property be deemed surplus - Environmental Eng. Services requested easement in favour of sewer infrastructure.

**Attachment D – Extraordinary Properties**  
 COUNCIL REPORT – Administrative Order 50 – Package 05.16

**Bambrick Road, Middle Sackville**

PID 40912412



<b>Proposed Category</b>	Extraordinary	<b>Land Area</b>	+/- 11,730 sq. ft. (2.7 Acres)
<b>Disposal Method</b>	As per Admin. Order 50	<b>Building Area</b>	n/a
<b>District</b>	14	<b>Asset Use</b>	Right of Way
<b>Councillor</b>	Blackburn	<b>Operating Costs</b>	n/a
<b>Land Use Bylaw</b>	Sackville	<b>PVSC Assessment</b>	n/a
<b>Zone</b>	R-6A	<b>Deed On File</b>	No

**Background**

- This property is part of the street right of way (see green outline in above diagram) where Westwind Ridge meets Bambrick Road, however, it is wider than a normal street right of way at this location and follows the full length of the requesting proponent’s property (i.e., adjacent property to the west.)

**Discussion**

- Technical Review: no municipal need identified.