

2020 January 20

MEMO

SUBJECT: **ALT2020-0063 Sales, Acquisitions & Leases Environmental (S.A.L.E.)
Policy Update**

Please be advised that the Administrative Leadership Team dealt with the above-noted item at its meeting of 2020 January 14. The following is the confirmed decision contained in the minutes:

DECISION OF THE ADMINISTRATIVE LEADERSHIP TEAM

EXECUTIVE SUMMARY

The purpose of this report is to seek authorization of the updated Sales, Acquisitions, Leases Environmental (S.A.L.E.) Policy (the "Updated Policy") by the Administrative Leadership Team (ALT). The purpose of the Updated Policy is to address the recommendations set forth in Recommendation 4 of the Real Estate Acquisitions (Green Line LRT Stage 1) Audit Report (2018-AP04) and to improve how The City of Calgary exercises environmental due diligence when transacting on real property.

With the ALT approval of the Updated Policy as an Administration Policy, a rescindment of the Council approved CS004, Sales, Acquisitions, Leases Environmental (S.A.L.E.) Policy from 2002 (the "Policy") is required.

PROPOSED RECOMMENDATIONS:

That the Administrative Leadership Team:

1. Adopt the proposed amendments to the updated Sales, Acquisitions, Leases Environmental (S.A.L.E.) Policy as provided in Attachment 1;
2. Direct Administration to develop a Sales, Acquisitions, Leases Environmental (S.A.L.E.) Procedures document to supplement the Updated Policy; and
3. Endorse the rescindment of the current Sales, Acquisitions, Leases Environmental (S.A.L.E.) Policy (CS004) by Council.

DISCUSSION

Chris Gusa, Kenneth Tran and Paul Leong were in attendance for this item.

The ALT discussed whether contamination of a City property would be addressed under the SALE policy.

APPROVED RECOMMENDATIONS:

That the Administrative Leadership Team:

1. Adopt the proposed amendments to the updated Sales, Acquisitions, Leases Environmental (S.A.L.E.) Policy as provided in Attachment 1;

Chris Arthurs

2. Direct Administration to develop a Sales, Acquisitions, Leases Environmental (S.A.L.E.) Procedures document to supplement the Updated Policy; and	
3. Endorse the rescindment of the current Sales, Acquisitions, Leases Environmental (S.A.L.E.) Policy (CS004) by Council.	

COMMUNICATING THE DECISION

Upon approval of the Updated Policy, rescindment of the Policy and completion of the Procedure, additional information sessions will be given to various sections within RE&DS and ESM. These sessions will communicate the purpose, policy statements, process and roles and responsibilities associated with exercising environmental due diligence in real estate transactions. These information sessions will help to promote compliance to the Updated Policy and Procedure.

APPROVED

Please contact me if you require further information.

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