

**SUMMARY OF REMNANT LAND SALES, STAND ALONE LAND SALES, ACQUISITIONS  
AND OCCUPATIONS FOR THE THIRD QUARTER 2016 (RC)**

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**EXECUTIVE SUMMARY**

Pursuant to Real Property Bylaw 52M2009 and LAS2011-17, Administration must report quarterly to Council on closed transactions approved through delegated authority. This report for information includes a summary of the following closed transactions for the Third Quarter 2016:

- Remnant land sales less than \$2,000,000.00;
- Stand alone sales;
- Other dispositions;
- Land exchanges;
- Acquisitions less than \$2,000,000.00; and
- Occupations less than \$500,000.00.

**ADMINISTRATION RECOMMENDATIONS:**

The SPC on Utilities and Corporate Services recommend that Council:

1. Receive this Report for information; and
2. Request the Recommendations, Report and Attachments remain confidential under Sections 23(1)(b), 24(1)(a), 24(1)(g), and 25(1)(b) of the *Freedom of Information and Protection of Privacy Act* until the report is published in the Council agenda.

**RECOMMENDATION OF THE SPC ON UTILITIES AND CORPORATE SERVICES, DATED  
2017 FEBRUARY 22:**

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That Council receive Report UCS2017-0209 for information.

**PREVIOUS COUNCIL DIRECTION/POLICY**

On 2009 November 16 Council approved Real Property Bylaw 52M2009, which granted delegated authority to the City Manager who further delegated to those officers as set out in the Confirmation of Delegation of Authority by the City Manager.

On 2011 March 21 Council approved LAS2011-17 and directed Administration to report quarterly only on closed transactions approved through Delegated Authority.

**BACKGROUND**

Pursuant to Bylaw 52M2009 Section 18 (5) "*The City Manager must prepare and submit to Council a report listing all Transactions approved pursuant to the Bylaw every three (3) months, or as otherwise directed by Committee or Council, commencing January, 2010.*" Further to Section 18 (5) of Bylaw 52M2009, Administration was directed to report quarterly only on closed transactions approved through delegated authority through LAS2011-17.

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Real Property Bylaw 52M2009 is supported by a business process review that established well-defined real estate processes in a consistent, accountable and effective manner. The redesigned processes, procedures and forms ensure the necessary due diligence and documentation to support Bylaw 52M2009. Delegated authority was only exercised as defined in the Bylaw.

All of the attached remnant land sales are less than \$2,000,000.00 and are adjacent to the property owner(s).

All of the attached stand alone sales have been the subject of method of disposition reports and have been approved by either Land and Asset Strategy Committee or SPC on Utilities and Corporate Services (UCS) and Council.

All of the attached acquisitions are requirements of Council approved projects or otherwise authorized by Council and less than \$2,000,000.00.

All of the attached leases/licenses have an annual base rent or fee less than \$500,000.00, the term does not exceed five (5) years and there are no more than two (2) options to renew, as per Bylaw 52M2009 Section 8(1)(a).

**INVESTIGATION: ALTERNATIVES AND ANALYSIS**

Not applicable.

**Valuation**

The negotiated prices of all of the Properties are based on internal valuations or independent appraisals which were endorsed by Administration's Valuation Review Committee.

**Stakeholder Engagement, Research and Communication**

Not applicable.

**Strategic Alignment**

This report aligns with Real Property Bylaw 52M2009 and LAS2011-17 whereby Administration must report quarterly to Council on closed transactions approved by delegated authority.

**Social, Environmental, Economic (External)**

**Social**

Bylaw 52M2009 provides a single point of reference for Council, Administration and the public concerning the authorities and responsibilities for real estate transactions to be undertaken by Real Estate & Development Services. Staff members are provided with training and are supported in implementing business processes and the Bylaw for all real estate transactions.

**Environmental**

The real estate processes are in accordance with The City of Calgary's Sales, Acquisitions and Leases Environmental (S.A.L.E.) Policy.

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**Economic (External)**

Where applicable, the changes to the processes and authorities for real estate transactions will streamline the transaction timeline by four to six weeks, thus reducing the time and financial costs associated with finalizing the transaction.

**Financial Capacity**

**Current and Future Operating Budget:**

Not applicable.

**Current and Future Capital Budget:**

Not applicable.

**Risk Assessment**

The approval processes place additional decision-making responsibility on Administration for The City's real estate transactions. The potential risks associated with giving Administration greater authority, are mitigated in several ways:

- Increased due diligence and documentation achieved by the clearly defined business processes for all real estate transactions;
- All proposed real estate transactions documented by a land report or land authorization form will be reviewed by the Management Real Estate Review Committee or authorized delegated authority position;
- Administrative approvals will only be exercised where the established guidelines are met;
- The Deputy City Manager can opt to forward any proposed sale, lease or acquisition under his authority on to UCS and Council for approval; and
- Quarterly reporting to UCS and Council regarding closed transactions approved by Administration.

**REASONS FOR RECOMMENDATIONS:**

Report for information.

**ATTACHMENTS**

1. Summary of Remnant Land Sales less than \$2,000,000.00 for the Third Quarter 2016.
2. Summary of Stand Alone Sales for the Third Quarter 2016.
3. Summary of Other Dispositions for the Third Quarter 2016.
4. Summary of Land Exchanges for the Third Quarter 2016.
5. Summary of Acquisitions less than \$2,000,000.00 for the Third Quarter 2016.
6. Summary of Occupations less than \$500,000.00 for the Third Quarter 2016.