

**SUMMARY OF REMNANT LAND SALES, STAND ALONE LAND SALES, ACQUISITIONS  
AND OCCUPATIONS FOR THE SECOND QUARTER - FILE NO: (RC)**

**SUMMARY/ISSUE**

Summary of remnant land sales less than \$2,000,000.00 for the Second Quarter.

Summary of stand alone sales for the Second Quarter.

Summary of acquisitions less than \$2,000,000.00 for the Second Quarter.

Summary of occupations less than \$500,000.00 for the Second Quarter.

**PREVIOUS COUNCIL DIRECTION/POLICY**

On 2009 November 02 Council approved Real Property Bylaw 52M2009 which granted delegated authority to the Administration as outlined in the Confirmation of Delegated Authority by the City Manager.

On 2011 March 21 Council approved LAS2011-017 and directed Administration to report quarterly only on Closed Transactions.

**ADMINISTRATION RECOMMENDATIONS:**

That the Land and Asset Strategy Committee recommend that Council:

1. Receive this report for information; and
2. That the Recommendation and Report 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.

**RECOMMENDATIONS OF THE LAND AND  
ASSET STRATEGY COMMITTEE, DATED  
2013 DECEMBER 12:**

That Council:

1. Receive this report for information; and
2. Request that the Recommendation and Report 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.

**INVESTIGATION**

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."*

**IMPLICATIONS**

**General**

The Real Property Bylaw is supported by the business process review that has 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 Remnant 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 Land and Asset Strategy Committee (LASC) 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.

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

**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 Corporate Properties & Buildings and The Office of Land Servicing & Housing. Staff was provided with training and is supported in implementing the new business processes and 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.

**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.

**BUSINESS PLAN/BUDGET IMPLICATIONS**

N/A

**RISKS**

The approval processes place additional decision-making responsibility on the Administration for The City's real estate transactions. The potential risks associated with giving Administration greater authority, is 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 General Manager can opt to forward any proposed sale, lease or acquisition under his authority on to LASC and Council for approval;
- Quarterly reporting to the LASC and Council regarding transactions approved by the Administration

**VALUATION**

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

**ATTACHMENTS**

1. Summary of Remnant Sales less than \$2,000,000.00 for the Second Quarter of 2013.
2. Summary of Stand Alone Sales for the Second Quarter of 2013.
3. Summary of Acquisitions less than \$2,000,000.00 for the Second Quarter of 2013.
4. Summary of Occupations less than \$500,000.00 for the Second Quarter for 2013.