

**SUMMARY OF DELEGATED AUTHORITY LAND REPORTS - FILE NO: SUMMARY OF  
REMNANT LAND SALES, STAND ALONE LAND SALES, ACQUISITIONS AND  
OCCUPATIONS FOR THE FIRST QUARTER 2016 (RC)**

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**SUMMARY/ISSUE**

Summary of Remnant Land Sales less than  
\$2,000,000.00 for the First Quarter 2016.

Summary of Acquisitions less than  
\$2,000,000.00 for the First Quarter 2016.

Summary of Occupations less than  
\$500,000.00 for the First Quarter 2016.

**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.

**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.

**ADMINISTRATION RECOMMENDATIONS:**

The Land and Asset Strategy Committee  
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 LAND AND  
ASSET STRATEGY COMMITTEE, DATED  
2016 SEPTEMBER 29:**

That Council receive this report for  
information.

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 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.

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).

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**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 were 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.

**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, 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 LASC and Council for approval; and
- 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 Land Sales less than \$2,000,000.00 for the First Quarter 2016.
2. Summary of Acquisitions less than \$2,000,000.00 for the First Quarter 2016.
3. Summary of Occupations less than \$500,000.00 for the First Quarter 2016.