

**Deputy City Manager's Office Report to
SPC on Utilities and Corporate Services
2018 April 18**

**ISC: UNRESTRICTED
UCS2018-0435
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Summary of Real Estate Transactions for the Fourth Quarter 2017 (JH)

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 Fourth Quarter 2017:

- Remnant land sales less than \$5,000,000.00;
- Stand alone sales;
- Other dispositions;
- Land exchanges;
- Acquisitions less than \$5,000,000.00; and
- Occupations less than \$500,000.00.

ADMINISTRATION RECOMMENDATION:

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, 24, and 25 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 2018 JUNE 28:

That the Administration Recommendation contained in Report UCS2018-0435 be approved.

PREVIOUS COUNCIL DIRECTION / POLICY

On 2017 September 11, Council approved Bylaw 32M2017 to amend Real Property Bylaw 52M2009, which grants delegated authority to the City Manager who further delegates to those officers as set out in the Delegation of Authority by the City Manager.

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.

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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.

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 \$5,000,000.00 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 \$5,000,000.00.

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. Where licenses of occupation or leases for telecom or signage are issued, prices are based on set rates and fees.

Valuations or appraisals have not been completed for real estate transactions that are for nominal consideration.

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.

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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.

Economic

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.

REASON(S) FOR RECOMMENDATION(S):

Report for information.

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ATTACHMENT(S)

1. Attachment 1 – Summary of Remnant Land Sales less than \$5,000,000.00 for the Fourth Quarter 2017
2. Attachment 2 – Summary of Stand Alone Sales for the Fourth Quarter 2017
3. Attachment 3 – Summary of Other Dispositions for the Fourth Quarter 2017
4. Attachment 4 – Summary of Land Exchanges for the Fourth Quarter 2017
5. Attachment 5 – Summary of Acquisitions less than \$5,000,000.00 for the Fourth Quarter 2017
6. Attachment 6 – Summary of Occupations less than \$500,000.00 for the Fourth Quarter 2017.