

Date: August 23, 2021

To: Chair and Members of General Committee

From: Shari Lichterman, CPA, CMA, Commissioner of
Corporate Services and Chief Financial Officer

Originator's files:
CA.11.DEL

Meeting date:
September 22, 2021

Subject

Delegation of Authority- Acquisition, Disposal, Administration and Lease of Land and Property- January 1, 2021 to June 30, 2021

Recommendation

That the report dated August 23, 2021 from the Commissioner of Corporate Services and Chief Financial Officer entitled, "Delegation of Authority- Acquisition, Disposal, Administration and Lease of Land and Property – January 1, 2021 to June 30, 2021", be received for information.

Executive Summary

- As approved by Delegation of Authority By-law 0148-2018, real property transactions with the City may be approved at four staff levels: Manager, Director, Commissioner and City Manager, depending on the value of transaction
- For the period January 1, 2021 to June 30, 2021, Realty Services completed 56 real estate transactions approved under Delegated Authority comprised of: Acquisitions (4), Disposals(6), Leases/License Agreements for City's use (7), Leases/License Agreements for third party use (35) and Administrative Agreements (4)
- Three (3) encroachment agreements were completed pursuant to Encroachment By-law 0057-2004.

Background

The Delegation of Authority By-law 0148-2018, approved by Council on July 4, 2018, provides delegated authority for the approval and execution of real estate agreements. Sections 3 and 4 of the by-law provides delegated authority to approve and conclude real property transactions at four staff levels; Manager, Director, Commissioner and City Manager, depending on the value of the transaction and as detailed below:

<u>Value of Transaction</u>	<u>Designated Approval Authority</u>
\$100,000 or less (including leases)	Manager, Realty Services (the “Manager”)
\$100,001 to \$250,000 (including leases)	Director, Facilities and Property Management (the “Director”)
\$250,001 to \$500,000 (including leases)	Commissioner of Corporate Services and Chief Financial Officer (the “Commissioner”)
\$500,001 to \$1,000,000 (\$2,000,000 for leases where the City is Landlord)	City Manager and Chief Administrative Officer (the “City Manager”)

Delegated authority to approve and conclude real estate transactions is subject to the provisions outlined in Corporate Policy No. 05-04-01, Acquisition and Disposal of Real Property. Prior to the completion of any real estate transaction, all criteria of the Policy and Delegation of Authority By-law must be met. Sections 3.5 and 4.6 of the Delegation of Authority By-law 0148-2018, require that the exercise of Delegated Authority be reported to Council on a semi-annual basis. This report covers the real property transactions which were completed under this delegation by-law in the first half of 2021.

Comments

During the period of January 1, 2021 to June 30, 2021, a total of 56 real estate matters were approved under Delegated Authority By-law 0148-2018. A breakdown of these matters is as follows:

- Acquisitions- Land: 2
- Acquisition - Easements: 2
- Disposals- Land: 3
- Disposals - Easements: 3
- Leases, Licenses and Other Agreements (City Use): 7
- Leases, Licenses and Other Agreements (Third Party Use): 35
- Administrative Agreements: 4

In addition to the above noted transactions, three (3) encroachment agreements were executed pursuant to the Encroachment By-law 0057-2004. There were no agreements executed with the Region of Peel under the Easement Protocol By-law 0296-2007.

Financial Impact

A breakdown of the financial implications of the real estate transactions for the period of January 1, 2021 to June 30, 2021, is identified in Appendices 1- 5 of this report.

Prior to transaction approval, where applicable, Realty Services staff has confirmed with Financial Services staff that the appropriate funds are available in the budget. The availability of funds is a condition and requirement for approval under delegated authority.

Conclusion

This report is forwarded for information pursuant to Delegation of Authority By-law 0148-2018. Realty Services confirms that all transactions approved under delegation of Authority for the period of January 1, 2021 to June 30, 2021 are in compliance with the Delegation of Authority By-law 0148-2018, Corporate Policy No. 05-04-01, and the Notice By-law 215-2008, as amended, where applicable.

Attachments

Appendix 1: Acquisition of Land and Easements- January 1, 2021 to June 30, 2021

Appendix 2: Disposition of Land and Easements- January 1, 2021 to June 30, 2021

Appendix 3: Leases, Licenses and other Agreements (City use) – January 1, 2021 to June 30, 2021

Appendix 4: Leases, Licenses and other Agreements (Third Party Use) - January 1, 2021 to June 30, 2021

Appendix 5: Administrative Agreements – January 1, 2021 to June 30, 2021



Shari Lichterman, CPA, CMA, Commissioner of Corporate Services and Chief Financial Officer

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