

# City of Mississauga Corporate Report



10.5

Date: October 31, 2022

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:  
November 23, 2022

## Subject

**Delegation of Authority- Acquisition, Disposal, Administration and Lease of Land and Property- January 1, 2022 to June 30, 2022**

## Recommendation

That the report dated October 31, 2022 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, 2022 to June 30, 2022", 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, 2022 to June 21, 2022, Realty Services completed 40 real estate transactions approved under Delegated Authority By-law 0148-2018 comprised of: Acquisitions (1), Disposals (3), Leases/License Agreements for City's use (12), Leases/License Agreements for third party use (20) and Administrative Agreements (4)
- Delegation of Authority By-law 0148-2018 was repealed on June 22, 2022 and replaced with Delegation of Authority By-law 0136-2022. No real estate transactions were approved under By-Law 0136-2022 for the period June 22, 2022 to June 30, 2022
- Six (6) encroachment agreements were completed pursuant to Encroachment By-law 0057-2004 and two (2) agreements were executed with the Region of Peel under the Easement Protocol By-law 0296-2007.

## Background

The Delegation of Authority By-law 0148-2018, approved by Council on July 4, 2018 and the Delegation of Authority By-law 0136-2022 approved by Council on June 22, 2022, provide delegated authority for the approval and execution of real estate agreements. Sections 3 and 4 of the by-laws provide 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 for By-law 0148-2018 and Director, Corporate Business Services for By-law 0136-2022 (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 and the Delegation of Authority By-law 0136-2022, require that the exercise of Delegated Authority be reported to Council on a semi-annual basis. This report covers the real property transactions that were completed under these delegation by-laws in the first half of 2022.

## Comments

During the period of January 1, 2022 to June 30, 2022, a total of 40 real estate matters were approved under Delegated Authority By-law 0148-2018 and Delegated Authority By-law 0136-2022. A breakdown of these matters is as follows:

- Acquisitions - Land: 0
- Acquisition - Easements: 1
- Disposals - Land: 0
- Disposals - Easements: 3
- Leases, Licenses and Other Agreements (City Use): 12
- Leases, Licenses and Other Agreements (Third Party Use): 20
- Administrative Agreements: 4

In addition to the above noted transactions, six (6) encroachment agreements were executed pursuant to the Encroachment By-law 0057-2004. There were two (2) 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, 2022 to June 30, 2022, 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-laws 0148-2018 and 0136-2022. Realty Services confirms that all transactions approved under delegation of Authority for the period of January 1, 2022 to June 30, 2022 are in compliance with the Delegation of Authority By-laws 0148-2018 or 0136-2022, 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, 2022 to June 30, 2022

Appendix 2: Disposition of Land and Easements- January 1, 2022 to June 30, 2022

Appendix 3: Leases, Licenses and other Agreements (City use) – January 1, 2022 to June 30, 2022

Appendix 4: Leases, Licenses and other Agreements (Third Party Use) - January 1, 2022 to June 30, 2022

Appendix 5: Administrative Agreements - January 1, 2022 to June 30, 2022



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

Prepared by: Sheryl Badin, Manager, Realty Services, Corporate Business Services Division