

Report to Council



Date: March 4, 2024
To: Council
From: City Manager
Subject: 2023 Annual Report – Manager, Property Management Delegation of Authority
Department: Real Estate

Recommendation:

THAT Council receive for information the report from the Real Estate Department dated March 4, 2024, with respect to the transactions approved by the Manager, Property Management in accordance with the Delegation of Authority to Enter into Leases and Licenses of Occupation Bylaw No. 11250 for the period starting January 1, 2023, and ending December 31, 2023.

Purpose:

To provide Council with a summary of the transactions approved by the Manager, Property Management between January 1, 2023, and December 31, 2023, in accordance with Bylaw No. 11250.

Background:

In accordance with Bylaw No. 11250, section 2.6, *"The Manager, Property Management shall provide a report to Council to be received for information regarding any transactions approved pursuant to this Bylaw on an annual basis."* This report provides a summary of transactions from January 1, 2023, to December 31, 2023.

Discussion:

In 2023, 37 agreements were executed under the delegated authority granted through Bylaw No. 11250. The agreements included licenses of occupation, commercial leases, agricultural leases, amending agreements, and an agreement to grant. Each of these transactions are to a maximum fair market value of sixty thousand dollars (\$60,000.00) per year, do not exceed a term of fifteen (15) years, and are in accordance with City policies.

The details of the transactions approved by the Manager, Property Management have been summarized in the table below, with a detailed report provided in the attached Schedule A.

Type	Quantity
Licenses of Occupation (including amendments)	18
Commercial Leases (including renewal)	13
Agricultural Leases (including renewal)	3
Amending Agreement	2
Agreement to Grant Statutory Right of Way	1
TOTAL	37

Conclusion:

The information above satisfies the requirement to report to Council in accordance with Bylaw No. 11250, section 2.6, up to and including December 31, 2023.

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Consultation and Engagement:

Communications Comments:

Submitted by: C. Passley, Manager, Property Management (Acting)

Approved for inclusion: J. Säufferer, Real Estate Department Manager

Attachments: Schedule A – 2023 Delegation of Authority Report
Schedule B – Property Management – Delegation of Authority Powerpoint