

**Date:** 2023-07-14

**Subject:** **Transactions Executed by Administrative Authority for April 1, 2023 to June 30, 2023**

**Contact:** Sanober Hashmi, Real Estate Assistant

**Report Number:** CAO's Office-2023-619

**Recommendations:**

1. That the report titled **"Information Report on Transactions Executed by Administrative Authority for April 1, 2023 to June 30, 2023"**. (Escribe Number 2023-619) to the Committee of Council of September 6, 2023, be received.

**Overview:**

- **By Administrative Authority By-law 216-2017, as amended, authority is delegated to department heads to execute certain real estate transactions.**
- **In order to keep City Council apprised on the quantity and financial implications of agreements executed by administrative authority, Realty Services provides City Council with a summary of executed agreements, attached to this report as Appendix "A" – Summary of Real Estate Transactions executed by Administrative Authority.**
- **This report provides information on Real Estate Agreements executed by administrative authority for the period from April 1, 2023 to June 30, 2023. This summary does not include agreements arising as a condition of development (site plan/subdivision/consent) approval.**

**Background:**

In accordance with the Administrative Authority By-law, authority is delegated to department heads to execute certain real estate agreements. Authority is granted for routine, non-controversial transactions up to specified dollar amounts.

Realty Services reports to Council on a quarterly basis, on the Real Estate Activities authorized by Administrative Authority attached to this report as Appendix "A" – Summary of Real Estate Transactions executed under the Administrative Authority.

Staff are providing an Information Report to Committee of Council for all transactions completed executed under the Administrative Authority By-law for the period from April 1, 2023 to June 30, 2023.

**Corporate Implications:**Financial Implications:

There are no financial implications resulting from this Information Report.

Other Implications:

There are no other implications resulting from this Information Report.

**Strategic Focus Area:**

This report fulfills the strategic focus area of Government and Leadership by being accountable and transparent to Council by reporting all agreements that were fully executed under the Administrative Authority By-law # 216-2017, as amended, for the second quarter in 2023. This report provides an elevated performance and service standards, through reporting for each quarter.

**Conclusion:**

This 'Information Report' summarizes Realty Services' reporting on real estate agreements for the period from April 1, 2023 to June 30, 2023.

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Marlon Kallideen,  
Chief Administrative Officer

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Chief Administrative Officer

**Attachments:**

- Appendix A – Summary of Real Estate Transactions Executed by Administrative Authority, April 1, 2023 to June 30, 2023