



Office of the Commissioner
Corporate Services
Memorandum
FOR INFORMATION

To: Committee of the Whole
Meeting Date: April 10, 2025
From: Dino Basso
Commissioner of Corporate Services
Re: Chief Administrative Officer and Commissioner of Corporate Services' Use of Delegated Authority for Land Acquisitions and Dispositions 2024 Annual Report

This memo provides Council with a summary of transactions under Delegation Bylaw 2023-31 and fulfills the reporting requirements for the year ended December 31, 2024.

The Chief Administrative Officer and Commissioner of Corporate Services may authorize acquisitions and dispositions up to \$500,000 under Delegation Bylaw 2023-31. The Council approved Corporate Land Acquisition Policy and Sale and Other Disposition of Regional Lands Policy require the Commissioner of Corporate Services to report to Council, annually, acquisitions and dispositions authorized under Delegation Bylaw 2023-31.

Private Attachment 1 will be considered in private session pursuant to section 239(2)(c) of the *Municipal Act, 2001*, as it relates to acquisition and disposition of lands by the Region.

Key points:

- Pursuant to Delegation Bylaw 2023-31, the Chief Administrative Officer and Commissioner of Corporate Services jointly approved 13 acquisition agreements for lands and interests in lands where total compensation is \$500,000 or less, in 2024
- Pursuant to Delegation Bylaw 2023-31, the Chief Administrative Officer approved four disposition agreements for lands where total compensation is \$500,000 or less, in 2024
- Pursuant to Bylaw No. 2023-32, the Chief Administrative Officer and Commissioner, Finance and Regional Treasurer approved two disposition agreements during the 2024 Council recess
- Council authorized the Commissioner of Corporate Services to execute an agreement of purchase and sale for one disposition over \$500,000 in 2024, and that the final sale price be reported back to Council

Corporate Policy provides for delegated authority of acquisitions and dispositions where total compensation is \$500,000 or less

Corporate Land Acquisitions Policy (“Acquisitions Policy”) and Sale and Other Disposition of Lands Policy (“Dispositions Policy”) establish a framework for acquisitions and dispositions of real property by the Region. These Policies set out procedures for facilitating transactions, including valuation, environmental due diligence, and delegation of authority. The Policies ensure transparent and consistent procedures that allow staff to effectively facilitate transactions and implement Council priorities.

Staff negotiated 13 acquisitions in 2024 using delegated authorities in accordance with Regional policies

In 2024, 13 acquisitions were negotiated under delegated authority of the Chief Administrative Officer and Commissioner of Corporate Services. Total compensation paid to sellers was \$986,268, summarized in Table 1 in Private Attachment 1.

Dispositions were completed for surplus lands

Staff facilitated four dispositions subject to delegated authority of the Chief Administrative Officer, with proceeds totalling \$402,433, summarized in Table 2 in Private Attachment 1. The dispositions involved lands not required for Regional purposes.

Two dispositions over \$500,000 were approved during 2024 Council recess

Bylaw 2023-32 provides delegation of authority to the Chief Administrative Officer and Commissioner of Finance and Regional Treasurer to approve the acquisition or disposal of real property during the summer recess. Dispositions of two properties were approved during the summer recess in 2024. Total proceeds for the dispositions were \$3,150,000, summarized in Table 3 in Private Attachment 1.

Council authorized the Commissioner of Corporate Services to approve final compensation for one disposition in 2024

In [January 26, 2023](#), Council approved the disposition of property at 4516 – 14th Avenue in Markham. Council approval was based on appraised value and subject to staff reporting final sale price to Council. The Commissioner of Corporate Services executed an agreement for the disposition in 2024, summarized in Table 4 in Private Attachment 1.

For more information on this memo, please contact Michael Shatil, Director, Property Services at 1-877-464-9675 ext. 71684. Accessible formats or communication supports are available upon request.



Dino Basso
Commissioner of Corporate Services



Erin Mahoney
Chief Administrative Officer

March 25, 2025
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Private Attachment 1 - Transaction and Compensation Tables (#16555170)