Appendix A – Preliminary Listing of Review Criteria

	Acquisition	Sale	Expropriation	Land Transfer	City as Lessor	City as Lessee
Engagement of external real estate advisors and services was done in a transparent and fair process.	X	X	X	X	X	X
Information reported to Council and Committees of Council was complete and unbiased.	X	X	X	X	X	X
Adequate and unbiased appraisal performed	X	X	X	X		
Adequate consultations and communication with internal City stakeholders occurred.	X	X	X	X	X	X
The procurement process is open, fair and transparent.	X		X	X		X
Lease transactions contain flexibility.					X	X
Transactions follow applicable procedure manual or guidelines.	X	X	X	X	X	X
Comprehensive procurement process for larger transactions was undertaken.	X	X	X	X	X	X
Was there consideration of an environmental assessment?	X		X	X		
Evidence of user department secures appropriate authority for project	X	X	X	X	X	X
Competitive procurement process is conducted to determine eligible properties	X					
Land title search performed	X					
Appraisal is initiated/conducted	X					
Property inspection is conducted to determine impact on other City departments	X					
Understanding from user dept on project background was obtained	X					
All relevant information re: property is collected and analyzed	X					
Draft purchase proposal is prepared	X					
Purchase proposal is finalized and agreed to by the City and seller	X					
For non-Council approved projects, verify Council approval of signed agreement; For Council approved projects, verify proper delegation of authority occurred	X					
Request made to Legal Services to begin agreement finalization and Final agreement is completed by Legal	X					
Request made to Geomatics to complete required procedures	X	X				
Appropriate departments/individuals within the City of Winnipeg are notified of transaction	X	X	X	X	X	X
All relevant information is updated in the appropriate systems and databases	X	X	X	X	X	X
Does the Real Estate Division attempt to acquire the property prior to the expropriation process commencing?			X			
Council passes by-law and makes declaration of expropriation			X			
Notices of intended expropriation are released			X			
Objection Process - was there an objection? If so, was an inquiry officers report obtained?			X			
Council confirms expropriation			X			
Was 120 day policy achieved (Council declaration of expropriation and Council confirmation of expropriation)?			X			
Property owners' served with confirming order within 14 days of Council confirmation			X			
Notice of confirming order publicly released			X			
Declaration of expropriation is registered			X			
Notices are issued to individual property owners			X			
Notice of expropriation provided within 14 days of registration of declaration			X			
Appraisal conducted of properties confirmed for expropriation			X			

	Acquisition	Sale	Expropriation	Land Transfer	City as Lessor	City as Lessee
Offers of compensation are approved based on City delegated authority			X			
offer of compensation served within 120 days of registration of declaration of expropriation			X			
Negotiated settlement within the proper delegation of authority			X			
Procedure to identify property as surplus followed		X				
Evidence of property valuation conducted		X				
Property advertised for sale		X				
Evaluation criteria used to assess offers (done in an adequate, fair and transparent manner, clear, measurable criteria)		X				
Evidence of due diligence performed on the potential buyers		X				
all offers/details retained in file		X				
evidence supporting the rationale for the offer that was accepted		X				
Document City enforced land development conditions		X				
Communication from Ward Councillor received		X				
Appropriate approval received based on delegation of authority (document info provided to decision makers)		X				
Development Application Sub-Division Zoning ("DASZ") documented			X			
Official land transfer received			X			
Revised Statement of Adjustment issued			X			
Closure letter issued			X			
Appropriate approvals are in place to commence leasing process (Council, Administrative, etc.)						X
Appropriate procurement approach selected						X
Lease need publicly advertised						X
Evaluation criteria used to assess options (done in an adequate, fair and transparent manner, clear, measurable criteria)						X
Is there evidence supporting the rationale for the option that was selected?						X
Negotiations are made finalizing lease rate, tenant inducement / tenant improvements, etc.						X
Approval of the proposed lease of the recommended site based on delegated authority						X
Approval of lease agreement and review by Legal Services						X
Final lease agreement is consistent with approved terms						X
Process for determining property is available for lease followed					X	
Conduct appraisal. If no appraisal is conducted, document rationale					X	
Misc. Plan and tenant original request circulated to appropriate departments					X	
Draft terms and conditions are prepared and Terms and conditions approved by proposed tenant					X	
RIS/Briefing note prepared and Council approval received (if applicable)					X	
Written instructions provided to Legal Services to prepare formal agreement					X	
Evidence of Real Estate Division review of agreement					X	
Approval signatures and dates on lease agreement					X	