

**Original Approval Date: November 4, 2005**
**Most Recent Approval Date: September 26, 2014**
**Most Recent Editorial Date: June 29, 2012**
**Parent Policy: [Real Property Compliance Policy](#)**

## Real Property Acquisition Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Associate Vice-President (Ancillary Services)
<b>Approver:</b>	Vice-President (Facilities & Operations)
<b>Scope:</b>	Compliance with this University procedure extends to the Office of the Vice-President (Facilities and Operations), Office of the Vice-President (Advancement) and the Board of Governors.

### Overview

The University of Alberta will, from time to time, acquire land and/or **real property**.

### Purpose

To ensure that the University of Alberta complies with the *Post Secondary Learning Act* of Alberta with respect to the **acquisition** of land and/or real property.

### PROCEDURE

Land and/or real property may be acquired for any number of reasons.

When land and/or real property, other than gifted land, is being acquired by the University, the following shall apply:

- Acquisition of all land and/or real property commences with the submission of a request to the Director, Real Estate Services, who will in turn advise the Associate Vice-President (Ancillary Services).
- The Office of the Director, Real Estate Services will ensure the appropriate due diligence, which may include an **environmental assessment**, and an independent real estate appraisal, as necessary.

When land and/or real property acquisition is by "**gifts-in-kind**" (i.e. land **bequeathed** to the University) the following shall apply:

- The initial University contact, in most cases the Office of Advancement, will provide details of the proposed gift of land and/or real property to the Office of the Director, Real Estate Services.
- The office of the Director, Real Estate Services will review to ensure necessary due diligence is undertaken which may include real estate appraisal and environmental assessments, and will advise the Associate Vice-President (Ancillary Services).
- This procedure will follow approved policies and principles pertaining to the acceptance of gifts to the University.

### DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Real Property</b>	Refers to land, which may have above surface structures such as
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	buildings and below surface items such as minerals.
<b>Acquisition</b>	The act of acquiring any interest in land.
<b>Environmental Assessment</b>	A systematic process of objectively obtaining and evaluating evidence regarding a verifiable assertion about an environmental matter; to ascertain the degree of actual or potential contamination.
<b>Gifts-in-kind</b>	A gift acceptable to the University, either to be used in carrying out its activities or to be converted into money or something that may be used in achieving the University's activities.
<b>Bequeathed</b>	Leave to/bestowing to a person in a will.

## **FORMS**

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There are no forms for this Procedure.

## **RELATED LINKS**

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[Signing Authority and Delegation of Signing Authority Policy](#) (UAPPOL)