

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 Disposition Procedure

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

Overview

The University of Alberta will, from time to time, dispose of 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 sale or exchange of land and/or real property used for the purposes of the University, or the lease of any land owned by the University for longer than five (5) years.

PROCEDURE

Land and/or real property may be disposed of for a number of reasons. When land and/or real property are being disposed of by the University, the following shall apply:

- **Disposition** of all land and/or real property commences with a submission to the Associate Vice-President (Ancillary Services).
- Office of the Associate Vice-President (Ancillary Services) will analyze and discuss the disposition with the Vice-President (Facilities & Operations), make the necessary recommendation to the appropriate University committee(s), and follow the appropriate approvals route.
- If approved for disposition, the Associate Vice-President (Ancillary Services) will make the recommendation to the Vice-President (Facilities and Operations) as to whether the disposition of land, minerals and/or real property should be by **appraisal/sale**, **Request for Bid** (highest bidder), **Request for Proposal (RFP) process**, or some other method. Once the disposition process has been approved by the Vice-President (Facilities and Operations) the chosen process will commence.
- The Board of Governors must approve the disposition.
- The Vice-President (Facilities and Operations) has the delegated authority to execute disposition documentation.
- The sale or exchange of land used for the purposes of the University, or the lease of any land owned by the University for longer than five (5) years, requires the prior approval of the Lieutenant Governor in Council.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]
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Real Property	Refers to land, which may have above surface structures such as buildings and below surface items such as minerals.
Disposition	The act of selling, exchanging or leasing land.
Appraisal	Estimated value.
Request for Bid (RFB) Process	A competitive bid process that is undertaken typically for transactions where price is the key factor in the purchasing decision.
Request for Proposal (RFP) Process	A competitive bid process that is undertaken typically for higher dollar value and/or complex transactions where factors other than price will be used to make the final purchasing decision.

FORMS

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There are no forms for this Procedure.

RELATED LINKS

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[Competitive Bid Procedure \(UAPPOL\)](#)

[Supply of Goods and Services Policy \(UAPPOL\)](#)