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MANUAL 900-1

SECTION 00.1

INTRODUCTION

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On March 23, 2006, the New York State Canal Board adopted a resolution approving the revised Canal Real Property Management Policy (25-6-01C) and authorizing the Executive Director to develop procedures to implement such Policy. To this end, Authority/Corporation staff members, working in conjunction with an outside consultant, have revised the Standard Operating Procedures (SOP's) regarding Canal real property management. The detailed administrative and operational SOP's are set forth in this Canal Real Property Management Standard Operating Procedures Manual (Manual).

To ensure that all real property transactions are progressed in the best interests of the Canal Corporation (Corporation), the Manual provides direction to Corporation personnel for the management of all Canal real property transactions, including but not limited to, sales, leases, easements and permits.

While the SOP's included in this Manual have attempted to address all real property management-related issues, other issues may arise which are not included in this Manual. Such matters should be brought to the attention of the Office of Land Management, along with any questions regarding the procedures.

If it becomes apparent that a new real property SOP must be added or an existing procedure must be revised, the Manual will be updated in accordance with Section 01.1 of the Manual.