

Real Property Acquisition Agent

Corporate Services - Real Property and Asset Management

Contract Full-Time; 24 Months

Reporting to the Manager of Real Property and Facility Acquisitions, the Real Property Acquisition Agent provides comprehensive real estate acquisition, surplus and disposal, leasing and planning services necessary to secure and dispose of all real property rights. This involves site searches, negotiations and property rights acquisitions to secure appropriate facilities for the corporation's departments and programs including Land Ambulance (Paramedic) stations, offices, clinics, long term care facilities, works yards, social housing sites, etc.

The candidate will possess a strong real estate and appraisal background and a proven track record of purchasing, surplus and disposal, and leasing various categories of real estate.

Major Responsibilities:

The Real Property Acquisition Agent will be accountable for the following:

- Initial liaison with user departments to determine their real property needs.
- Rationalization of defined space needs against the corporation's existing real property portfolio, and identifying coordination opportunities with any other projects and acquisitions being undertaken by the corporation.
- Cost/benefit analysis, "buy versus lease" and all other financial analysis as part of the business plan supporting recommended solutions.
- Achieving consensus and approval for recommended space solutions including reporting to Regional Council.
- Site searches, development planning analysis, market analysis, coordination of internal/external stakeholders and all other activities necessary to identify and rank possible and preferred workforce accommodation solutions.
- Negotiations for both purchase and leasing of a wide variety of user departments and property types (e.g., office, commercial, industrial, retail and land).
- Negotiations to acquire or dispose of various property rights pertaining to Region Owned assets.

- Retaining and monitoring external consultants as necessary to deliver the above including appraisers, brokers, planners, environmental and any other third-party services.
- Prepare internal and review external appraisal reports for specific projects (i.e. acquisition, surplus and disposal, property tax assessment).
- Drafting and completing all agreements and other documents in cooperation with internal Legal Services that are necessary to complete real estate transactions.
- Reviewing project status regularly with your supervisor and your clients to ensure deadlines are met and that all municipal policies and procedures and that all applicable legislation is complied with.
- Bringing real estate professionalism to all projects including an awareness of the political environment of conducting real estate activities for a municipal government.
- Using your experience and expertise to help direct problem-solving analysis and research (political impacts, impacts to property owner, review of law, appraisal information, market condition, scheduling of projects, expropriation) for feasibility and analysis.
- Real estate project planning including critical path analysis for property delivery, setting objectives, prioritizing and setting tasks, and monitoring property acquisition budgets for individual projects.
- Responsible to carry out job performance in a safe and healthy manner.

Qualifications:

- Designated member of the, Appraisal Institute of Canada and/or International Right of Way Association, Real Estate Institute of Canada, or progress/qualifications leading to such designations.
- Minimum of 8 years of previous real estate experience including acquisitions, surplus and disposal, and complex facility leasing. Previous experience in municipal real estate a strong asset.
- Strong real estate agreement negotiation and documentation skills.
- Post secondary education in a related field (Urban Planning, Real Estate, Geography).
- Sound knowledge of all applicable legislation related to municipal real estate including Municipal Act, Planning Act, Land Titles Act, Commercial Tenancies Act, Real Estate and Business Brokers Act, Expropriations Act, Environmental Assessment Act and Regional Municipality of Peel Act.
- Sound knowledge of Land Title Office procedures, legal surveys and other plans, building and engineering drawings.
- Sound knowledge of general legal matters pertaining to real property rights and transfer of real property.
- Strong project management skills, organizational abilities, time management skills, and the ability to work in a fast-paced multi-project environment.
- Excellent writing and communication skills.
- Ability to work with minimal supervision.

- Ability to exercise independent judgment and discretion in dealing with confidential matters.

If this opportunity matches your qualifications and experience, please apply on-line.

In this role you will have the ability to work remotely and attend on-site when required based on operational requirements at 10 Peel Centre Drive. The frequency of on-site activities may vary on a weekly basis and based on operational requirements. Your remote work location must be located within the province of Ontario.

Hours of Work:8:30am-4:30pm; Monday-Friday

Interview: Our recruitment process will be completed with video conference technology.

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As part of the Region's ongoing commitment to health and safety, there are enhanced Covid-19 specific safety protocols and/or personal protective equipment requirements (e.g. masks, eye protection, etc.) in place to help protect health and safety. The additional requirements are determined based on the nature of the work being carried out.

New employees who commence employment on or after October 1, 2021 are required to be fully vaccinated against COVID-19 as a condition of employment. Being fully vaccinated is determined as the status of having received the full series of approved vaccines (both doses of a two dose vaccine series, one dose of a single dose vaccine series) and any additional doses required and approved by Health Canada and having satisfied the full post vaccination period required to ensure vaccination efficacy. The Region of Peel reserves the right to request proof of vaccination at any time. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification.

The requirement to be fully vaccinated is subject to the Ontario *Human Rights Code*. If you are not fully vaccinated, a documented medical reason provided by a physician or registered nurse and time period for the medical reason may be accepted.