

Junior Real Property Agent
Real Property Asset Management, Corporate Services
Permanent Full-Time

Reporting to the Program Manager, Real Property the position will provide technical, appraisal and negotiating assistance to the Real Property and Facility Acquisition team within Real Estate relating to real property and leasing acquisitions services and disposal services including expropriation proceedings.

Responsibilities:

- Responsible for providing technical, appraisal and negotiating assistance to the Real Property and Facility Acquisition team within Real Estate relating to real property and leasing acquisition and disposal services including expropriation proceedings for all other departments within the Region of Peel including Police Services and Peel Housing Corporation.
- Analyze and review appraisal reports completed for various interests in real property either through negotiations or expropriation proceedings (i.e. verification and review of comparable sales, verification of zoning and official plan designations, verification of all legal information within the report and have a general understanding of engineering concepts, engineering drawings, survey/reference plans, and title searches used to comprehend the acquisition or disposal project proposed).
- Responsible for drafting, reviewing, interpreting and analyzing technical and legal agreements and reports (i.e. leases, licences, encroachment agreements, consent to enter agreements, Agreements of Purchase and Sale, reports to council and environmental audits).
- Provide answers to questions relating to the real property acquisitions or disposal during negotiations with the Owner/Purchaser or the Owner's/Purchaser's representative (i.e. lawyer, consultant, engineer).
- Complete small/informal appraisals for internal purposes.
- Conduct comprehensive property research including real property ownership and rights.
- Conduct comparable sales investigation/confirmation.
- Draft, review, interpret and analyze technical and legal agreements.
- Review and interpret all aspects of a legal Title Search
- Use technical and/or professional skills to investigate problems and explore alternative solutions
- Draft and review Council reports, real estate legal documentation (i.e. Purchase and Sale Agreements, Expropriation documentation), reference plans, appraisal reports and compose correspondence for owners/purchasers/lawyers and outside consultants.
- Meet with land owners/purchasers to negotiate real property acquisitions and disposals.
- Various property management tasks on region owned assets (ie. inspection and fencing)
- Perform other duties as assigned.

Qualifications:

- University degree or college diploma in a related field (i.e. Geography, Urban Planning, Urban Affairs and Real Estate).
- At least three years relevant real estate experience
- Must be working towards his/her AACI/CRA designation with the Appraisal Institute of Canada and/or IRWA designation with the International Right of Way Association.
- Requires good understanding of a specialized discipline or field in real estate, legal, municipal and engineering concepts.
- Excellent time management skills
- Ability to work in a fast-paced multi-project environment and prioritize work effectively.
- Highly organized and detail oriented

**Corporate
Services**

Human Resources

10 Peel Centre Dr.
Brampton, ON
L6T 4B9
tel: 905-791-7800

peelregion.ca

- General understanding of expropriation proceedings according to applicable legislation
- Ability to work independently with minimal supervision
- Demonstrated strong and significant public relations and both written and verbal communication skills
- Good computer skills – MS Word, Excel, and Access applications

If this opportunity matches your qualifications and experience, please apply online at careers-peelregion.icims.com by 11:59pm on November 28, 2021.

Location: Due to Covid-19, some of our offices are working at limited capacity to protect the health and safety of our employees, clients and community. As such, this position will be required to work remotely for an undetermined period. Once working onsite, you will report to 10 Peel Centre Drive, Brampton.

We are committed to supporting community recovery from COVID-19. This plan will follow a phased approach that is guided by Public Health and Ontario's Framework for reopening.

[Get details](#)

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

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

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.