

**Corporate
Services**

Human Resources

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

peelregion.ca

**Real Property Acquisition Agent
Corporate Services - Real Property and Asset Management
Regular Full Time Position**

Reporting to the Program Manager, 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 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.

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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.

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.

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: 35 hours to week; Monday - Friday

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

If this opportunity matches your qualifications and experience, please apply online at careers-peelregion.icims.com by 11:59pm on December 7, 2020.