

## **Analyst Real Estate Portfolio**

### **Corporate Services – Real Property Asset Management**

**Status: Contract Full Time – 21 Months**

**Salary Range: \$71,690 to \$89,613 per annum (plus comprehensive benefits)**

**Work Mode:** Hybrid\* *see below for more details about this work mode.*

**Location:** 10 Peel Centre Dr, Brampton

**Hours of Work:** 35 hours per week

Reporting to the Real Property Program Manager, the Analyst is responsible for several sub-areas in the Real Estate Section relating to the current properties owned by the Region of Peel. In this role you will concentrate on the Region owned properties in the following areas: Portfolio management, manage the taxation/assessment services, environmental assessment and risk management, marketing and disposal of surplus lands, maintain Real Estate's database, and file closure and archives.

### **What you will do in this role:**

#### Region-owned properties (RO)

- Update RO portfolio information on database regularly
- Work with the Peel Living to import all social housing properties into database,
- Research required information, and populate data fields accordingly
- GIS mapping of portfolio with IT
- Establish appropriate and effecting required repairs
- New/update surveys and site plans as necessary
- Risk assessment and management
- Review portfolio holdings with user departments as necessary regarding possible alternative/joint use opportunities or ultimately disposal
- Establish reporting schedule for updates to Senior Management and Regional Council on the Corporation's real property portfolio

#### Taxation/Assessment

- Establish strong working relationship with Public Works, the key client on assessment and taxation issues
- Gain understanding of Peel Living property taxation issues with a view to providing assessment/taxation services on that portfolio also
- Assessments – review MPAC assessments on RO portfolio
- Retain external tax consultants as necessary to complete reality tax appeals on RO portfolio and leasehold interests where applicable/permitted
- Track and report on assessment appeals and resultant tax savings
- Realty Taxes –review tax bills, process payments of grant-in-lieu
- Provide taxes summaries of past years and forecasts for future budgets for the required client departments
- Update tax/assessment information on Real Estate database
- Develop, review and refine policies and procedures on taxation and assessment

#### Environmental Contamination

- Review RO portfolio for environmental concerns, former UST remediation
- Conduct environmental assessment and risk management for sites of concern

- Retain external environmental engineering consultants as necessary to
- Coordinate Phase III site remediation's as necessary
- Liaise with Public Works Waste Management regarding inventory if all former landfill sites, both Region-Owned and publicly-owned
- Work with legal, PW and Planning regarding environmental conditions on gratuitous conveyances and road widening
- Develop, review and refine policies and procedures regarding environmental issues pertaining to property issues
- Ongoing environmental management of Region-Owned and lease portfolio

#### Real Estate Database

- Maintain appropriate records on Real Estate's Access database
- Work with Facilities Asset Management and Property Management divisions to remove barriers for their access to database information
- Revise database output for Insurance reporting
- Recommend improvements and enhancements to database
- Work with IT to establish links between database and Peel website

#### Easements

- Respond to the public on matters pertaining to property matters and general inquires, including encroachment issues
- Liaise with Public Works Engineering Services to integrate 8,000 easements into existing GIS mapping of water/sewer plats

#### Surplus Marketing and Disposals of Region-Owned Surplus (ROS) Property

- Review and document Region-owned surplus improved and vacant properties
- Implementations of strategies to dispose of surplus real property assets
- Coordinate all preparation, marketing and procurement actions necessary to dispose of surplus property for best return
- Report to Council on surplus disposals in accordance with legislation and internal policies and procedures
- Review and refine existing policies and procedures for surplus property

#### Surplus Circulars from others

- Develop, review and refine policies and procedures

#### File Closings and Archives

- Review and refine existing Real Estate retention policies and procedures
- Review complete files to ensure necessary information is in each file
- Obtain any missing information, complete any required registration,
- Close files coordinate removal to archives and track records in database

#### Encroachments

- Liaise with interested departments to establish policy on Encroachments and report to Council for approval of same; complete implementation
- Review all existing ENC documents and close redundant files
- Monthly tracking and payment requisition
- Prepare Council reports and ENC bylaws as necessary Sign Policy
- Work with appropriate departments and other stakeholders to develop a Region sign policy, cross referenced with encroachment policy

- Report to Council for approval and assist departments with implementation  
Attend “Impact Meetings” to provide real estate advice on planning applications  
Dedications Bylaws
- Other portfolio-based activities as required

**What the role requires:**

- Degree or diploma in a related field or a combination of education and experience may be considered
- 3 to 5 years experience in real estate taxation/assessment, or a longer period of equivalent experience in administration of municipal real estate
- Current knowledge of real property assessment and tax legislation
- Experience and understanding of relevant legislation including Assessment Act, Municipal Act, Land Titles Act, and other related Acts
- Valid "G" Driver's Licence with daily reliable access to a vehicle to travel as necessary to various Regional locations as needed

**Skills/Abilities:**

- Strong computer skills – MS Word, Excel and Access application
- Attention to detail and high-degree of accuracy
- Excellent oral and written communication skills
- Strong organizational abilities and time management
- Strong negotiation skills
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

**Nice to have:**

- MIMA or AIMA designation would be an asset

**Perks @ Peel and why you will love working for us:**

- Comprehensive Health, Dental, Vision benefit plan (effective start date)
- % in lieu of benefits
- Automatic enrolment into OMERS pension plan
- Accrue Vacation on a monthly basis up to 3 weeks per annum
- 3 Paid personal days and floating holidays
- Flexible hours supporting your wellness and wellbeing
- Annual performance review and merit increases based on performance
- Supportive leadership and a culture of respect and inclusion
- Access to tuition reimbursement (where applicable) and learning and development resources

**Work Mode & Job Location:** In this role you will have the ability to work remotely and attend on-site when required based on operational requirements at the **10 Peel Centre Dr, Brampton** worksite. 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.

***The Region of Peel offers job based flexible hours of work that allows employees***

***to manage personal and professional responsibilities while at the same time ensures business operational needs and customer service expectations are achieved.***

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

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

**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 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.**