

**Corporate
Services**

Human Resources

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

peelregion.ca

Real Estate Portfolio Analyst

Real Property Asset Management Department – Corporate Services Division

Contract Full-Time; 12 Months

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.

Major Responsibilities:

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.
- Assessments – review MPAC assessments on region-owned portfolio
- Retain external tax consultants as necessary to complete reality tax appeals on region-owned 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

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

Encroachments:

- Liaise with interested departments to establish policy on Encroachments and report to Council for approval.
- Review all existing ENC documents and close redundant files
- Monthly tracking and payment requisition
- Prepare Council reports and ENC bylaws as necessary

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

- Review and document Region-owned surplus improved and vacant properties
- Implementation 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

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- 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

For region-owned properties (RO):

- Update region-owned portfolio information on database regularly
- Work with the Peel Living to import 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

Environmental Contamination:

- Review region-owned 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 remediations
- Liaise with Public Works Waste Management regarding inventory of all former landfill sites, both Region-Owned and publicly owned
- Work with legal, Public Works 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 to assess 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

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, etc.
- Close files coordinate removal to archives and track records in database

Sign Policy:

- Work with appropriate departments and other stakeholders to develop a Region sign policy, cross referenced with encroachment policy

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- Report to Council for approval and assist departments with implementation

Other portfolio-based activities as required

Qualifications:

- Degree or diploma in a related field
- 3 to 5 years of experience in real estate taxation/assessment, or a longer period of equivalent experience in administration of municipal real estate
- MIMA or AIMA designation would be an asset
- 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.
- 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.

Location: Due to Covid-19, most of our offices are currently closed 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 our offices re-open you will report to 10 Peel Centre Dr, in Brampton.

Hours of work: 35 hours weekly – Monday through Friday

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

If this opportunity matches your qualifications and experience, please apply online by August 30, 2020.

Please apply directly online through the following link:

<https://careers-peelregion.icims.com/jobs/10227/real-estate-portfolio-analyst/job>