

Program Manager, Real Property

Regular Full Time

Corporate Services-Real Property & Asset Management

We have an exciting opportunity to join our Real Property and Facility Acquisitions leadership team as a Program Manager. We are looking for an experienced People Leader who has expert knowledge in Municipal Real Estate, can lead, support & mentor staff, and look for innovative solutions when working with the Region of Peel's Real Estate Assets.

This role plays a significant part in providing real estate advice, analysis, and recommendations on taxation/assessment for the Region's real property assets. You will utilize your expertise to develop and implement short and/or long-term strategies for managing, rationalizing and disposing of Region Owned real property assets.

As a subject matter expert, you will lead the Real Property team in the surplus and disposal of Region Owned real property assets. This includes the preparation, marketing, and procurement actions. As well as conduct complex negotiations with external stakeholders to maximize the best return for the Region.

You will manage, analyze and ensure appropriate classifications for all Region Owned properties in accordance with the provisions of the Assessment Act. You will review and process all property tax/payment in lieu of taxes bills for the Regional real estate portfolio. This includes remaining current on changes in federal, provincial and municipal legislation pertaining to realty taxes as well as requests for appeals and the assembly of evidence for the hearing process.

With an inventory of over 10,000 easements, you will provide direct support and advice to the Manager, Real Property and Facility Acquisitions. This is related to the Region's portfolio of real property assets, the administration of encroachments, circulation of internal and external real property inquiries and all Real Estate real property policies while continuously striving to improve processes and identify opportunities for cost reduction.

Working with other departments you will manage the Real Estate circulation and review of Development Applications to provide property ownership information, legal descriptions, confirmation of easements and existing infrastructure, and comments regarding dedication of real property requirements as a condition of development.

You will oversee the review of appraisal reports submitted for the Greenlands Securement Program in accordance with the Program's Implementation Guidelines. The Greenlands Securement Program is a Council-approved land acquisition funding program which allows The Regional Municipality of Peel to engage in long-term sustainability planning by improving the community's health and well-being through preservation, protection, and enhancement of the natural environment in Peel.

Lastly, you will manage the Region's encroachment process including circulations, negotiations, documentation of Encroachment Agreements, and the collection of fees and insurance. As a subject matter expert, you will participate in the development of current policy and procedures for right-of-way encroachments, tie-back agreements, and crane-swing agreements.

To be successful, you will need to utilize your relationship building & interpersonal skills, as this work involves key partnerships & involvement with internal and external stakeholders such as: solicitors, planners, appraisers, environmental consultants, land owners, internal client divisions etc.

Administration & Budget ...

- Manage the overall administrative control of Real Estate's record and data management and maintaining appropriate real estate information on all property interests held or granted by the Regional Corporation
- Develop and manage a comprehensive land inventory comprising of all Region Owned and Leased real estate holdings
- Develop and maintain all Real Estate policies and procedures in accordance with current legislation
- Maintain records pertaining to the Region's real property assets including conducting real property inspections, title corrections, recording updates and responding to inquiries
- Manage and update various records, files, photos, legal documents, deeds, agreements, plans, maps etc.
- Manage the Real Property section's operating and capital budget & future database

What do we require...

- University degree or college diploma in a related field
- A minimum of 5 years of municipal real estate experience preferably in real property disposal and negotiation, asset management, taxation/assessment, and real estate policy development
- Demonstrated leadership skills with at least 3 years of supervisory experience
- Thorough knowledge of all applicable legislation related to municipal real estate including Municipal Act, Environmental Assessment Act, Expropriations Act, Commercial Tenancies Act and Assessment Act
- Thorough knowledge of Registry Office/Land Title Office procedures, legal surveys and plans and engineering procedures and plans

- Member of the Appraisal Institute of Canada (AACI or CRA designation) and/or Institute of Municipal Assessors (AIMA) and/or International Right of Way Association (SRWA designation), or qualifications leading to such designations
- Thorough knowledge of general legal matters pertaining to real property
- Knowledge of real property assessment, tax legislation, and real property portfolio management
- Strong proficiency in information and technology applications with particular emphasis on database and GIS applications.
- Experience in Public Administration
- Demonstrated ability to prepare comprehensive reports, develop creative solutions to complex problems and present recommendations regarding appraisal and disposal of real property assets, real property portfolio management and real property assessment and taxation

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 Drive, 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.

Hours of Work: 35 hours per week

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 online at www.peelregion.ca/careers

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.