

Junior Capital Acquisition Agent
Corporate Services – Real Property Asset Management
Status: Contract Full Time – 24 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; flexibility required to work evenings based on operational requirements

Who we are:

Real Property Asset Management (RPAM) provides professional management for all Region of Peel owned and leased properties. This includes real property planning, acquisition, design, construction, maintenance, life cycle renewal, disposal and emergency response.

The Junior Capital Acquisition Agent will be responsible for providing technical, appraisal and negotiating assistance to the Capital Acquisition Agents, Senior Capital Acquisition Agents, Program Manager, Capital Acquisitions and/or the Manager of Real Estate, Capital Acquisitions relating to capital acquisition services for Public Works capital works projects (road, water, wastewater and waste management), including expropriation proceedings.

What you will do in this role:

- Analyze 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).
- Responsible for drafting, reviewing, interpreting and analyzing technical and legal agreements (i.e. encroachment agreements, consent to enter agreements, and Agreements of Purchase and Sale).
- Draft and review Council reports, real estate legal documentation (i.e. Agreements of Purchase and Sale, Expropriation documentation).
- Provide answers to questions relating to capital projects or acquisitions either during a public meeting or during negotiations with the Owner or the Owner's representative (i.e. lawyer, consultant, engineer).
- Complete informal estimates of value for different real property interests.
- Conduct comprehensive property research.
- Conduct comparable sales investigation/confirmation.
- Draft, review, interpret and analyze technical and legal agreements.
- Review and interpret all aspects of a legal Title Search.
- Review reference plans, appraisal reports and compose correspondence for owners, lawyers, and outside consultants.
- Meet with landowners to negotiate acquisitions of different interests in real property.

- Use technical and/or professional skills to investigate problems and explore alternative solutions.
- Perform other duties as assigned.

What the role requires:

- University degree or college diploma in a related field (i.e. Geography, Urban Planning, Urban Affairs and Real Estate).
- At least 3 years relevant real estate experience or a combination of education and experience may be considered.
- Requires good understanding of a specialized discipline or field in real estate, legal, municipal and engineering concepts.
- Requires general understanding of engineering concepts, engineering drawings, survey/reference plans, title searches used to comprehend the capital work project proposed).
- General understanding of expropriation proceedings according to applicable legislation.

Skills/Abilities:

- Excellent time management skills.
- Ability to work in a fast-paced multi-project environment and prioritize work effectively.
- Highly organized and detail oriented.
- 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.
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

Nice to have:

- Must be working towards their AACI/CRA designation with the Appraisal Institute of Canada and/or SR/WA designation with the International Right of Way Association.

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.