

Town of Caledon

make a difference



Job Title: Manager, Realty Services

Closing Date: January 14th, 2025 at 12:00pm EST

The Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Commissioner of Corporate Services and Chief Legal Officer, the Manager, Realty Services is responsible for leading a dynamic team of real property and corporate real estate professionals and is responsible for the management of all transactional and valuation activities related to the Town's real property interests, assets and portfolios; leasing, acquisition and disposition of properties, and delivery of efficient and effective real estate services for the Town of Caledon. As the Manager, Realty Services, you will perform the following duties, including but not limited to:

- This position involves managing relationships with senior level management at the Town, elected officials, area municipalities, conservation authorities, province, and various stakeholders. Building positive and solid relationships with these parties is vital to departmental success.
- Design, develop and implement a strategic plan to meet service objectives for Realty Services in alignment with Corporate Objectives and to ensure positive client relationships.
- Provide professional expert advice and recommendations in relation to valuation of real estate assets, assess business and financial risks in the context of overall market and economic conditions.
- Utilize independent judgment to guide real estate team where policies do not provide guidance for in-depth investigation and extensive research (political impacts, individual impacts to owner, review of law, appraisal information, market condition, scheduling of construction project) for feasibility and analysis (full buy out/partial taking, expropriation, business loss, injurious affection, special damages), and negotiate and implement recommended solution.
- Decisions significantly impact the establishment and achievement of program and project service objectives including impacts on the price paid for land, the reputation of the Town to landowners, and impacts the timing and budget of large capital infrastructure projects.
- Represent the Town's interests in all real estate matters at public meetings, hearings and tribunals.



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- Responsible for the management of the Corporations' leasing portfolio including leases to third parties and/or municipal leasing of third-party space.
- Perform additional duties and undertake special projects as assigned.

The Ideal Candidate

We are seeking an experienced professional with a post-secondary degree in Geography, Urban Planning, Urban Affairs, Real Estate or a closely related field. Our ideal candidate has a minimum of eight (8) years of municipal real estate experience preferably in capital project land acquisitions, negotiating and administering commercial leases, asset management, taxation/assessment and real estate policy development and a member of the Appraisal Institute of Canada and/or International Right of Way Association with an AACI and/or SRWA designation, or qualifications leading to such designations.

The ideal candidate will have thorough knowledge in all applicable legislation related to capital projects, including Expropriation Act, Municipal Act, 2001, Environment Assessment Act, Commercial Tenancies Act, Residential Tenancies Act, 2006 and Assessment Act and Registry Office/Land Title Office procedures, legal surveys and plans, and engineering procedures and plans as they relate to property rights and acquisitions.

The successful candidate for Manager, Realty Services will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$135,329.15 to \$169,161.44 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **January 14th, 2025 12:00PM EST.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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