



ABOUT ORILLIA

With a population of 32,000, Orillia is a sustainable and creative city that leverages its core strengths: a lively and historic downtown, exciting growth, and vibrant waterfronts along two lakes. . Orillia offers an excellent quality of life with four-season recreation and cultural opportunities. Located in the heart of Ontario's Lake Country, Orillia is a great place to live, work and explore.

SUMMARY

The City of Orillia has realigned functions across the organization and part of this process involved the creation of a new Department of Corporate Services/Legal. The Manager of Real Estate reports to the General Manager of Corporate Services/Legal.

DUTIES

- Administer contracts with consultants, real estate agents, and accredited appraisers pursuant to the City's Real Property Policy to represent the City for negotiation, valuation, and planning/services. Prepare and evaluate request for proposals for disposition of City real estate assets.
- Provide advice regarding real estate matters, processes, and issues.
- Prepare budget estimates for property acquisitions and manage property acquisition projects. Participate on project teams to assess property needs for capital projects; forecast demand for services; and develop strategies regarding long-term or immediate real estate requirements and issues.
- Negotiate and coordinate the disposal of surplus property in accordance with applicable legislation/by-laws.
- Manage/conduct research and analysis to calculate and develop valuations/appraisals.
- Purchase property on behalf of the City as directed by Council. Prepare requisite agreements, including short term lease/rental agreements.
- Provide forecasts and estimates for the 10-Year capital program and other major corporate initiatives.
- Coordinate activities related to land surveys, legal processing, and engineering consultants related to in property transactions.
- Meet with property owners/legal representatives to provide information on project details and negotiate agreements, appraisal reviews, and witness statements. Execute and manage expropriation projects in alignment with Council mandated/approved initiatives and participate in associated hearings as required.
- Prepare annual lease/rent databases for City-owned, tenant occupied facilities, and coordinate landlord-obligation facility maintenance with contractors or City staff as required.
- Prepare and presents reports for the Senior Leadership Team, Council and Committees regarding property matters.

QUALIFICATIONS

- University Degree or three year community college diploma in business, marketing, urban planning/geography, or related discipline.
- Minimum two years' experience in related field.
- Detail oriented and organized, ready to balance detailed work on contracts and development projects with big picture thinking and communications about the downtown/waterfront opportunities in Orillia.



- Excellent project management, organizational, communication, and interpersonal skills.
- Knowledge of and ability to comply with policies, procedures and related legislation (e.g., *Planning Act, Expropriation Act, Municipal Act, Tenant Protection Act, Commercial Tenancies Act, Landlord and Tenant Act*).
- Knowledge of development approvals and processes.
- Knowledge of the local real estate market and market trends.
- Excellent public relation skills with proven ability to build effective working relationships with all stakeholders including business and government officials, community leaders, members of the public and staff.
- Strong computer skills using MS Office applications, including Word, Excel, Access, PowerPoint, email and the internet. Experience using web content management software and social media in a professional context, including Facebook, Twitter and Hootsuite.
- Ability to read and interpret legal documents plans, engineering drawings, technical reports, and real estate literature.
- Ability to compose technical, analytical reports, business cases, property agreements, correspondence, leases, and other documents.
- Must possess a valid class 'G' Ontario's driver's license with an acceptable driver's abstract and access to a reliable vehicle.
- An acceptable Criminal Record Check is required for this position prior to the commencement date, at the incumbent's expense.

Compensation for this position is Category 6 of the Exempt Staff Salary Grid \$78,835 to \$92,226, plus a comprehensive benefits package. Interested applicants are invited to submit a resume in (MS Word or PDF Format) confidence by February 26, 2020 at noon to:

Lori Bolton, CHRL,
Director of Human Resources,
City of Orillia,
50 Andrew Street South, Suite 300,
Orillia, ON L3V 7T5
Email: lbolton@orillia.ca Fax: 705-325-5904

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.