

Service Plan for Real Estate Services

2018-2019
(2019)

Capital Regional District

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Table of Contents

1	Overview.....	1
1.1	Division & Service Summary	1
1.2	Organization Chart.....	2
1.3	Key Trends, Issues & Risks – Service Specific.....	2
1.4	Link to Board Strategic Priorities	2
2	Services.....	3
2.1	Workforce Considerations	4
3	Divisional Initiatives & Budget Implications	4
4	Goals & Performance Indicators.....	5
	Contact	5

1 Overview

1.1 Division & Service Summary

General overview of the Real Estate Division

There are two primary services within the division: Property and Real Estate Services.

Property Services

1. Maintains property information (hard copy and electronic) for:
 - i. CRD land interest, (fee simple, leases, licenses, right of ways, easements, covenants, etc.).
 - ii. 3rd party interests on CRD properties.
2. Coordinates referrals from outside agencies to ensure that the CRD is well informed of processes that are happening within their jurisdiction, or that may affect their land interests.
3. Performs property research on behalf of CRD staff.

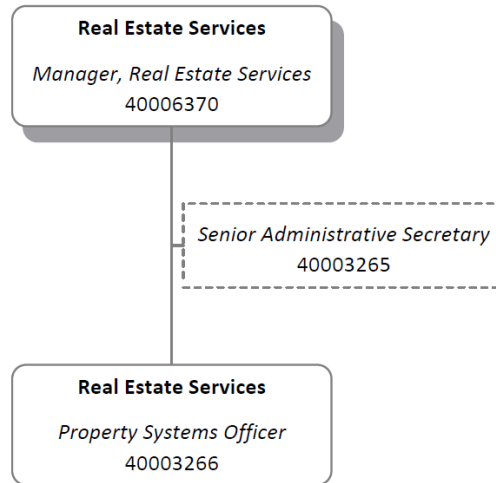
Real Estate Services

Real Estate Services strategically manages, disposal, appraisal, acquisition and disposal of real property interests, including evaluation of the portfolio, commercial leases, subdivisions, proformas, valuations, conveyancing, registering Notices on Titles and Covenants, land title research and similar support on behalf of the District's departments, the Board, Committees and Commissions (the "clients").

Service Purpose, Role or Overview	Participants	Funding Sources	CRD Board Committee and/or Commission Reporting Structure
<p>Property Administration Services</p> <p>Provides administration systems and services for all CRD real property interests</p> <p>Coordinates all referrals</p>	All Municipalities, Electoral Areas and First Nations on a demand basis	Cost Recovery and Requisition	<p>Communicates with Commissions</p> <p>Reports to Committees and Board</p>
<p>Real Estate</p> <p>Develops strategies, and negotiate on behalf of CRD for matters involving real property interests</p> <p>Provides conveyancing services and strategic and operational guidance to CRD staff regarding land and real estate interests and opportunities</p>	All Municipalities, Electoral Areas and First Nations on a demand basis	Cost Recovery and Requisition	<p>Communicates with Commissions</p> <p>Reports to Committees and Board</p>

1.2 Organization Chart

Real Estate Services



1.3 Key Trends, Issues & Risks – Service Specific

- The majority of the work for the Core Area WWTP in relation to Real Estate is completed, however the Real Estate Division continues to provide daily support.
- Land acquisition for affordable housing projects is now part of a major initiative from all 3 levels of government. The Real Estate Department is providing significant support to the Capital Regions Housing services towards the acquisition of bare land, turnkey projects and the associated due diligence.
- Land acquisition by several CRD departments has continued at a steady rate, as well there is an increase in CRD space being leased to third parties.
- Referrals from 3rd party agencies have continued at an elevated rate and staff are accommodating the increase.

1.4 Link to Board Strategic Priorities

The Division will provide support to all departments across a variety of services on corporate projects and in support of core service delivery, and as such may have a role in supporting numerous priorities. Specifically, the division has a direct link to the following priorities:

INTEGRATED WASTE MANAGEMENT

- Investigate region-wide solutions to liquid and solid waste

BIODIVERSITY AND ECOSYSTEM HEALTH

- Strategically acquire protected areas which contribute to climate mitigation and adaptation goals

ACTIVE AND MULTI-MODAL TRANSPORTATION

- Design and manage regional trails as transportation corridors for users now and in the future

AGRICULTURAL LAND AND FOOD SECURITY

- Develop a regional land banking solution

FIRST NATIONS

- Investigate ways to best support first nations economic development in co-operation with local governments

HOUSING

- Leverage equity in all CRD assets to develop creative solutions to providing new housing

2 Services

Service Level Adjustments in Role/Scope		
Service	Base Year	Year 4 (2019)
Property Administration	<p>Maintain property information (hard copy and electronic) for CRD land interests and encumbrances owned and on CRD Properties</p> <p>Coordinate response to referrals and encumbrance requests received from 3rd parties</p> <p>Registrations of Notices on Title</p> <p>Cancellation of Notices on Titles</p> <p>Registrations of Development Permits on Title</p> <p>SRWs negotiated and executed</p> <p>Covenants negotiated and executed</p> <p>Agreements witnessed as Commissioner of Oaths</p> <p>Appraisals tendered and received per year</p>	Review and Assess
Real Estate	<p>Negotiate on behalf of CRD for matters involving land</p> <p>Facilitate conveyancing services</p> <p>Provide strategic guidance to CRD departments re: land interests and opportunities</p> <p>Negotiating agreements</p> <p>Evaluating and reporting on Real Estate files for CRD Departments</p> <p>Write Staff Reports</p> <p>Apply for or renegotiate Provincial Tenures</p> <p>Assist in Regional Parks Land Acquisitions</p> <p>Assist in CAWTP Land Acquisitions and Tenure Agreements</p> <p>Provide strategic direction and execute acquisition and development of bare land and turnkey projects for affordable housing projects</p> <p>Manage Lease and Licenses for 126,000ft² warehouse</p> <p>Acquire Legal Advice on Real Estate files</p>	Forecast increased demand associated with Capital Regional Housing's Initiatives

2.1 Workforce Considerations

Workforce (FTEs)					
Service	Base Year	Year 1 (2016)	Year 2 (2017)	Year 3 (2018)	Year 4 (2019)
Manager	1	1	1	1	1
Property Officer	1	1	1	1	1
Sr. Administrative Secretary	1	1	1	1	1
Total	3	3	3	3	3

3 Divisional Initiatives & Budget Implications

Title & Estimated Completion Date	Description	Priority	Budget Implications
2019			
Continue Move to Digital File Storage	Transfer of existing and archived hard-files into SharePoint	Corporate Development	Core budget
Departmental support for achieving Board Strategic Priorities	Provide guidance to CRD staff regarding Real Estate's relation to the priority, land interests and opportunities	Integrated Waste Management Biodiversity and Ecosystem Health Active and Multi-Modal Transportation Agricultural Land and Food Security First Nations Housing	Core budget
Referrals	Coordinate the Corporate response to referrals received from External Agencies	Corporate Development	Core budget

4 Goals & Performance Indicators

Indicator Name	2018 Planned	2018 Projected	2019 Planned
Number of CRD Services Supported by Real Estate Division	59	59	59
Number of SRW and Covenant transactoins completed in 2018	35	55	35
Number of Property Negotiations Completed or in Progress	60	60	60
Referrals	150	130	150

Contact

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