

Service Plan for Real Estate Services

201~~8~~⁷-2019

Capital Regional District

Date submitted: September 30, 201~~7~~⁶



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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, covenant's, 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.

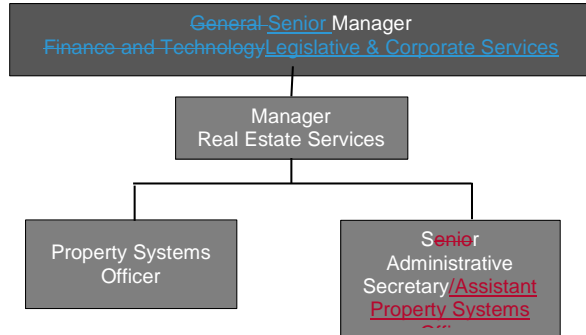
Real Estate Services

Real Estate Services coordinates appraisal, acquisition and disposal of real property interests, including 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 overview and descriptions

Service Purpose, Role or Overview	Participants	Funding Sources	CRD Board Committee and/or Commission Reporting Structure
Property Administration Services Provides administration systems and services for all CRD land interests. Coordinate all referrals.	All Municipalities, Electoral Areas and First Nations on a demand basis	Cost Recovery and Requisition	Communicates with Commissions Reports to Committees and Board
Real Estate Negotiate on behalf of CRD for matters involving land. Provide conveyancing services and guidance to CRD staff regarding land interests and opportunities	All Municipalities, Electoral Areas and First Nations on a demand basis	Cost Recovery and Requisition	Communicates with Commissions Reports to Committees and Board

1.2 Organization Chart



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 Department/Division continues to provide daily support.

There is increased activity in the local real estate market has increased demand for real estate agreements in 2017, and staff are accommodating the increase

Land acquisition by several CRD departments is continuing at a steady rate and there is an increase in CRD space being leased to third parties.

Referrals from 3rd party agencies have doubled in 2017 and staff are accommodating the increase.

The Core Area Wastewater Treatment project will increase the workload in the Real Estate Division in 2016, as such; additional support may be required on a temporary basis. This increased cost would be funded through cost recovery.

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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.

1.5 Service Levels

Service Level Adjustments in Role/Scope					
Service	Base year 2015		Year 2 (2017)	Year 3 (2018)	Year 4 (2019)
Property Administration	<ul style="list-style-type: none"> Maintain property information (hard copy and electronic) for CRD land interests and encumbrances owned and on CRD Properties Coordinate response to referrals and encumbrance requests received from 3rd parties (approx. 50/yr) 40 Registrations of Notices on Title 40 Cancellation of Notices on Titles 40 Registrations of Development Permits on Title 40 SRWs negotiated and executed 20 Covenants negotiated and executed 80 A agreements witnessed as Commissioner of Oaths 40 a Appraisals tendered and received per year 		Forecast increased demand associated with Core Area WWTP land tenures	Adjust to meet service delivery needs, as required.	Review and Assess
Real Estate	Negotiate on behalf of CRD for matters involving land <ul style="list-style-type: none"> Facilitate conveyancing services Provide guidance to CRD staff re: land interests and opportunities Negotiating 25 agreements Evaluating and reporting -on 400 Real Estate files for CRD Depts. 		Forecast increased demand associated with Core Area WWTP land tenure agreements	Adjust to meet service delivery needs, as required.	Review and Assess

	<ul style="list-style-type: none"> • Write 15 Staff Reports • Apply for or renegotiate 5 Provincial Tenures • Assist in Regional Parks Land Acquisitions • Assist in CAWTP Land Acquisitions and Tenure Agreements • Manage Lease and Licenses for 126,000ft2 warehouse • Acquire Request Legal Advice on <u>Real Estate</u> 30 files per year 				
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1.6 Workforce Considerations

	Workforce (FTEs)				
Service	Base year 2015	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 Reference (if applicable)	Budget Implications
2016 - 2019			
Continue Move to Digital File Storage To be e Completed by in 2017	Transfer of existing and archived hard-files into SharePoint	Corporate Development	Core budget
Encumbrance Project Phase 2 To be e Completed in by 2017	Include all encumbrances on CRD land in Intramap with a link to the digital document. Intramap will then identify: <ul style="list-style-type: none"> • Encumbrances granted on CRD Land, and • Encumbrances held on others land by the CRD 	Corporate Development	Core budget

Title & Estimated Completion Date	Description	Priority Reference (if applicable)	Budget Implications
Departmental support for achieving Board Strategic Priorities To be completed by 2019	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
<u>Referrals</u>	<u>Coordinating the Corporate response to referrals received from External Agencies</u>	<u>Corporate Development</u>	<u>Not funded / Core budget</u>
<u>Weekly Task</u>			

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4 Goals & Performance Indicators

	Service Goals	Indicators or Measures		
	Improve efficiency of Property Administration Services and increase accessibility to data	<ul style="list-style-type: none"> Transition of all legacy agreements files into new system by end of 2017 Reduced average length of time for completing referrals, notices on title, covenants, lease and license negotiations, property acquisition and disposals compared to previous year (2016 baseline) 		
	Provide specialized support for corporate real estate interests	<ul style="list-style-type: none"> Successful real estate transactions annually 		
	Number of CRD Services supported by Real Department-Estate Division	59	59	59
	Number of SRW's and Covenants transactoins completed in 2017	30	45	35
	Number of Property Negotiations completed or in progress	50	70	60

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Referrals	100	190	150
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