



POSITION TITLE:	Real Estate Coordinator - 18-month Term
REVISION DATE:	March 11, 2026
REPORTS TO:	Manager, Real Estate and Asset Management
DIRECT REPORTS:	n/a
POSITION SUMMARY:	Under the direction of the Manager, Real Estate and Asset Management, this term role is responsible for providing technical, administrative, and project coordination for the implementation of land management and property rights for the Municipality's Dominion Atlantic Railway rail-to-trail corridor initiative.

TASK NO.	DESCRIPTION
----------	-------------

Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Project Coordination (75%)

- 1.1. Lead and manage the delivery of the former Dominion Atlantic Railway rail-to-trail corridor land management program, with a primary focus on managing easements, encroachments, and associated licenses to use/occupy.
 - 1.1.1. Lead creation of program, policy, processes and template development for successful administration of the DAR land management project.
 - 1.1.2. Lead negotiations with property owners and rights holders, to secure land rights and agreements aligned with municipal objectives.
 - 1.1.3. Draft, review, and finalize legal agreements and supporting documentation in collaboration with internal departments and legal counsel.
 - 1.1.4. Oversee project planning, tracking, and reporting, ensuring project milestones, timelines, and deliverables are achieved.
 - 1.1.5. Liaise with internal departments, in particular the Corporate Asset Management Program and Parks, Recreation and Culture, risk management, and legal counsel, as required.
 - 1.1.6. Procure, coordinate, and direct external consultants including land surveyors, appraisers, and environmental engineers, as required.

2. Communication(15%)

- 2.1. Lead community outreach activities related to the Dominion Atlantic Railway rail-to-trail corridor land management program, clearly communicating project impacts, responding to inquiries and concerns, and building constructive relationships with property owners and rights holders.
- 2.2. Prepare and present on the Dominion Atlantic Railway rail-to-trail corridor land management program through correspondence, briefing notes, reports, and recommendations to management and/or Council.

- 2.3. Handle confidential and sensitive information with discretion, ensuring compliance with applicable legislation and municipal policies.

3. Research, Policy, and Program Development (5%)

- 3.1. Support the administration and oversight of the municipal real property inventory, ensuring it is up-to-date and aligned with strategic objectives.
- 3.2. Coordinate corporate and real property searches. Review surveys, reference plans, and related land documentation to inform municipal decision-making.
- 3.3. Research best practices, legislation, and policies related to real estate and land management. Make recommendations where appropriate.
- 3.4. Draft and update policy, procedures, guidelines and templates to support real estate and real property matters, as needed.

4. Other (5%)

- 4.1. Provide support for real estate transactions as needed, including acquisitions, disposals, easements, lease agreements, license agreements, encroachment agreements, and other related land rights matters.
- 4.2. Maintain accurate records and documentation related to real estate files and land transactions, including agreements and approvals.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Bachelor's degree in related field (e.g. real estate, urban planning, land use planning, law, geography, business administration).
- 3-5 Years Experience in real estate, land administration, planning, or related municipal or professional environment.
- Demonstrated experience with land transactions, particularly easements, licenses, and encroachments.
- Membership with the International Right of Way Association, Appraisal Institute of Canada, the Nova Scotia Association of Realtors, and/or the Real Estate Institute of Canada is considered an asset.

Knowledge, Skills, Abilities

- Knowledge of real estate principles, land registration systems, and municipal land management practices.
- Ability to interpret surveys and reference plans.
- Ability to explain technical and legal concepts clearly to non-technical audiences, including members of public.
- Strong interpersonal, communication, and negotiation skills, with the ability to build trust, manage sensitive conversations, and work collaboratively with property owners, legal professionals, etc.
- Strong research, analytical, and problem-solving skills.
- Proficient in Microsoft Office Suite.
- Familiarity with Property Online (POL) and Land Registry Office tools and processes is an asset.
- Familiarity with Geographic Information Systems (GIS) for mapping and analysis is an asset.

Working Environment

- This position may be required to attend meetings outside of office hours, which would qualify for overtime pay.
- This role will be required to travel within the Municipality for conducting field work.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>