

IDENTIFICATION

Department	Position Title	
Infrastructure	Real Property Agreements Coordinator	
Position Number	Community	Division/Region
33-10279	Yellowknife	Facilities and Properties

PURPOSE OF THE POSITION

The Real Property Agreements Coordinator ('the Coordinator') is responsible for the management and administration of leases and other commercial agreement requirements for the Facilities and Properties division's portfolio of properties.

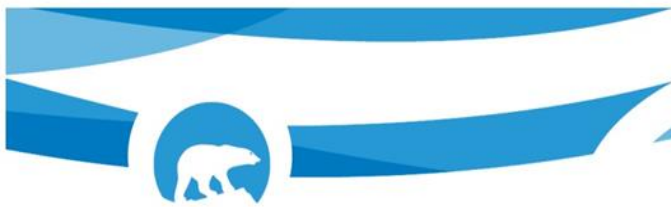
SCOPE

The position is based in Yellowknife and works within Real Property Services unit of the Facilities and Properties division. Other responsibilities of the division include facility planning, fleet services, maintenance management, risk management and safety.

The Coordinator shares responsibility for administering a revenue lease portfolio of over 400 leases, licences and other commercial agreements, which generate revenues of over \$3.5 million per year. In addition to the revenue portfolio, the Coordinator also helps to administer an expense lease portfolio of over 115 leases with a total annual cost of \$35.5 million.

The position provides a clear framework for the responsible management and administration of aeronautical and non-aeronautical commercial activities at Government of the Northwest Territories (GNWT) airports. The responsibilities include the drafting of licences, leases, memoranda of understanding, other contractual agreements, letters enforcing the terms and conditions of agreements and managing the developmental application process for all 26 NWT airports. This position deals directly with tenants and clients on all issues related to the commercial development and leasing functions.

The position also provides support to the Facilities and Properties division for all real property leasing activities. This includes drafting of office lease agreements, renewal letters, and continued need letters. The responsibilities also include ensuring that the lease portfolio is adequately tracked via the lease administration system (SPACE and Archibus) and that all regular monthly reporting is generated, analyzed and provided to the Real Property Services



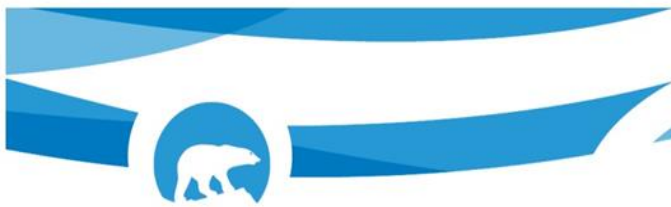
unit. Interaction with landlords and GNWT tenant departments is required on an on-going basis in order to administer leases.

This work is performed through the application of a wide variety of legislation, policies, standards and procedures, that apply to the GNWT airport portfolio and the real property lease portfolio. This position has the authority to execute commercial agreements to a maximum term of 5 years.

RESPONSIBILITIES

1. Negotiate and manage leases, licenses and other commercial agreements

- Negotiates terms of agreements and special conditions, and documents negotiated terms, using established standard forms and procedures.
- Drafts, administers and executes commercial agreements, with signing authority to a maximum term of 5 years.
- Prepares commercial agreements and associated correspondence for terms greater than 5 years, based on the direction from the Manager, Real Property Services, verifying the appropriate approvals.
- Manages the administration of the lease/licence processes and reviews documentation, to obtain the appropriate internal approvals.
- Coordinates the lease/licence/leasehold improvement construction application process.
- Manages Commercial Development requests for proposals, for the solicitation of business/commercial/revenue-generating opportunities.
- Monitors the critical dates associated with every commercial agreement, to maintain currency of tenant insurance, letters of credit and performance bonds, to reduce GNWT liability.
- Monitors and tracks rent increases, gross revenues, lease expirations and notices, required for agreement extensions, and provides notification to tenants within the legal timeframes for rent reviews, to permit timely application of any increase in rent and thereby maximizing revenues.
- Deals with tenants and clients directly on various issues, including contentious issues, related to enforcement of the terms and conditions of an agreement.
- Develops and fosters positive relationships with airport private and public sector tenants and other clients and has a good understanding of their activities and the agreement provisions.
- Advises new tenants/clients of the requirements and confirms that appropriate fees and insurances are received.
- Coordinates the processes for final execution of agreements and critical tenant correspondence, in compliance with legal requirements.

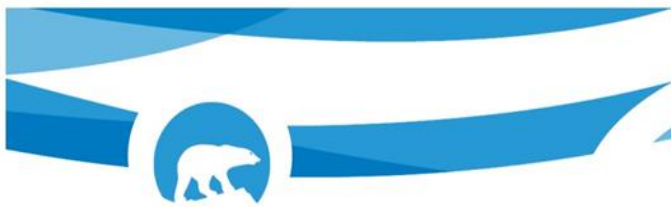


2. Perform lease processes, procedural and operational reviews, financial analysis/ reports, and coordinate inter-departmental working groups and committees.

- Principal point of contact from the Commercial Development Section with Facilities and Properties Division's Corporate Services, regional finance departments and Financial Shared Services (FSS).
- Works with tenants and internal stakeholders to gather, analyze, monitor and record financial data.
- Audits tenant gross revenues, to determine the amount of revenue for percentage leases.
- Analyzes revenues for short-term and medium-term Commercial Development Section's revenue forecasts.
- Performs reconciliations, lease/licence notification forms, obtains approval from the Commercial Development Section, and distributes to the regional finance sections.
- Participates in the review of billing rates and data entry accuracy into the Lease Management System (SPACE) and prepares various detailed reports.
- Prepares monthly late payment reports for Facilities and Properties Division and regional staff.
- Exports report to Excel, audits information in reports, adds any missing information, and reports errors found to Department of Finance.
- Reviews billing summary information and prepares Lease Licence Notification forms which trigger the set-up of client accounts for billing and revenue generation.
- Provides billing information to Corporate Services, to verify the accuracy of the rent roll and invoices and completes the data input.
- Liaises with Risk Management, on issues of insurance.
- Monitors Commercial Development processes, to uphold established deadlines.
- Audits lease and other commercial agreements and records, for accuracy and timely process compliance.
- Interacts with other divisional and regional staff, regarding the day-to-day tenant issues.

3. Develop, implement and maintain Commercial Development information systems for the effective and responsible management of Commissioner's lands at airports.

- Develops and maintains the reference system for the effective and responsible management of Commissioner's land at airports and protects the interests of the GNWT.
- Recommends, develops and implements enhancements/improvements to leasing information, and documents management processes.
- Develops and maintains corporate leases, and related contractual standard forms.
- Provides support to the Commercial Development section in the day-to-day administration of the terms and conditions outlined in tenant agreements, and enters critical information into the lease management system (SPACE) and other miscellaneous resource data sources, to maintain currency of critical legal records.



- Maintains the Commercial Development section's legal agreement records, including leases, licences, related legal documents and the master Commercial Development Manual.
 - Verifies account information from the financial system SAM (System for Accountability and Management) to collect customer numbers that must be added to lease/license agreements.
 - Cross-references and reconciles SPACE information to SAM.
 - Prepares and maintains merge-mail lists for Commercial Development tenants and airport industry stakeholders.
- 4. Assist with the administration of the expense lease portfolio (Real Property portfolio).**
- Drafts lease agreements (both net and gross leases) associated with general purpose office space and special purpose space.
 - Provides advice and guidance to landlords and tenant departments relative to lease agreements on a day-to-day basis.
 - Maintains the lease administration system (Archibus) on an on-going basis.
 - Utilizing both the lease administration system and other tools such as Excel, performs analytical analysis on lease data in order to generate monthly reporting and adhoc reporting for a variety of uses such as briefing notes and other INF reporting.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

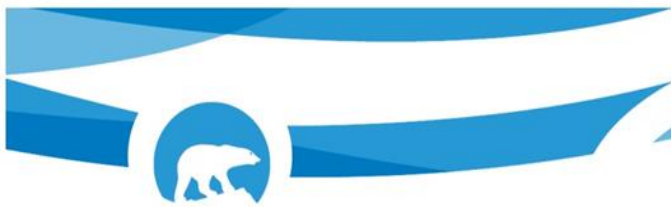
No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent is required to travel approximately 2 to 3 times per year, for a period of 3 to 5 days each time.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of real estate complexities related to leasing and commercial contracts.
- Knowledge of principles and best practices, specific to the commercial leasing industry, and practices related to commercial agreements.
- Knowledge of Real Estate Law and relevant Common Law Principles.
- Knowledge of Leasehold Improvement practices.
- Knowledge of the GNWT Office Space Standards and the accompanying Technical Standards.
- Problem-solving and analytical skills.
- Knowledge and ability to use computer office software, including real estate and lease tracking software and databases.
- Working knowledge of tenant leasehold improvement processes.
- Interpersonal skills, including tact, diplomacy and practical negotiating skills.
- Knowledge of drafting and administering legal documentation (industrial, commercial, land leases and licenses).
- Organizational and time-management skills.
- Ability to understand and apply relevant acts, regulations, standards, policies and directives, and to translate them into operational procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work effectively in a computerized environment and make optimum use of program capabilities.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Certified Leasing Officer (CLO) designation, plus 2 years of relevant experience in commercial leasing or lease compliance field.

Equivalent combinations of education and experience will be considered

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred