



## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Director, Community Governance	
Position Number	Community	Division/Region
21-10252	Yellowknife	Community Governance /Headquarters

## PURPOSE OF THE POSITION

The Director, Community Governance is responsible for providing a policy framework and technical support for regional offices and community governments to assist them in delivering programs and services essential to good community life and to provide a safe, healthy environment for community residents. Program and service support is primarily in the area of community planning and development, good governance, and land and property assessment.

The position works within a legislative and policy framework and carries out its responsibilities in accordance with Government of the Northwest Territories (GNWT) acts, regulations, policies and procedures, such as the *Cities, Towns and Villages Act*, the *Hamlets Act*, the *Charter Communities Act*, the *Tlicho Community Government Act*, the *Community Planning and Development Act*, the *Property Assessment and Taxation Act*, departmental funding policies, and approximately 14 other pieces of territorial legislation enforced by the Department, the *Northwest Territories Act*, and other territorial and federal legislation that binds the actions of community governments.

## SCOPE

The Director, Community Governance is located in Yellowknife and reports to the Deputy Minister. The work of the position supports and impacts the programs delivered by both headquarters and regional offices. These programs affect all community governments and residents of the Northwest Territories.

The position plays a key role in the smooth, efficient administration of municipal governments including administration of elections, approval of by-laws and has the ability to postpone or cancel elections if it is discovered that the elections did not conform to the appropriate legislation.

As a member of the MACA senior management team, the Director participates in setting priorities and objectives and contributions to the preparation of departmental business plans and budgets for submission to the Financial Management Board. The Department's operations and maintenance budget is approximately \$103 million and the capital budget is approximately \$28 million. The Director has direct responsibility for the compensation and benefits, and operations and maintenance of the Community Governance Division.

Due to the integrated role in the Department related to governance, and the support of community planning, the Director plays an important role in identifying and working with regional operations and community governments, with issues related to the accountability of community governments regarding their obligations under community government legislation.

The position is responsible for the work of 14 subordinate positions, four of which report directly to the Director. In the event of manager vacancies in Community Planning and/or Community Governance, the associated staff will report directly to the Director, Community Governance.

As the statutorily appointed Director of Assessment, the position is responsible for the preparation and maintenance of the GNWT's assessment rolls. Decisions and actions taken by the Director of Assessment and his or her appointed Assessors are also highly visible to the public and may be the subject of quasi-judicial appeals. The assessment rolls are used by the seven taxation authorities in the NWT to produce taxation rolls. The work of the Director of Assessment immediately impacts all taxation ratepayers in the NWT and is an own-source revenue generating tool currently available to the GNWT.

As the statutorily appointed Director of Planning, the position is responsible for making recommendations to the Minister on the approval, or otherwise, of community planning and zoning by-laws.

As the statutorily appointed Chief Municipal Electoral Officer, the position is responsible for oversight of community government elections in accordance with the *Local Authorities Elections Act*, the *Cities, Towns and Villages Act*, the *Hamlets Act*, the *Charter Communities Act*, and the *Tłı̨cho Community Government Act*.

## **RESPONSIBILITIES**

1. Design and develop policies and programs that support the regional operations in assisting community governments.
2. Design, develop, evaluate and provide strategic advice to the Deputy Minister and Minister on the creation, amendment and future direction of MACA departmental legislation and policies that affect community governments.

3. In conjunction with the Legislative Advisor and the Department of Justice, provide advice to senior management, regional operations and community governments on interpretation of legislation.
4. Work cooperatively with regional operations to assist community governments to comply with Territorial legislation.
5. Process by-laws requiring Ministerial approval.
6. Perform the duties of the Chief Municipal Electoral Officer and administer the *Local Authorities Elections Act*.
7. Coordinate the implementation of those elements of land claims and self-government agreements that are related to the Department's mandate in collaboration with regional operations.
8. Manage and coordinate support through the establishment of a departmental framework for Aboriginal consultation activities undertaken by MACA within the scope of the GNWT Aboriginal Consultation Framework.
9. Work collaboratively with regional operations and community governments to support development of community plans.
10. Support the engagement of MACA to the GNWT Environmental Liabilities plan and monitor the status of the Department's remediation projects.
11. Produce the Assessment Roll annually in accordance with the provisions of the *Property Assessment and Taxation Act*.
12. Supervise, motivate and mentor subordinate staff. Schedule and assign work to section staff and monitor work in-progress and work achievements.
13. Establish performance management processes, including consideration for training and development for employees.

### **WORKING CONDITIONS**

#### **Physical Demands**

Normal office environment

#### **Environmental Conditions**

Normal office environment for 80/90% of the time; plus travel requirements to communities.

#### **Sensory Demands**

Normal office environment

### **Mental Demands**

The position is regularly called upon to respond to governance and infrastructure issues that can often be highly politically sensitive and involve municipal / aboriginal / multiple orders of government. These issues can include technical problems or conflicts, which can jeopardize the safety and quality of services delivered in a community including drinking water and sanitation issues.

As a result, the position must make urgent or critical decisions and/or recommendations that impact the expenditure of funds and public health resulting in a high level of stress for the incumbent.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Sound understanding of community development and all areas of community government operations, including community government structures, administration and operations;

Sound ability to analyze and interpret legislation, policies and procedures; and ability to conduct oneself professionally in a highly political environment;

Strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities are essential;

The ability to work to deadlines and respond effectively to frequently changing deadlines;

The ability to develop and deliver formal presentations that may be instructional or persuasive to stakeholders with considerable differences in expertise;

Requires an understanding of the decision-making process of northern aboriginal communities and the social dynamics which may affect community operations;

The ability to manage a diverse team of individuals;

The ability to influence and persuade internal and external stakeholders;

The ability to work with people in an effective and tactful manner;

The ability to work effectively within a larger Senior Management team; and

Effective written and verbal communications skills, including the ability to maintain professional communications in difficult circumstances.

### **Typically, the above qualifications would be attained by:**

The above noted knowledge, skills and abilities may typically be acquired through the completion of a bachelor's degree with a professional designation in one of three areas (Community Based Planning, Property Assessment, or Local Government Administration) or a related field and experience.

The position requires a minimum of eight years of experience in related and progressively more responsible positions where the incumbent can demonstrate experience in public consultation with community governments in the context of the assertion of aboriginal or treaty rights as they relate to municipal operations. The position also requires a minimum of three years of supervising others within the eight years of experience.

### **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 applies)**

- 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

#### **Aboriginal language: Choose a language**

- Required
- Preferred