



## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Senior Advisor, Legislation	
Position Number	Community	Division/Region
21-2124	Yellowknife	Corporate Affairs

## PURPOSE OF THE POSITION

The Senior Advisor, Legislation is responsible for providing strategic analysis and advice on implementing strategies for review of departmental legislation and other assigned special projects for the Department of Municipal and Community Affairs. The position also provides expert advice in the areas of legislative analysis, coordination, development, and implementation to ensure that statutes and regulations administered by the Department are consistent with Executive Council direction and federal legislation.

The position coordinates the amendment of legislation, the development of new legislation, and provides advice on legislative processes. The position also provides strategic policy advice on legislative issues in relation to Departmental activities as they arise.

## SCOPE

Municipal and Community Affairs (MACAs) mandate is diverse and encompasses a wide range of activities and responsibilities to support capable, accountable and self-directed community governments. MACA also safeguards the health and well-being of Northwest Territories (NWT) residents by coordinating emergency services; ensuring compliance with safety standards; protecting consumer rights and promoting sport and recreation and the development of youth.

The Department delivers services to community governments and the public through six (6) headquarters divisions in Yellowknife and five (5) regional offices. The Divisions include: Community Governance, Community Operations, Public Safety, the School of Community Government, Sport, Recreation and Youth, and Corporate Affairs. With this mandate and departmental programs comes a complex legal framework and a wide range of legislation, regulations, several Executive Council policies, and numerous departmental policies.

The incumbent plays a critical role by providing legislative advice and coordinating the development of legislative initiatives and all legal inquiries for the Department. The incumbent consults with senior management, subject matter experts, stakeholders, and other Departments particularly the Department of Justice's Legal and Legislation Divisions to research, analyze and advise on the review of Departmental legislation and other assigned special projects, and coordinates the amendment of existing, and development of new legislation.

The incumbent spends a great deal of time reviewing and interpreting legislation and legal matters, conducting research and writing that involves significant concentration for extended periods of time. As well, this role is required to undertake multiple projects and tasks, often with tight deadlines, in a setting where there are frequently changing priorities, conflicting interests, and politically sensitive issues that can be adversarial and/or strictly confidential in nature.

The Senior Advisor, Legislation is located in Yellowknife and reports to the Manager, Policy and Planning within the Corporate Affairs Division.

## **RESPONSIBILITIES**

### **1. Conducts research into, and provides advice on, existing and new legislation and regulations and policies, programs and operating procedures to Departmental management.**

- Reviews current legislation in order to identify and confirm legislative matters that require amendments, regulation development, or a policy or guideline based on current issues or emerging practices in other jurisdictions.
- Reviews MACA policies, programs and operating procedures to assess and ensure compliance with MACA legislation.
- Analyzes and reports to Senior Management, the impact of both federal and territorial legislative changes to issues within the mandate of the Department.
- Conducts research to inform the development of legislation and analyzes local, cross-jurisdictional, and National issues relevant to the Departmental mandate to ensure that NWT legislation meets the needs of the Territory and is also harmonized with Federal Legislation and that of other provinces and territories.
- Monitors and identifies subject matter for legislative development based on current events shaping the NWT's political and social environment.
- Recommends strategies and prepares supporting documents (briefing notes, Ministerial statements, information items and decision papers for Cabinet and information for Standing Committees, as required) regarding legislative initiatives of the department to provide advice on issues where there may be legislation implications.

### **2. Coordinates the development of new or amended statutes and regulations.**

- Participates on departmental project teams created to coordinate cross-departmental and public input into legislation development or amendments.

- Coordinates the development of new legislation or amendments to existing legislation with departmental divisions and regions.
- Interprets legislation and provides advice about the legislative development process.
- Provides advice about the appropriate instrument (e.g. statutes, regulations, etc.) to govern the achievement of Departmental objectives.
- Revises and prepares documents used in the legislative process, including drafting instructions, legislative proposals and public consultation documents, for conformity with standards and policy direction and recommend revisions, as required.
- Prepares drafting instructions for Department of Justice and meets with legal and legislative counsel to ensure draft legislation accurately reflects the intent of the proposed legislation and policy goals of the Department.
- Advises on the substance of new and amended legislation and develop recommendations for the consideration of Cabinet and the Legislation Assembly.
- Conducts research to assist in the development of legislation and analyze methods of addressing legislative issues.
- Analyzes and reports to senior management on the impact of federal, provincial and territorial legislative changes.
- Prepares all briefing material to support legislative drafting process.

**3. Participates on and coordinates departmental and interdepartmental committees dealing with legislation related to departmental initiatives, including legislative development.**

- Coordinates departmental committees and participates on interdepartmental committees dealing with issues related to departmental legislation, as appropriate and assigned.
- Leads, coordinates and/or participates in task teams assigned to develop options and recommendations for legislative action.
- Participates and provides Departmental advice in inter-departmental working groups for GNWT-wide initiatives or other department's legislative development.
- Participates on departmental project teams to obtain input into legislation development and amendments.
- Facilitates and coordinates departmental reviews on intergovernmental or interdepartmental legislation.

**4. Provides advice on and coordinates effective engagement with internal and external partners and parties as well as the public and Section 35 Consultation related to the development and amendment of legislation.**

- Provides advice on and coordinates effective public engagement and Section 35 Consultation processes consistent with settled land claims other obligations.
- Advises on proper processes for Section 35 Consultation and public engagement and researches effective means to fulfill meaningful Consultation and engagement.
- Engages with stakeholders on issues related to new or amended legislation and attends public meetings, as required as part of the legislative consultation process.
- Coordinates effective engagement with internal and external stakeholders as outlined by GNWT best practices.

- Analyzes results of Section 35 Consultation and public engagement for potential consideration in relation to new legislation or amendments to legislation being developed.

**5. Evaluates departmental policies and programs to determine their effectiveness in meeting legislative requirements.**

- Reviews policy proposals for consistency with applicable legislation.
- Provides advice on the legislative implications of policy initiatives that fall within the department's mandate.
- Identifies legal issues related to legislation or policy proposals and provides advice on the best means of addressing these issues.
- Reviews departmental actions or proposals, as requested, to determine whether they are consistent with legal obligations under Acts or agreements.
- Recommends and provides support and advice to the development of policy approaches that would remain consistent with existing legislation, or advise on legislative changes required to allow for specific policy approaches.
- Identifies gaps in policies, procedures, and legislation that may cause political issues and operational inconsistencies and recommend potential solutions.

**6. Ensures the effective administration of responses to departmental legal issues.**

- Engages with legal counsel from the Department of Justice and contract legal counsel to ensure appropriate legal advice is sought and received by the department as approved by Senior Management.
- Provides strategic policy advice and support for dealing with legal issues that have been identified.
- Reviews politically and legally sensitive documents including contracts, agreements, memoranda of understanding, proposed policies and correspondence and identifies legal considerations.
- Identifies legal issues and develops legal requests from the Department of Justice and consults with Legal Counsel concerning the interpretation of MACA statutes and regulations.
- Develops confidential briefing materials related to emerging legislative and legal issues in the NWT related to the Department's mandate.
- Provides advice to management regarding the interpretation and analysis of departmental statutes, regulations and legal documentation.
- Clarifies and confirms legal advice received from the Department of Justice with Departmental management and develops options for meeting legal requirements for recommendation to senior management.

**7. Supports departmental policy and planning.**

- Provides advice to senior managers regarding the most appropriate instruments to accomplish departmental objectives (policy, regulation or statute).
- Researches issues and develops correspondence and documents for signature by the Deputy Minister or Minister.

- Develops briefing materials and correspondence including materials for sessions of the Legislative Assembly, Standing Committees and Executive Council, as well as intergovernmental meetings to assist in decision-making related to legislation and other legal matters.
- Assists in the preparation of Financial Management Board submissions, as requested.

**8. Develops and maintains professional and technical skills by attending workshops, courses or other training.**

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

No unusual demands.

**Mental Demands**

No unusual demands.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Specialized technical knowledge of legislation and law in order to analyze, interpret and critically assess legislation, policies, government and departmental initiatives, Cabinet and FMB direction, and ability to develop appropriate approaches to address various legislative and legal issues.
- Knowledge of legal and legislative processes, practices and principles.
- Knowledge of departmental legislation, regulations, and policies and legislation that affects and governs the operation and governance of municipal authorities in the NWT.
- Knowledge and skill application relating to statutory interpretation.
- Knowledge of northern peoples, cultures and communities, and/or the ability to acquire.
- Research and analytical skills, including knowledge of legal research and analysis techniques.
- Analytical, research, writing and communication skills.
- Ability to identify key concepts for complex information, documents and legislation.
- Oral and written skills to effectively convey messages and provide clarity to communications, using plain language, diplomacy, tact and good judgement.
- Ability to plan, coordinate, and prioritize in order meet deadlines and balance numerous demanding and active files.
- Interpersonal skills in order to build or maintain ethical relationships or networks or contacts with a broad range of individuals, and teams.

- Computer skills including Microsoft Office, email, scheduler, file and records management.

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

Bachelor's degree in business / public administration, public relations, law, or a related field with at least five (5) years of broad professional experience with the review, development, and implementation of legislation/policy and in providing complex advice and analysis to senior levels of government.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- 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:**

- Required
- Preferred