



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Lands Officer	
Position Number	Community	Division/Region
23-12489	Fort Smith	South Slave Region

## PURPOSE OF THE POSITION

The Lands Officer is responsible for coordinating and implementing the land administration and land management programs and projects on Commissioner's land in the South Slave Region, in compliance with *the Commissioner's Land Act and Regulations* and other relevant legislation.

## SCOPE

The Department of Environment and Climate Change (ECC) is mandated to support, manage, and administer the sustainable use of public land in the Northwest Territories (NWT). Land management and administration is considered a core public good and critical infrastructure that needs to be effectively and efficiently managed. The importance of land as a core public good is articulated through the Land Use and Sustainability Framework and Northern Lands - Northern Leadership. Land provides for ecological, spiritual, cultural, recreational, and economic goods and services and well as being a predominant and key driver of the NWT GDP. Land provides opportunities for residents in communities to participate in home ownership programs and opportunities.

Located in Fort Smith and reporting to the Manager, Resource Management, South Slave Region (Manager), the Lands Officer ensures regulatory oversight is conducted and support is provided to the Land Administration Team Lead in the Land Management and Administration Division in Headquarters for regional land administration programs and services under the guidance of various legislation and policies, which includes the *Commissioner's Land Act and Regulations*; *Northwest Territories Land Act and Regulations*; *Community Planning and Development Act and Regulations*; *the Area Development Act and Regulations*; and *the Mackenzie Valley Resource Management Act and Mackenzie Valley Land Use Regulations*; *Canada Mining Regulations*; as well as the settled Lands, Resources and Self-government Agreements within the NWT; Interim



Measures Agreements; and the Devolution Final Agreement. The position also works within a Cabinet approved policy framework including the Land Pricing Policy, the Land Lease Only Policy and the Land Use and Sustainability Framework, Northern Lands-Northern Leadership, Sustainable Development Policy, and the Recreational Leasing Management Framework.

The Lands Officer provides support to the Regional Superintendent and the Land Management and Administration Team on complicated land negotiations, including providing advice to their supervisor, and liaising with community councils, Senior Administrative Officers and Community Land Officers. The incumbent reviews politically sensitive land management issues and recommends the appropriate course of action to their Supervisor, the Superintendent, Land and Water and to the Land Management and Administration Team.

The Lands Officer supports the Regional Superintendent and the Land Management and Administration Team, with the pricing of all lots in designated communities, to ensure the recovery of revenue pursuant to the Land Pricing Policy, and prepares, reviews and recommends for approval/rejection by appropriate signing authorities all land use or quarry permits on Commissioner's Land. By-laws submitted from community governments for the acquisition of land are reviewed by the Lands Officer who recommends their acceptance or rejection to the Land Administration Team Lead.

The position also prepares annual work plans along with the related quarterly objectives, which are subsequently discussed with the Superintendent and Team Lead on a regular basis. Working directly with six communities, the incumbent indirectly influences the budgetary decisions of community governments in the region related to land and infrastructure development. Resource development and land use issues are sensitive and frequently result in conflicts among clients, beneficiaries, and the public.

## **RESPONSIBILITIES**

- 1. Assists the Regional Superintendent in coordinating and implementing the GNWT's policies and practices of land administration and management in the disposal of Commissioner's Lands in and around communities of the region.**
  - Reviews land applications for Commissioner's Land and determines appropriate officials and agencies to be consulted in the review process, i.e., Community Councils, appropriate regional staff such as Community Planner, Municipal Planning Engineer and other impacted agencies or groups including Indigenous Organizations, Hunter and Trappers Associations, etc.
  - Approves or rejects land applications after ensuring comments are received in a timely manner and then resolving differing comments into a single comprehensive regional position, negotiates to reach consensus with Community councils when their land application comments differ from the regional interests.



- Prepares draft land contract including the appropriate terms and conditions of any land grant i.e., length of lease, pricing, area of the land to be granted, legal restrictions/ caveats to be incorporated into the grant and then forwards for legal review by the supervisor.
  - Grants users/lessees/purchasers the legal right to possess or occupy the parcel of land under application.
  - Makes initial enquiries with landowners on behalf of the communities and/or GNWT to determine the availability of lands for acquisition, exchange, or re-survey in order that community planning and development can be implemented.
  - Drafts various permits, i.e., quarry, land use, etc. for the Regional Superintendent in the capacity of GNWT Land Agent pursuant to the Commissioner's Land Act and Regulations.
  - Participate in efforts to address and rectify unauthorized use of Commissioner's Lands in the region.
- 2. Assists in providing advice and training in land administration and management to land clients, community and regional councils and government officials, under the direction of the Regional Superintendent.**
- Performs actions required to bring land contracts into good standing, where noncompliance could result in legal action.
  - Provides interpretation of policy direction of the department as well as legal implication of legislation.
  - Assists in conducting workshops, usually issue-oriented on, enforcement of land contracts; municipal land procedures by-laws, land administrative agreements; interpretation of the government of the northwest territories policies and legislation.
  - Provides recommendations and/or briefing notes, letters, etc., on politically sensitive issues for the Regional Superintendent.
  - Researches and drafts replies in conjunction with headquarters to enquiries from Members of the Legislative Assembly for the Regional Superintendent.
  - Liaises with appropriately appointed inspectors/auditors to ensure proper review of land administration practices of community governments.
  - Reviews by-laws submitted by community governments for the acquisition of lands and recommends their acceptance/rejection to the Land Administration Team.
  - Assists community governments with the preparation of land acquisition by-laws.
  - Assists the NWT housing corporation with preparation of transfer documents.
  - Identifies available lots to be transferred to the community governments in the region.
  - Provides direction and training to community land agents as and when required.
- 3. Reviews and audits land contracts to ensure that they comply with the legal requirements stipulated in each individual Land Administration agreement.**
- Monitors all land contracts on a regular basis.



- Conducts or arranges for local field inspections of specific parcels of land to determine if the grantee is complying with contract terms.
- Submits detailed inspection reports to the Regional Superintendent and Land Administration Team Lead.
- Drafts notifications to grantees, in writing, of any negligence and liability in fulfilling the contract terms.
- Recommends to the Regional Superintendent that contracts be canceled, or other appropriate action, by the preparation of required correspondence.
- Reviews and recommends amendments to contracts, as requested by grantees, with respect to improvements proposed, extensions to construction period, options to purchase, etc.
- Audits the land administration activities of community land agents to determine compliance with departmental policy and procedures.

**4. Ensures the accuracy of concise land mapping information and related records at the regional level.**

- Maintains functional and regular contact with the Land Administration Team Lead, Geomatics Specialist and other GNWT Departments and agencies to continuously identify changes in legal status and ownership, administrative rights and control of land, within the respective region, in order to avoid conflicts and the entertaining of applications on committed lands.
- Ensures regional land maps, land inventories and other mapping information is accurately updated regularly and provided to the Land Administration Team Lead to ensure accurate and timely information in the ATLAS/GIS.
- Ensures that the appropriate data is compiled relating to the legal status of land in applicable proposed redevelopment area(s), to determine the magnitude and scope of complications or conflicts that will require negotiations.
- Ensures transmittal of land maps to communities on a regular basis.
- Prepares monthly land transaction and lease status reports for review by the Lands Administration Team Lead and the Regional Superintendent.

**WORKING CONDITIONS**

**Physical Demands**

Regular fieldwork requires significant physical effort in embarking and disembarking boats, planes, helicopters and land vehicles or hiking into the bush to access remote sites. This can occur frequently in the summer and in winter months.

**Environmental Conditions**

No unusual demands.



### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent is faced with changing priorities and short deadlines, and deals with uncooperative or hostile parties when making court appearances, conducting enforcement activities, and responding to public criticism.

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

- Knowledge of and ability to apply principles of real estate law in enforcing land contracts, demonstrated experience in land negotiations, resolving land administration issues with municipal councils and private and public clients.
- Time management skills, analytical and research skills.
- Proficiency in Microsoft Office software including word processing, spreadsheet, and database applications.
- Ability to work in a cross-cultural environment.
- Interpersonal skills and the ability to communicate at an advanced level both orally and in writing in order to communicate effectively and to provide expert advice to clients and to the general public.
- Communication skills both oral and written.
- Human relations skills are required to obtain agreement or assistance, to resolve complex problems and/or recommend courses of action.
- 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:**

A diploma in the Environment and Natural Resources or Criminal Justice, plus two (2) years of related experience in the field of land administration.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

- A valid class 5 Driver's License.
- A medical clearance to confirm to perform physical requirements of the position.
- A Boating License and a Firearms Acquisition Certificate are required within 6 months of hire.



**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