



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Resource Management Officer II	
Position Number	Community	Division/Region
23-14231	Hay River	South Slave Region

## PURPOSE OF THE POSITION

The Resource Management Officer II (RMO II) carries out resource management and environmental law enforcement activities mandated by the Department of Environment and Climate Change (ECC; Department) within the South Slave Region (Region) of the Northwest Territories (NWT).

## SCOPE

Located in Hay River and reporting to the Manager, Resource Management, South Slave Region (Manager), the Resource Management Officer II supports the management and administration of public lands in the Region by enforcing acts and regulations, authorizations, policies, guidelines and procedures to ensure regulatory requirements are met related to resource management issues for the Region.

The RMO II is responsible for the protection of the Northwest Territories' natural environment including the protection of water quality, land resources, fisheries and wildlife habitat, and archaeological cultural and heritage resources through enforcement of legislation and license and permit conditions. The position works within a legislative framework which includes the *Commissioner's Land Act and Regulations*, the *Northwest Territories Lands Act and Regulations*, the *Territorial Quarrying Regulations*, *Area Development Act and Regulations*, and *Mackenzie Valley Resource Management Act and Regulations*. The RMO II also works in a Cabinet approved policy framework by administering the Land Pricing Policy, the Land Lease Only Policy, and the Recreational Leasing Management Framework. It requires knowledge of Lands, Resources, and Self-government Negotiations and Agreements.

The position regularly interacts with ECC divisions, other government agencies, resource management boards, industry, Independent Environmental Monitoring Agency, Environmental



Monitoring Advisory Board, Indigenous governments, special interest groups and the public.

The RMO II carries out several hundred inspections and investigations. The budget for these inspections will be approximately \$250K per year. As an inspector designated under the above acts and regulations, the RMO II conducts site inspections to ensure all users of lands are in compliance with various acts and regulations related to land use, quarrying, timber harvesting, land dispositions, water use and waste disposal, and mining exploration. The RMO II plans and coordinates inspection/investigation activities with other government agencies and conducts investigations of unauthorized land use, water use or waste disposal activities to determine violation with terms and conditions attached to licenses and permits.

The RMO II independently negotiates fair and achievable compliance schedules and deadlines for corrective actions in full consideration of the degree and urgency of the violation, precedents, and established practices of all clients. The position can issue warning letters or orders for corrective action or stop work, or may suggest suspending and/or cancelling a license or permit or undertake, on a cost recovery basis, appropriate corrective and remedial action where there is a reluctance or inability by the company to do so of their own accord.

The RMO II conducts in depth investigations into cases of serious noncompliance. These investigations involve interviewing individuals, taking statements, and collecting legal evidence. After consultation with the Regional Superintendent and the Department of Justice, the position has the authority to proceed with prosecution and develop a court brief.

The RMO II prepares inspection reports, legal documents (warnings, letters of direction), court documents and others to be used by the proponent, the Department, other territorial departments and municipal authorities, environmental groups and the public (provided the information is not classified) in monitoring the development of the region and deciding on proper course of action in specific situations. This information is also used by the independent environmental monitoring agency, environmental monitoring advisory board, special interest groups and the public to monitor the operation and the Departments environmental management processes.

Resource development and land use issues are sensitive and frequently result in conflicts among clients, beneficiaries and the public. It is important to ensure compliance with acts and regulations, terms and conditions by users in order to prevent severe environmental damage. The RMO II recommends appropriate enforcement action in consultation with the Manager and Superintendent, Land and Water. Activities, decisions and recommendations related to resource management and law enforcement can affect the cost and viability of development operations, economy (employment, wealth), environmental impacts to land and water from development projects, and the Department's credibility and public image.



## **RESPONSIBILITIES**

### **1. Practices an education-first approach and builds relationships with stakeholders to gain compliance practices and to prevent offences.**

- Provides interpretation, guidance and enforcement of environmental acts and regulations, authorization, policies, guidelines, procedures and agreements under mandate of the Department to permittees, licensees, and lessees, other government agencies and other groups in order to clarify intent, explain regulatory requirement, law enforcement and resource management issues.
- Explains and/or discusses technical, operational, legislation and permitting information to clients, other government agencies, Independent Environmental Monitoring Agency, Environmental Monitoring Advisory Board, Indigenous governments, special interest groups and the public on resource development activities, field practices application, modification, amendment procedures, site specific information, environmental risks, impacts, mitigative measures, good environmental practices and preventive measures to resolve problems with applications and resolve resource development disputes.
- Develops and delivers information and awareness programs including shows, seminars, displays and training courses regarding land use and water enforcement to various clients including traveling and general public, interest groups, Indigenous governments, school children.
- Reviews proposed and existing environmental legislation and makes recommendations for improvements to regional and headquarters staff. Recommendations are made both reactively, in response to request for input at various stages of legislation development, including working drafts, and final drafts and proactively as specific needs or issues arise in the Division.
- Provides input to the development and maintenance of adaptive environmental policies and procedures for the Northwest Territories.
- Participates in the development and the implementation of regional compliance promotion, enforcement procedures and pollution prevention programs.

### **2. Implements a law enforcement program to ensure compliance by the various resource users with legislative requirements.**

- Reviews reports generated by clients as part of their compliance obligations.
- Conducts technical assessments of project applications, amendments or modifications as they relate to the environmental and physical characteristics of the development areas to determine probable environmental impacts and conflicts with other users and to provide guidance on the mitigative measures required. The information is used by other territorial government departments and municipal government and resource management boards to determine whether licenses and permits should be issued, changed, cancelled or closed and what environmental conditions are attached.
- Conducts spill investigations pursuant to the Northwest Territories Spill Response Plan, and directs the responsible party to take the necessary corrective actions to eliminate



or reduce the environmental impact of the spill within the Plan's memorandum of understanding between the various government response agencies.

- Makes decisions regarding enforcement activities and measures in consultation with the Manager, Resource Management and the Department of Justice personnel as described by the Enforcement Policy.
- Responsible and accountable for enforcement decisions related to conducting planned inspections, investigative approach, search and seizure with or without a warrant, approving corrective action plans, issuing verbal or written warnings and directions, preparing court briefs and laying charges.
- Collects fees on behalf of the Comptroller General for quarry permits issued under the Territorial Quarry Regulations.
- On the direction of a court or magistrate, ensures court orders are complied with by individuals or corporations. When such orders are not complied with, further charges, court actions and direct actions are appropriate.

**3. Performs and completes inspections and investigations, produces reports, and takes corrective measures.**

- Develops and maintains an environmental risk assessment system which outlines impacts of an operation and determines frequency and costs of conducting inspections to monitor compliance and minimize environmental impacts.
- Conducts investigations of violations of environmental laws under the Department's mandate or non-compliance of permits, licenses or lease conditions and prepares written warnings, orders or court briefs and presents evidence in a court of law.
- Conducts and produces reports on environmental inspections of activities carried out under the authority of land use permits, quarry permits, land disposition and water licenses, to ensure compliance with the applicable conditions, covenants and legislation. This information is used by territorial authorities to minimize environmental damage and violations of environmental legislation and to assist industry with compliance, mitigation, cleanup and reclamation.
- Schedules and conducts on-site inspections of authorized operations under Department authorities.
- Collects evidence, analyzes violations of environmental legislation, and generates sensitive information from the investigation for use by the Department, other government agencies and the Department of Justice involved in developing case files and proceeding with prosecutions.
- Collects, evaluates and interprets evidence from investigations of environmental offences, and prepares court briefs containing the evidence gathered for use by the Department of Justice in prosecuting alleged offenders.
- Evaluates the compliance of the operations with environmental legislation and terms or conditions of the authorities.



- Following investigations, initiates enforcement actions, warnings, injunctions, initiates prosecution of offenders to the Department of Justice, and recommends appropriate sentences for consideration by the DOJ.
- Ensures compliance with permits, licenses, leases and environmental agreements, and monitors operational activities, environmental conditions, effectiveness of mitigative measures and final abandonment.
- Produces inspection reports, (warnings, orders) used by the client, the Department, other Territorial Departments and Regulatory Boards in order to document the status of the operation.
- Prepares inspection reports, legal documents (warnings, letters of direction), court documents and others to be used by the proponent, the Department, other territorial departments and municipal governments, environmental groups and the public (provided the information is not classified) in monitoring the development of the region and deciding on proper course of action in specific situations.
- Negotiates compliance with the client and provide historical records of the operation.
- Directs, coordinates, establishes priorities, supervises and monitors the work of clients and contractors specific to the provisions of court orders resulting from convictions and Inspector's Orders.
- Conducts inspections of work done by contractors against the contract agreement and report cases of non-compliance to the supervisor, with recommended corrective action.
- Conducts purchasing of goods and services, saving money (negotiating split charters for inspections), using government acquisition and credit cards and aircraft charter authorizations in order to perform inspection duties.

#### **4. Develops and maintains databases, and manages records and documents.**

- Develops, organizes and maintains comprehensive database on inspection frequency, costs, hazardous spills, unauthorized occupants, waste sites, water sampling data and water license compliance.
- Develops, organizes and maintains comprehensive databases pertaining to land use permits, leases and unauthorized occupants.
- Updates and maintains personal professional reference material on mining and oil and gas methodologies, law enforcement and resource management, which will be needed as reference in performing technical advisory functions for clients, the Department and other territorial departments.
- Updates and maintains personal professional reference material on mining and oil and gas methodologies, law enforcement and resource management. This material is needed as reference in performing technical advisory functions for clients, the Department and other territorial departments. It is accumulated over time and would be time consuming, difficult and costly to replace.
- Creates uses and maintains data bases in the hard drives and on the server which is utilized by the Department to track activities such as risk assessment.



- Responsible for the temporary custody and protection of highly sensitive documents and seized evidence including samples gathered during investigations in the field and transported to secure storage in preparations for the Crown for use in prosecutions. This time sensitive and site specific evidence cannot be replaced. Continuity of evidence must be maintained at all times until their requirement for Court purposes so as not to be rendered inadmissible.

**5. Coordinates and conducts field activities, provides technical expertise in field studies, and manages field equipment.**

- Develops and implements field studies for the collection of baseline data and establishment of environmental monitoring sites. The information is used by various territorial government departments, and municipal governments to increase their knowledge of the NWT and better assess development risks.
- Implements environmental field studies as designed by other divisions within the Department or other departments within the GNWT such as baseline data collection of water, soils or plants.
- Provides technical information to the Department on changes to industry field activities, methodologies, environmental impacts, mitigative measures and resource management techniques in maintaining and developing adaptive environmental policies and procedures in the Northwest Territories.
- Ensures the safety of other fellow Inspectors, Department staff and clients including Indigenous governments, special interest groups, other agencies by using the "buddy system" to ensure appropriate awareness of field activities, safety procedures are followed and hazards are identified and avoided.
- Conducts maintenance, care and use of vehicles, skidoos, boats, all terrain vehicles, weapons (shot gun, pepper spray, flares) power tools, ice auger, global positioning system, depth finder, video cameras, digital cameras, 35 mm cameras, radio and satellite phones, camping gear, drum crusher, outboard motors, power plants, snow survey gear, water sampling equipment, safety equipment, personal computer and office equipment.
- Sets up, calibrates and maintains data collection equipment such as pH, temperature and conductivity meters, snow survey and water sampling gear. This equipment is difficult to replace when in the field.

**6. Supports the operations of the Resource Management Unit of South Slave Region.**

- Provides input to, briefing notes, Q&A's and other responses to correspondence and inquires received from the public, industry, other territorial government departments and Members of the Legislative Assembly on environmental protection issues for the use by the Minister and senior management. Participates in media interviews.
- Makes recommendations to the Manager on budget requirements for inspections, field equipment, computer needs, etc.
- Supervises and monitors work of contractors.





- Ensures that employees who are using departmental firearms complies with the relevant acts, regulations and policies this includes ensuring that firearms and ammunition are used and stored according to the Canadian Federal Firearm Regulations.
- Provides input to the Manager in regard to the forecasting of inspection costs, travel, training, field equipment, supplies and capital equipment.
- Tracks time spent on files for the purpose of risk management and budget information.
- Spends approved funds for the purpose of business travel in accordance with the Financial Administration Manual Travel Directive.
- Assists in the development of contingency plans for the Department which outline and define the responsibilities of various parties in the event of an environmental emergency.

#### **7. Represents the Department and the GNWT.**

- Represents the Department and the GNWT as an Inspector under territorial water, land and mining acts, regulations and authorities.
- As a department representative when a case is brought before the courts, presents information and evidence to legal counsel, Judge and jury.
- Represents the department on committees, meetings and inter-departmental task forces.

### **WORKING CONDITIONS**

#### **Physical Demands**

Fieldwork requires physical effort in embarking and disembarking boats, planes, helicopters and land vehicles carrying heavy coolers, outboard motors, generators, boats and sampling gear, snowmobiles and sleds, loading and unloading full drums of fuel into vehicles and aircraft, drilling holes in up to six feet of ice with hand and power augers and climbing in and around sites which are rocky and steep or in deep snow.

#### **Environmental Conditions**

Field work requires working outdoors and travelling in extreme weather conditions. There is regular exposure to dust, dirt and oil (oil spills, servicing equipment), toxins and chemicals (tailings ponds, cleanups, storage areas), loud, constant machine noises, natural elements and insects.

#### **Sensory Demands**

Conducting inspections requires sustained attention in order to prevent accidental injury or death, remain focused to identify environmental impacts and assess mitigative measures and collecting evidence or data.



## **Mental Demands**

Resource development and land use issues are sensitive and frequently result in conflicts among clients, beneficiaries, and the public. The incumbent may deal with uncooperative or hostile parties, make court appearances, and other work pressures, such as meeting deadlines, enforcement activities, and responding to public criticism.

Regular fieldwork can disrupt home life and routine.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the technical aspects of renewable and non-renewable development projects and resource management and law enforcement.
- Knowledge of the Department's mandate, objectives, organizational structure, programs administrative processes, and human and physical resources.
- Knowledge of the following acts and regulations is required to interpret and enforce their provisions and to inspect operations and enforce compliance with regulatory requirements: *Territorial Lands Act and Regulations; NWT Waters Act and Regulations; Canadian Environmental Assessment Act and Regulations; Mackenzie Valley Resource Management Act and Regulations; Canadian Environmental Protection Act and Regulations; Transportation of Dangerous Goods Act; Fisheries Act; NWT Public Health Ordinance; Firearms Act; Isolation Post Regulations; NWT Act; Canadian Charter of Rights and Freedom; Evidence Act; Contraventions Act; Access to Information Act; Privacy Act; Arctic Waters Pollution Prevention Act; NWT Wildlife Act; NWT Forest Management Act; Land Claims Settlement Legislation.*
- Knowledge of the requirements and environmental impact of land use and water use/waste disposal operations in the North.
- Knowledge of the environmental and physical characteristics of the development areas.
- Knowledge of investigative techniques and the Charter of Rights and Freedoms.
- Knowledge of and ability to conduct investigations of hazardous materials spills.
- Knowledge of biochemistry, physiochemical properties analysis, scientific information and data analysis and interpretation, environmental compliance assessment, risk assessment, qualitative and quantitative analysis, research report interpretation for sampling, testing and analyzing soil and water samples.
- Ability to use and perform scheduled services and minor mechanical repairs to manual and electronic field survey equipment and operate four wheel drive vehicles, snow machines, ATVs, boats, computer, navigational, camera, protective and analytical equipment.
- Knowledge of use, handling, containment and disposal of petroleum products, chemical and other toxic wastes.
- Knowledge of procedures and practices for writing technical reports and ability to prepare reports.





- Analytical skills and problem solving skills to develop solutions.
- Knowledge of first aid theories, practices and techniques.
- Knowledge of survival techniques, radio use and map reading.
- Knowledge of safety procedures and operation around both fixed-winged and rotary-winged aircraft.
- Proficiency in applications and software such as Word, Excel, GroupWise, RIMS, Arcview, OziExplorer, internet-based applications and mapping and database systems.
- Knowledge of and ability to complete computer data entry, manipulation and retrieval techniques for data collection, and ability to create, use and maintain electronic data bases and filing systems for activities.
- Understanding of roles of RCMP and DOJ to assist Counsel in the conduct of prosecution to obtain the necessary information relating to an information or litigation file.
- Understanding of activities of resource development of other industries and their expectations and working styles.
- Understanding of Indigenous government's culture, beliefs, aspirations and politics.
- Written and verbal communication skills, and ability to maintain professional communication in difficult circumstances.
- 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:**

Completion of a 2-year Diploma in a Natural Resources Program as well as two (2) years of related resource management experience, including experience in safety, firearms and evidence collection and presentation.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- A valid class 5 Driver's License
- A medical clearance to confirm fitness 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