



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Assistant Land Use Administrator	
Position Number	Community	Division/Region
23-14278	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Assistant Land Use Administrator (Assistant Administrator) is responsible for providing assistance and support in the management and administration of Territorial Lands under the *Northwest Territories Lands Act and Regulations*. This includes the issuance of land use and quarry permits to industry, government and private operators for oil and gas exploration, mineral exploration, construction and tourism sectors as well as transportation and communication sectors. Clients include Government of Northwest Territories (GNWT) departments, other levels of government, Indigenous groups, industry, and the public.

SCOPE

Located in Yellowknife and reporting to the Superintendent, Land and Water of North Slave Region (Superintendent), the Assistant Land Use Administrator is a support position for the Land Use Advisor in Fort Smith and takes functional direction from the Land Use Advisor.

Land management and administration is considered 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 Northwest Territories (NWT) Gross Domestic Product (GDP).

The Assistant Land Use Administrator works within a legislative framework that includes the *Northwest Territories Lands Act and Regulations; Commissioner's Land Act and Regulations; Planning 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; the Land Use and Sustainability Framework; Northern Lands-Northern Leadership; and the Recreational Leasing Management Framework.

The Assistant Land Use Administrator conducts preliminary screenings for all land use applications accepted by the Department, within specified legislative time frames. These screenings are broad ranging and multi-disciplinary and usually associated with the oil and gas exploration, mining, forestry, construction, outfitting and tourism activities.

The Assistant Land Use Administrator is required to interpret and prepare of maps often with differing scales, unique legends, and varied mapping methods, that will accompany land use applications or amendments, for distribution to other interested parties so as to provide the most accurate representation of the proposed activity to allow them to adequately review and interpret the information.

The position is also required to interpret policy, various acts and regulations, clarify procedures for applicants, review and process applications, and thereby make recommendations to clients and senior officials on all land use requests, to determine permit eligibility and to resolve land use issues. Issues range from resource rights, impact assessment and mitigation, legislative administration to common law rights and Aboriginal rights.

The Assistant Land Use Administrator reviews applications and understands the nature of a proposed operation, including its scope of operation, duration, likely impacts, relative to recent developments in the mineral, oil and gas, forestry, transportation, communications and pipeline industries.

The position responds to inquiries on land use permits or environmental assessments from various clients, general public, government officials, boards, private industry and regional staff. These inquiries are generally on matters ranging from permit administration, applicability of legislation, interpretation of permit conditions, policies, and Aboriginal rights.

The Assistant Land Use Administrator coordinates communication between clients and regional staff to obtain agreement on acceptable practices, of terms and conditions and of interpretations of regional guidelines. Complex issues and conflicts arise when dealing with a variety of groups who are providing input into or recommendations for the conditions annexed to various land use permits.

The above-mentioned efforts are subject to the following external circumstances: conflicting demands, policies and procedures, acts and regulations, high level of interruption and exposure to complaints from clients, other government departments, special interest groups and Indigenous groups. These circumstances significantly increase the effort required.



RESPONSIBILITIES

1. Reviews and checks completeness of applications regarding land management accepted by the Department within specified legislative time frames.

- Reviews land use permit applications for completeness by ensuring relevant maps are submitted, relevant information and appropriate fees are received. Incomplete applications potentially result in increased costs and project delays or cancellation by clients.
- Reviews land use permit applications, including maps and project descriptions, for distribution to other departmental officials, boards, territorial government departments, local governments, regional and local Indigenous organizations, to provide notice of proposed operations, to request advice regarding environmental assessment, resource conservation and protection of Indigenous rights, and to provide notice of proposed operations and request advice regarding information required for the environmental assessment process, resource conservation and protection of Indigenous rights. This distribution is intended to, based on their knowledge of the environment and/or their use of the area of the proposed operation, determine environmental impacts and concerns. This consultation process must be completed within specific time frames so as to allow for the processing of Permits within time frames specified in the Territorial Land Use Regulations.
- Reviews land use permit applications from clients, including maps and project descriptions, for completeness. The results of the review are communicated to the applicant (i.e., incomplete applications rejected and returned with reasons and complete applications acknowledged).
- Assists clients in completing land use applications and quarrying applications in person or over the telephone, and advises them of the information and fees are required to complete a Land Use Permit application in accordance with the *Territorial Land Use Regulations* and the *Territorial Quarrying Regulations*.
- Has temporary custody of files including, land files, land use files, project descriptions, environmental screenings, preliminary screenings and quarry permits, to process inquiries and identify the legal status and ownership, administrative rights and control of specific parcels of land, in order to prevent conflicts and the processing of applications on committed parcels of land.
- Verifies land use permit final plans and quarry final plans, by calculating total area used or quantity of material removed to determine refunds or collections of fees or royalties pursuant to the Territorial Lands Act and the appropriate regulations.

2. Provides support and assistance to the Land Use Advisor, Inspectors and Engineers.

- Ensures receipt of final plans using established procedures as outlined in the *Lands Manual and the Territorial Lands Act and Regulations*. A final plan is a summarization of all operations conducted, reclamation activities, and land utilized under the land use



operation. In the event that final plans are not received, the Engineer and or the Inspectors are notified for further action.

- Reviews final plans received from permittees for completeness and ensures that they are forwarded to the appropriate land use inspector so they can conduct final inspection of the operation.
- Ensures that land use conditions and environmental assessments are received from the inspectors and permits are processed in accordance with legislative time frames.
- Prepares a final clearance letter for Engineer's signature and issues to the permittee upon completion of the final inspection report and verification that all aspects of the operation are satisfactory so the inspector recommends final clearance.
- Reviews amendment and extension requests from permittees, and forwards them to the land use inspector responsible for the area of operation for their comments and recommendations, prior to proceeding with drafting proper authorization for Engineer's signature.
- Through the administration of the Territorial Land Use Regulations, assists Land Use Advisor in the environmental protection of Territorial Lands by assessing potential environmental impacts associated with proposed land use operations, by reviewing terms and conditions in permits which mitigate such impacts, and by assisting in administering the enforcement of those permits.
- Compiles, reviews and provides all comments received from consulted parties to land use inspectors, to assist them in preparing environmental conditions for proposed operations.
- Advises the Engineer and inspectors of any operations that may be operating under expired permits.
- Based on the results of the consultation efforts with various Indigenous governments, Indigenous organizations and the public, recommends to the Land Administrator, terms and conditions to be considered for inclusion in the Land Use Permits.

3. Reviews and prepares preliminary screening reports, environmental assessment reports, and prepares and maintains maps and files.

- Prepares preliminary screening reports on majority of new land use operations in accordance with *the Northwest Territories Lands Act and the Mackenzie Valley Resource Management Act*, for signature by the Regional Superintendent.
- Incorporates in preliminary screenings comments received from other government departments, Indigenous governments, Inuvialuit or other interested groups.
- Reviews environmental assessment reports, submitted by clients, explaining in detail proposed operations, which is incorporated into preliminary screening reports, which is submitted to either the Mackenzie Valley Environmental Review Board, Gwich'in Land and Water Board, Sahtu Land and Water Board or the Environmental Impact Screening Committee.



- Prepares decision reports and environmental screenings pursuant to the Mackenzie Valley Resource Management Act which are required for a public registry to allow the public to monitor environmental assessments on specific projects.
- Compiles and reviews all comments received from interested parties and ensures that comments and the review are forwarded to the land use inspectors in the regional offices for their information, which will assist them when preparing the terms and conditions of the land use permits, made pursuant to the Territorial Land Use Regulations.
- Uses government acquisition card in accordance with the Financial Administration Manual and Departmental policies and directives, for the purchase of goods and services required for section and division requirements.
- Uses purchase orders for office supplies and other materials required for inspection services. Spends monies according to the Financial Administration Manual.
- Prepares reports of royalties collected for the quarrying operations.
- Prepares reports of Land Use Activities involving royalties collected to be used in calculations for payment to the Sahtu and Gwich'in Beneficiaries.
- Prepares and maintains various maps to provide a visual record of renewable and non-renewable resources activity.
- Plots land use activities on base maps and regional file maps to be used as reference materials and as better or different sources of information to be used by all clients. These are used by clients to be able to better visualize proposed or active programs in any given area.

4. Ensures that Land Use Regulations are adhered to.

- Researches files on a regular basis and use a bring forward system to ensure compliance with Land Use Regulations.
- Reviews and researches existing maps and files to determine eligibility for a permit and to determine potential interferences with other users of the proposed land use activity.
- Ensures that Land Use Permits and Permit amendments and extensions are processed in accordance with legislative time frames, failure to issue permits within legislative time frames could result in high costs and project delays to clients.
- Keeps proficient and administers daily land use files to ensure that legislated time frames pursuant to the Territorial Land Use Regulations are adhered to by the proponent.

5. Provides information and advice to clients to ensure compliance with relevant legislation and policies, and assists in consultation with various stakeholders regarding land use of GNWT Land.

- Provides, on a daily basis, advice to clients on the requirements of the acts, and the regulations pursuant to the acts, and the departmental interpretations and policies, so that they can determine if they are in compliance with the acts and how to conduct their operations to be in compliance.



- Explains legislation, policies and procedures regarding land use, land tenure, surface, mineral, and oil and gas rights, to clients, to develop their understanding, thus enabling them to participate in the management of public land.
- Provides assistance to companies requesting information on accounts, write up purchase orders, place orders for stock, tracking of bills from monthly statements to ensure correct billing and by calling companies involved, request vendor IDs.
- Provides advice to proponents on the requirements of the *Territorial Lands Act*, the regulations pursuant to the Act, and the departmental interpretations and policies related to the Act and Regulations, so that they can determine if they are in compliance with the act and how to conduct their operations in a manner to ensure compliance.
- Provides answers to inquiries and requests on lands issues on a daily basis, either by phone or in person from clients, private and public sector, program staff, territorial departments and agencies and Indigenous groups.
- Advises clients that security deposits can be a requirement for larger operations, such as oil and gas and must be received by this department prior to operations being conducted. Act alone or can be a shared responsibility.
- Responsible for ensuring that proponents seek out and obtain as required by other Government agencies the other appropriate licenses, or permits as required (timber harvest licenses, highway access permits, tank registration, access to private land, DFO authorizations, etc.), related to their land use operation. These other authorities are required prior to Land Use Permit issuance. Failure to obtain these other authorities will result in delays in the issuance of the Land Use Permit and potentially additional costs or project cancellation by the proponent. Shared responsibility.
- Meets with other divisions, other government agencies, clients, Indigenous governments and other non-government agencies, with respect to land use activities on GNWT Land.

6. Provides administrative and operational support and assistance to other regional staff.

- Books hotel and flights for business travel for other Regional Staff.
- Daily operation and provision of basic maintenance of passenger vehicles.
- Occasional care and control of snowmobiles and 4 wheel drive vehicles when in field accompanying inspectors.
- Uses government travel cards and phone card for travel and calling.
- Spends monies for travel in accordance with treasury board directives.
- Monitors the inspection cost in form of reports, monthly and yearly spending incurred throughout the year to help plan for the upcoming yearly budget for inspections.
- Compiles information for input in the LIMS database.
- Process requisition for payments for active and inactive files that have underpayments and overpayments.
- When required, supervises support staff. Back up finance person. Prepare, process, and input bills into SAM for payment.



- Collects from permittees application fees, land use fees and royalties as prescribed in the *Territorial Lands Act, Quarrying Act* and the appropriate regulations.
- Verifies that goods and services have been received and are billed correctly in order to process the service for payment through the finance system.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

At times the incumbent accompanies inspectors on inspections or may travel on other work related trips.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of relevant legislation including: the *Territorial Land Act and Regulations; Commissioner's Land Act and Regulations; Planning 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; the Land Use and Sustainability Framework; Northern Lands-Northern Leadership; Sustainable Development Policy and the Recreational Leasing Management Framework.
- General knowledge of methods, techniques and practices of resource development, including oil and gas exploration, drilling and production, mineral exploration and development, timber harvest, granular and rock quarrying, road construction, pipeline construction, hydro-electric development and silviculture.
- Knowledge of theories and practice of environmental assessment, including scoping, impact prediction, mitigation, impact evaluation, monitoring, to assist in preparing environmental assessment reports and preliminary screenings.



- Good knowledge of principles of land management to ensure that permits are issued to proper right holders and that the rights of others are maintained during the use of the permit.
- Skill in interpreting legislation, regulation, policy and correspondence to ensure the lawful administration of land use activities.
- Expert knowledge of the documentation processes related to land, land use and quarry applications, method of drafting land use permits, storage authorizations, amendments and extensions and other land use transaction documents, to make appropriate recommendations and decisions and prepare appropriate documents.
- General knowledge of the principals of legal survey and of real property management, to assist in making recommendations and decisions related to land use.
- Skills in interpreting technical reports such as biophysical environmental reports, to assist in the lawful administration and environmentally appropriate use of land for various activities.
- Knowledge of computer software applications to prepare correspondence, formal land use permits and environmental assessment reports.
- Knowledge of traditional and current cultural and socio-economic beliefs and practices of the northern Aboriginal peoples.
- Ability to communicate verbally and in writing to the public, industry, stakeholders and others.
- Knowledge of the financial system for the purpose of data entry, retrieval techniques and paying of invoices according to the Financial Administration Manual.
- 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 diploma in a related field such as Administration, Geography, Planning or Survey Science with demonstrated proficiency, plus one (1) year of relevant experience.

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