

## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Land Tenure Team Lead	
Position Number	Community	Division/Region
23-14873	Yellowknife	Land Administration/HQ

## PURPOSE OF THE POSITION

The Land Tenure Team Lead is accountable to oversee the day-to-day program administration and management of public land in the Northwest Territories.

## SCOPE

The Land Tenure Team Lead (Team Lead) is located in Yellowknife and reports to the Manager, Land Administration (Manager). The Team Lead's primary responsibility is to provide expert technical advice, solutions and guidance to the Land Administration Unit providing tenure administration and management of public land in the Northwest Territories (NWT).

The mandate of the Department of Environment and Climate Change (the Department) is to promote and support the sustainable use and development of natural resources and to protect, conserve and enhance the NWT environment for the social and economic benefit of all NWT residents. Natural resources include both renewable and non-renewable resources.

Within this mandate, the Land Management and Administration Division must operate within an ever-changing legal environment, including contract, property and administrative law, Indigenous Rights law and common law; whereby various parties including Indigenous governments and organizations, community governments, and the private sector have competing rights, priorities and land interests.

The Division must manage, administer, and plan for the sustainable use of public land in the Northwest Territories in a fair and transparent manner that reflects the interests of the people of the Northwest Territories. The Department operates within the central belief that land management and administration is a core public good and critical asset that needs to be effectively and efficiently managed.



The management and administration of land in the NWT occurs in a unique context and is influenced by distinct social, economic and cultural factors and complex regulatory considerations. The NWT land management system features a unique land ownership structure that includes public lands, Indigenous-owned settlement lands, federal lands, and private lands; a complex regulatory regime governing the use of land, water, and resources; Lands, Resources, and Self-government Negotiations and Agreements; and Indigenous Rights and Consultation requirements.

The Land Management and Administration Division (the Division) provides overall leadership, management, expertise, and technical advice on the development of operational policies and procedures for the administration of public land with respect to land tenure. Responsibilities include managing and administering land tenure dispositions and grants, land valuation and pricing, securities, regulatory coordination, consultation and engagement, survey applications, record keeping, maintaining land tenure databases, revenue collection, and unauthorized use and occupancy processes.

The Team Lead must possess detailed technical knowledge and an in-depth understanding of this distinctly northern environment within which the GNWT's land and resource management and administration obligations are carried out and demonstrate the ability to provide strategic direction and leadership that is reflective of departmental goals, objectives and priorities.

The Team Lead works within a comprehensive legislative framework which includes the *Public Land Act*, *Commissioner's Land Act and Regulations*, *Northwest Territories Lands 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*; 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 Limitation of Land Sales Policy; the Land Use and Sustainability Framework; Northern Lands-Northern Leadership; and the Recreational Leasing Policy.

The Team Lead has seven (7) direct reports and is primarily responsible to provide leadership, training, and expert technical advice to the Land Administration Unit while guiding them on the administration of public land in the NWT. Land tenure in the NWT is primarily managed through the issuance of legal instruments of tenure which include: leases, rights-of-way or easements, licenses and permissions to occupy. These instruments are collectively referred to as dispositions. Rules of tenure in the NWT define how property rights to land are allocated. Legally binding tenure instruments define how access is granted and rights to use, control, and transfer land, as well as associated responsibilities and constraints. These dispositions are executed between the Government of the Northwest Territories and third parties such as commercial and industrial users or individual residential users. A tenure instrument is not static and may change throughout its life cycle.



The Team Lead is responsible for providing oversight and guidance to the team of administrators, when necessary, to update or align with legislative or policy changes, land claim negotiations, Consultation with Indigenous Governments and any other legal modernization that impacts land tenure in the Northwest Territories.

At the request of the tenure holder or the Department, changes to the tenure instrument may be required. These changes are broad in scope and could include amendments, assignments to another party, rent reviews, remedies to breaches, surrenders and terminations of the instrument.

The Team Lead supports work of the Policy and Program Implementation unit, the Geomatics and Information Technology unit and the Major Projects unit.

The Team Lead has the responsibility of ensuring the proper receipting of approximately \$15 million in calculated and approved environmental securities within the Securities Administration and Processing (SAPS) inventory system.

The Team Lead oversees the sale of approximately \$5 million in land value of public land to private title per annum. The sale of public land works within the comprehensive legislative framework and policies, as well as the Land Titles Act. Sale documents are of varying complexity and must be carefully drafted to ensure they comply within the comprehensive legislative framework and policies. A high level of examination of documents reflects the critical requirement to ensure the GNWT is not negatively impacted by the final alienation of public land or the possibility of public liabilities or litigation.

The Team Lead also supports the amalgamation of Commissioner's and Territorial land administration functions, including the integration of administrative and financial systems, processes, policies, guidelines and legislation where applicable.

The Team Lead works with a broad range of colleagues, including colleagues within the Department, other Departments in the GNWT, other levels of government (federal, municipal and indigenous), private sector companies and individuals. The Team Lead must be able to understand and influence the needs of other governments (federal, municipal and indigenous), clients, and lawyers acting on behalf of clients.

The Team Lead frequently works with distressed, dissatisfied or frustrated clients and must be able to work with and provide service in a professional and courteous manner to all clients. Sound judgment, diplomacy and tact are required in interactions with clients, partners, and stakeholders. In so doing, the Team Lead will need to explain why requests and applications have been returned or are unable to be processed with confidence and professionalism, while



relying upon specialized knowledge. Dissatisfied customers often raise matters to a political level and this position is responsible for ensuring clients are informed in a constructive manner.

The work of the Team Lead is performed under the general direction of the Manager. The Team Lead meets weekly with the Manager to review work progress, to discuss human resource issues, future work requirements, and to prioritize assignments.

## **RESPONSIBILITIES**

### **1. Manages and supervises team of land administrators.**

- Supervises the work of seven (7) direct reports, consisting of four (4) Senior Land Administrators and three (3) Land Administrators, all with diverse education and experience.
- Coordinates work assignments and balances workload distribution within the team.
- Provides training and mentorship to new and established team members to ensure compliance with the comprehensive legislative framework affecting land administration in the NWT.
- Provides advice and guidance on the interpretation and application of legislation, regulations, policy, and procedures.
- Identifies issues, analyzes options, proposes solutions, and supports the implementation of processes, policies, procedures, guidelines, directives, and manuals to meet the numerous changing requirements and responsibilities for the team and Division.
- Conducts annual Performance Evaluations as outlined by the Department of Finance and manages employee performance.
- Approves or recommends approval of employee leave entitlement consistent with approved policies and procedures and the UNW Collective Agreement.
- Initiates and manages through to completion, progressive disciplinary actions as necessary.
- Maintains morale within the team, including promoting teamwork, establishing work objectives and expectations, and motivating the team.
- Strategically plans and prepares operational workplans with guidance from the Manager.
- Supports objectives of succession planning within the unit.

### **2. Oversees the administration of land dispositions and sales.**

- Reviews grants and dispositions of public land to ensure compliance with Regional, Municipal and Community Zoning and Land Use Plans, Area Development Acts and policies, and other developmental controls.
- Identifies and advises on risks associated with the execution of dispositions to ensure compliance with legislation, regulation, and policy.
- Reviews draft land disposition contracts and correspondence to ensure quality control in both content and format and recommends changes, as necessary.



- Recommends appropriate terms and conditions to address complex or unique problems for insertion into tenure instruments such as leases, licenses, sale agreements and reserve letters.
- Reviews complex public land sales documents for accuracy and compliance with the Limitation of Land Sales Policy and the Land Titles Act and Regulations.
- Oversees all registrations of the Commissioner's certificate of title issuances and/or transfers with the Department of Justice's Land Titles Office.
- Identifies and analyzes land tenure issues and collaborates with the Policy and Program Implementation Unit regarding policy development needs.
- Supports the Policy and Program Implementation Unit in the implementation of the GNWT's Aboriginal consultation obligations for all land dispositions.
- Audits compliance with terms and conditions of dispositions.
- Briefs and recommends final decisions on land dispositions to Manager or Director, as appropriate.
- Collaborates with the Department's Regional Offices, other units in Division and the Department, on the administration and compliance of land dispositions.
- Analyzes outstanding accounts receivable to ensure compliance with payment of lease fees, rents, and property taxes in accordance with the Financial Administration Act and in cooperation with the Department of Finance.
- Reviews and analyzes environmental inspection reports for cases of non-compliance, and, if required, recommends corrective action to the Manager or Director, as appropriate.
- Recommends amendments to dispositions with respect to changes in the use of the land, proposed improvements, extension to reporting requirements, or options to purchase.

**3. Provides technical land administration advice to management, staff, and clients on complex or sensitive land administration files.**

- Provides specialist land administration advice and direction to clients, departmental staff, senior management, other government departments, other levels of government, and the public.
- Provides advice on legislative requirements, client service standards and departmental policies to staff, clients, the public, legal professionals, and government.
- Provides advice to staff on proposed correspondence with clients reflecting complex or sensitive decisions, including advising tenure holders of breaches, defaults, and termination of tenure instruments.
- Drafts briefing materials and correspondence for management and senior management, including recommended decisions and file summaries.
- Provides advice to clients regarding the preparation of tenure applications and interpretation of land disposition contracts.



- Participates in inter-departmental working groups and meetings, as required, to provide advice and specialist information related to land administration.
  - Provides regular updates and information on land administration files to Regional enforcement staff.
  - Provides regular updates and information on complex or sensitive land administration files to the Senior Land Administration Advisor.
- 4. Supports the Policy and Program Implementation Unit in the development and implementation of legislation, regulations, policies, manuals and standard operating procedures (SOPs).**
- Reviews, analyzes and provides input into draft legislation, regulations, policies, manuals and SOPs.
  - Reviews, analyzes and provides input into decision support instruments, such as Briefing Notes, Information Items, Decision Papers, presentations for Standing Committees/Committees of Cabinet/Cabinet, and Communications Plans and Strategies.
  - Provides input and statistics for reporting on the Department's mandate and commitments.
- 5. Collaborates with and supports the Major Projects Unit in the assessment and evaluation of major project files.**
- Assesses and analyzes land disposition applications to determine whether technical advice is required from the Major Projects Unit.
  - Coordinates and supports the review of applicable management plans associated with commercial and industrial applications with the Major Projects Unit.
  - Provides technical input to the Major Project Unit on the review and approval of the environmental securities attached to tenure applications.
  - Coordinates the application and inclusion of technical advice provided by the Major Projects Unit into land disposition contracts related to commercial or industrial projects, which are often of a complex or politically sensitive nature.
- 6. Works closely with the Geomatics and Information Technology Unit to ensure that land management information is recorded accurately and completely**
- Collaborates on the defining of disposition boundaries that provide for the most sustainable and suitable use of land
  - Ensures that information captured is both reliable and precise to guarantee the accurate and verifiable transfer or conveyance of legal rights in land
  - Implements improvements to system workflows and processes that give confidence in the integrity of the information
  - Promotes the transparency and openness of data while protecting the sensitive personal information of clients





## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

The incumbent spends in excess of 75% of their time in long periods of intense concentration reviewing data and information (transfer forms, file lists, and documents of a legal nature) that requires intense concentration to identify anomalies and to ensure compliance and legislation and procedures.

### **Mental Demands**

This position requires a high degree of concentration, attention to detail and accuracy in the course of research and in the review of documents being submitted which can lead to mental fatigue. Demands for thoroughness and accuracy in work, often performed under strict deadlines, creates high levels of stress.

The incumbent is often subjected to disruptions from colleagues and management who may require immediate information and may necessitate the incumbent to change priorities.

The incumbent frequently must interact with difficult clients and respond to demands for immediate service.

Overtime is a common occurrence.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of administrative systems and procedures regarding land applications, registries, and records systems.
- Knowledge of legislation, regulation, policies that govern the administration of land and resources.
- Knowledge of and ability to apply the theories, principles and practices related to the management and administration of public land and resources, including, but not limited to, contract law, real property law, real estate practices and environmental law.
- Knowledge of Indigenous Governments, organizations and communities including social, economic, political, and cultural aspirations, needs, structures and mandates.
- Knowledge of the documentation processes related to the administration of public land.
- Knowledge of collection and use of personal information, including personal privacy laws.



- Knowledge of accounts receivables processes and procedures.
- Knowledge of negotiating and problem-solving techniques.
- Knowledge of conveyancing processes for the sale of land.
- Knowledge of the geographic principles of spatial mapping.
- Knowledge of the principles of legal surveying and survey plan interpretation.
- Interpersonal skills are required to effectively communicate, interact, and work with individuals and groups.
- Ability to understand cultural differences and how they influence communication, consultation and decision-making with regards to land claims, land use and environmental protection issues.
- Research and analytical skills required to provide advice and to develop, implement and evaluate policies and plans.
- Organizational skills, including the ability to plan, coordinate, prioritize and meet deadlines.
- Proven time management skills, including the ability to make timely and effective decisions.
- Ability to manage and supervise personnel, guide and evaluate staff.
- Ability to resolve conflict and mediate disputes, including a knowledge of conflict resolution strategies.
- Ability to communicate at an advanced level both orally and in writing.
- Ability to draft correspondence that conveys controversial decisions.
- 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:**

An undergraduate degree in resource management, land management or planning, or geography, and three (3) years of relevant land administration 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