



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Intern, Land Administrator	
Position Number	Community	Division/Region
23-17307	Yellowknife	Land Administration / HQ

PURPOSE OF THE POSITION

The Intern, Land Administrator provides assistance to the Land Administrators, Land Administration Team Lead, Divisional staff and Senior Management in the delivery of the Land Administration Program. This position is also responsible for providing assistance on the drafting and processing of legal documents on Public Land. This is done in compliance with the Commissioners' Land Act and Regulations, Territorial Land Act & Regulations, and other relevant Legislation. The Intern, Land Administrator, supports the registration of property with the administration of the Land Titles Office.

SCOPE

Under the supervision and mentorship of the Team Lead, Land Administration, the Intern, Land Administrator (Intern) is located in Yellowknife.

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.

The Land Administrator, Intern works within the legislative framework which includes, but is not limited to, 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 Policy.

The Intern will provide assistance to the Land Administrators, to both Team Leads and the Manager, Commissioners Land Administration on 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, Team Lead and Assistant Director.

The Intern will learn how to prepare, for approval by the Team Leads, the pricing of all lots in designated communities, in order to ensure the recovery of revenue pursuant to the Land Pricing Policy and reviews by-laws submitted from community governments for the acquisition of lands are reviewed by the Land Administrator who recommends their acceptance or rejection to the Team Lead and Manager, Land Administration.

The Intern will assist in the analysis of existing leases and preparation of sale documents as necessary. The Intern will work within the scope of the Land Titles System which is a legal system where financiers of personal property protect their interest in the property collateral by filing notice of their interest in order to establish legal priority against other creditors or subsequent purchasers of the property.

The Intern will assist in the legal review of documents submitted for registration. The documents are of varying complexity and must be carefully examined to ensure they comply with statutory requirements and the common law. Most submissions are lengthy, detailed, and written with formal legal language.

The Intern will learn to work proactively on all activities associated with land tenure instruments on Public Land in the Northwest Territories. The Land Administrator, Intern will assist the Land Administrators in collaborations with, the Regional Lands Officers and Inspectors on land dispositions, including providing support to the Team Lead on liaising with clients, Community Councils, Senior Administrative Officers, businesses.

The Intern will gain experience in communicating directly with all 33 communities and 5 Regional Offices, will gain knowledge on assessing Regional Land Use Plans, Community Plans, Settlement Agreements and Interim Measures Agreements in order to recommend disposition of Public land.

There is some travel to remote project sites, which may require travel in light aircraft or helicopters, which may occur during periods of extreme cold or heat (-40 degrees C to 30 degrees C). Frequency of travel can depend on the type/number of projects being worked on.



RESPONSIBILITIES

1. Assists with the Administration of Public Land.

- Assists with the Administration of public land applied for by a variety of clients, which include the public, industry, other GNWT departments, Indigenous Governments, and other levels of government.
- Assists with the review of all land applications for public land, including the confirmation of availability, completeness of applications and receipting of fees.
- Assists with the preparation of legal documents such as leases, licenses, assignments and amendments, etc. for execution. As well as assists in the preparation of a variety of letters to clients during the lifetime of the approved land tenure pursuant to various pieces of legislation.
- Supports the land administrators on the recommendation for appropriate dispositions or determining appropriate right to occupy.
- Supports the Land Administrators on the recommendation of appropriate terms and conditions for insertion into legal land tenure documents such as leases, renewals, licenses, agreements, reserve letters, to ensure compliance with various relevant legislation.
- Examines applications against various maps such as ATLAS, Survey Plans, community site plan sketches, inspection reports for recommendation of acceptance or rejection.
- Reviews the collection of fees against various land documents, requests, land transactions and application to ensure compliance with Acts and Regulations and procedures.

2. Ensures Compliance on Public Land.

- Supports the Land Administrators in the review of inspection reports submitted by the Regional Offices, to ensure clients are in compliance with legislation on operating terms and conditions of leases and licenses.
- Assists the Land Administrator by drafting letters for signature of the Manager, Land Administration, advising clients of any breach or default of their tenure agreements and how they should be rectified.
- Assists in the review of amendments to contracts, , as requested by grantees, with respect to improvements proposed, extensions to construction period, options to purchase.
- Gathers, validates and inputs information to the Land Administration Database Systems LAS/LIMS, to maintain information on land inventory and dispositions from which status reports are produced for planning and monitoring.

3. Assists with the Preparation of Sale Agreements of Public Land.

- Will support the Land Administrator in the registration of leasehold title, registration of land transfers and registration of encumbrances at the Land Titles Office.



- Will learn about the *Land Titles Act and Regulations* and will learn to conduct necessary title searches through Land Titles for determination of legal ownership of land.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

The incumbent will spend 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 with legislation and procedures.

Mental Demands

The incumbent faces changing priorities and short deadlines. Due to the compliance / enforcement role, as well as negotiations responsibilities, interactions with irate people may occur.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the theories, principles and practices related to resource development, land management and contract law.
- Knowledge and understanding of, and/or the ability to acquire and apply knowledge of legislation, regulation, and policies that govern the administration of land.
- Knowledge of analytical and research techniques and practices; of legal terminology; methods and procedures used to gather information from various sources; organize and search files; and problem-solving and interpretation techniques.
- Knowledge of a variety of systems and software, including MS Office applications, Internet, web mapping tools, e-mail and bring forward systems.
- Knowledge of the theory, methods, techniques, and practices of negotiation and problem-solving to gain consensus among multi-interest groups and resolve issues.
- Writing skills including the ability to write concisely, clearly and to adapt writing styles and follow guidelines and formats (e.g. ministerial correspondence and communication materials).



- Ability to prepare, for supervisory review, reports and correspondence for various internal and external clients.
- Organization and time management skills.
- 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 resource management, land management or planning, geography, or a similar discipline.

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: Select language

- ☐ Required
- ☐ Preferred