



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Program Advisor, Contaminated Sites	
Position Number	Community	Division/Region
23-6910	Yellowknife	Environmental Protection & Waste Management/HQ

## PURPOSE OF THE POSITION

The Program Advisor, Contaminated Sites (Advisor) is responsible and accountable for leading the implementation of the GNWT's Approach to Contaminated Sites Management and for developing policies and procedures to support the Government of the Northwest Territories (GNWT's) Contaminated Sites Program (CSP).

## SCOPE

The Advisor is located in Yellowknife and reports to the Manager, Contaminated Sites (Manager). The Advisor is responsible and accountable for leading the implementation of the GNWT's Approach to Contaminated Sites Management (ACSM) to ensure that contaminated sites policies and procedures are implemented effectively and consistently across the GNWT. The Advisor is also responsible for the development and implementation of policies and procedures to support the GNWT's Contaminated Sites Program (CSP), in particular, those directly related to its role as a proponent to ensure that it is robust, defensible, and sustainable. In addition, the incumbent is responsible for leading and coordinating the development of policies related to the Waste Sites Chapter of the Northwest Territories Land and Resources Devolution Agreement (Devolution Agreement).

The Department of Environment and Climate Change (ECC) is mandated 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. To achieve this mandate, ECC promotes sustainable development of renewable resources in a diverse environment, and the sustainable use and conscientious protection of NWT land, water, and resources, as they are integral to the economic, cultural and social fabric of life in the NWT. ECC is committed to ensuring an inheritance of a healthy environment for future generations and works to balance traditional lifestyles with a modern economy.



The Department promotes management that recognizes the interconnectedness of activities. Collaboration, coordination, cooperation and communication are expected to occur at all levels in the organization. The Department is committed to working in partnership with other GNWT departments to achieve government-wide objectives.

The Contaminated Sites Program is the program through which the GNWT assesses, remediates and monitors contaminated sites which are the responsibility of the GNWT. Contaminated sites are areas of land or water where chemical or physical hazards exist that pose, or are likely to pose, a risk to human health or the environment or where contamination exceeds specific levels under environmental standards or guidelines. Contaminated sites may be found at locations throughout the NWT. The GNWT has the responsibility of supporting the sustainable use of land by ensuring that environmental conditions are known and impacts to the land are prevented, monitored and mitigated to maintain ecological integrity and biodiversity. With Devolution, the GNWT became the steward of resources on public lands throughout the territory. This included taking responsibilities for additional contaminated sites including abandoned mine and exploration sites, abandoned oil and gas sites, and other abandoned third-party operated contaminated sites. Through the program, the Contaminated Sites Section ensures that contaminated sites are consistently managed to reduce risk to people and the environment, and to reduce the GNWT's environmental liabilities.

Contaminated sites that are the responsibility of the GNWT are recorded on the GNWT Environmental Liabilities List. There are approximately 215 sites on the Environmental Liabilities List which are in various stages of assessment, remediation and monitoring. These sites are also tracked through the public facing GNWT Environmental Liabilities Dashboard. The Contaminated Sites Section is responsible for providing guidance and reviewing updates to the Environmental Liabilities List and the GNWT Environmental Liabilities Dashboard to ensure consistency of information and to support annual audits conducted by the Office of the Auditor General of Canada.

Assessing, remediating and monitoring contaminated sites is guided by the GNWT's Approach to Contaminated Sites Management (ACSM). The GNWT determines remediation approaches based on land use, the feasibility of remedial technologies, cost, and public and regulatory acceptance. Remediation is guided by the applicable environmental standards and legislative requirements. The GNWT has adopted a risk-based approach to the management of contaminated sites. The objectives of a risk-based environmental management approach are to assess risks to human health and the environment and to implement risk management solutions considered to be protective of those risks. This involves identifying the contaminants of concern, identifying potential receptors, determining potential exposure pathways, and estimating the level of risk based on the pathways. In addition, the risk-based approach implies a prioritized allocation of resources within the GNWT. The risk-based approach incorporates several components including site identification and characterization, detailed site investigations and risk assessment, evaluation of different risk management strategies, implementation of a selected management strategy, assessment and monitoring.



The Advisor leads the development and implementation of contaminated sites policies and procedures to support the activities described within the ACSM. These policies and procedures are important to ensure that the GNWT is implementing a consistent, uniform and cost-effective government-wide approach to the prevention and management of contaminated sites.

The Advisor will ensure that the contaminated sites policies and procedures are approached in a manner consistent with federal and territorial environmental management legislation, the Devolution Agreement, GNWT strategic policy and plans, land use plans, land claims, resources and self-government agreements and broader environmental initiatives such as climate change adaptation and mitigation strategies.

The Advisor must possess knowledge and understanding of contaminated sites prevention and management practices as well as the unique and complex regulatory environment of the NWT. The issues and concepts that the Advisor must understand and analyze are often diverse and complex. The operating environment within which this work takes place can be fluid and subject to change and may be impacted by departmental and political considerations.

Through the GNWT's Contaminated Sites Working Group, the Advisor will be responsible for planning and coordinating the development and implementation of contaminated sites policies, procedures and guidelines being developed by other ECC divisions, branches and GNWT departments to advance the GNWT's ACSM and to support the GNWT's Contaminated Sites Program. This will include monitoring the progress of development and implementation, advising when challenges to the development and implementation process arise and providing recommendations to overcome those challenges.

The Advisor will be responsible for drafting and contributing to the development and implementation of policies and procedures that are the responsibility of the Contaminated Sites Section. These will include policies and procedures related to the assessment, management, remediation and monitoring of contaminated sites for which the GNWT has accepted responsibility. The Advisor will work closely with the Manager, Contaminated Sites Section staff and other interdepartmental representatives to ensure that the policies and procedures are developed in a manner consistent with GNWT approaches to the management of contaminated sites.

The Advisor must foster and maintain positive stakeholder relationships through working with GNWT, other provincial/territorial departments and federal government departments, Indigenous government and Indigenous organizations, communities, Environmental Non-Government Organizations (ENGOs), academic institutions and regulatory authorities (e.g., Mackenzie Valley Land and Water Board).

Work is performed under the direction of the Manager. The Advisor has a significant amount of latitude provided that they adhere to the policies, guidelines and interests of the GNWT. Judgment is required in interactions with all partners and stakeholders.



## **RESPONSIBILITIES**

- 1. Researches, analyses, develops, implements and evaluates contaminated sites policies and procedures which are the responsibility of the Contaminated Sites Section as a project proponent.**
  - Prepares research, reports, and recommendations on complex and intergovernmental issues related to contaminated sites policies and procedures.
  - Conducts research and analysis, and drafts contaminated sites policies and procedures that have been tasked to the Contaminated Sites Section.
  - Ensures that policies and procedures are developed in accordance with the ACSM, are coordinated, do not conflict each other and align with the mandate of the Contaminated Sites Section.
  - Engages with other divisions and branches within ECC and other GNWT departments to ensure that drafted policies and procedures are aligned and do not conflict with the mandates of other divisions, branches and departments.
  - Incorporates input from other divisions, branches and departments into final drafts and prepares submissions for senior management review and approval.
  - Prepares implementation plans including timelines for approved policies and procedures and engages with other divisions, branches and departments on how policies and procedures will be implemented across the GNWT.
  - Monitors and evaluates the implementation process, provides progress updates on implementation and makes recommendations to address challenges related to the implementation of the policies and procedures.
  - Evaluates policies and procedures on an ongoing basis to ensure policies and procedures remain relevant to current contaminated site management practices.
  - Reviews the ACSM document and makes recommendations for updates.
  - Prepares updates and briefing materials for senior management.
- 2. Plans and coordinates the development and implementation of contaminated sites policies, procedures and guidelines being developed by other ECC divisions, branches and GNWT departments to advance the GNWT's ACSM and to support the GNWT's Contaminated Sites Program.**
  - Coordinates lead divisions, branches and departments through the GNWT's Contaminated Sites Working Group to support development of policies and procedures.
  - Reviews draft policies, procedures and guidelines prepared by lead divisions, branches and departments to ensure that they are being developed in accordance with the GNWT's ACSM and will support ongoing activities and initiatives of the GNWT's Contaminated Sites Program.
  - Engages with lead divisions, branches and departments to ensure that drafted policies, procedures and guidelines are aligned and do not conflict with the mandates of other divisions, branches and departments.



- Coordinates lead divisions, branches and departments with preparation of final draft submissions for senior management review and approval.
- Works with lead divisions, branches and departments to prepare implementation plans and timelines for implementation of policies, procedures and guidelines across the GNWT.
- Monitors and evaluates the implementation process, provides progress updates on implementation and makes recommendations to address challenges related to the implementation of the policies and procedures.
- Works with lead divisions, branches and departments to address challenges in policy, procedure and guideline development and implementation.
- Evaluates policies and procedures on an ongoing basis to ensure policies and procedures remain relevant to current contaminated site management practices.
- Collaborates and exchanges information and expertise with other divisions and departments on various departmental and interdepartmental contaminated sites projects and initiatives.
- Prepares briefing notes, submissions and position papers for senior management, the Minister, the Financial Management Board and Executive Council related to the GNWT's overall approach to contaminated sites management.

**3. Researches, analyses, develops, implements and evaluates policies, procedures, directives and guidelines related to the management of Waste Sites under the Devolution Agreement.**

- Researches and analyzes existing contaminated sites policies and programs related to transfer of contaminated sites between governments in other jurisdictions to assess their strengths and weaknesses and their potential applicability in the NWT.
- Develops policies, procedures, directives and guidelines for the GNWT's approach to management of each of the five categories of sites defined under the Waste Sites Chapter of the Devolution Agreement.
- Prepares policies to address negotiation of sites through separate agreements as per section 6.76 of the Devolution Agreement.
- Develops directives related to the management Devolution Agreement sites including GNWT allocation of roles, responsibilities, resources and funding.
- Develops policies, procedures, directives and guidelines to support the GNWT's position on contaminated site transfers including criteria that must be met in order for the GNWT to consider sites for transfer.
- Prepares documentation to support Devolution Agreement negotiations with the federal government.
- Monitors and reports on progress of implementation of Devolution Agreement related policies, procedures, directives and guidelines.
- Prepares briefing notes, submissions and position papers for senior management, the Minister, the Financial Management Board and Executive Council related to Devolution Agreement negotiations.



**4. Plans, coordinates, provides advice and assistance to the GNWT Inter-departmental Contaminated Sites Working Group.**

- Coordinates inter-departmental contaminated sites related activities and initiatives being conducted through the GNWT Contaminated Sites Working Group.
- Liaises with Working Group to ensure that the development and implementation of policies, procedures, activities and initiatives is consistently advancing.
- Provides policy development advice to the Working Group to ensure contaminated sites activities and initiatives to ensure consistency across the GNWT.
- Manages logistics associated with Working Group meetings (e.g., schedules, meetings, takes minutes, etc.)
- Prepares meeting and communication documents such as agendas, minutes, and policy and procedure progress updates to support the Director and the Manager as the lead division for the interdepartmental contaminated sites working group.
- Supports preparation and facilitation of ECC led workshops with the Working Group and other divisions, branches and departments as required.

**5. Provides expert advice to GNWT departments on legislative and non-legislative tools that impact how governments manage environmental liabilities.**

- Provides expert advice and interpretation of legislation, regulations and policies that impact how contaminated sites are managed in the NWT.
- Researches policy options and alternatives and identifies their potential on the political, financial and organizational impacts of decisions.
- Develops scopes of work and contract packages to contract third party expertise on interpretation of legislation, regulations and policies as needed.
- Manages third party consultant contracts to conduct additional research, provide advice and recommendations when additional expertise is needed.
- Monitors, analyzes and anticipates the potential political, environmental, economic and legal impacts of policies and strategic initiatives.
- Drafts decision papers and information items for senior management, the Minister, the Financial Management Board and Executive Council.
- Provides advice to GNWT Departments on contaminated sites decisions and initiatives that have government-wide and cross government implications.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.



### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

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

- Knowledge of theories, principles, methods, techniques and practices related to Phase I/II/III ESAs, environmental monitoring, site specific risk assessment, and remedial action plans.
- Knowledge of requirements to obtain permits and licences for undertaking assessment and remedial work on contaminated sites in the NWT.
- Knowledge and understanding of the *Environmental Protection Act*, the *Waters Act*, the *Environmental Rights Act*, the *Public Land Act*, the *Species at Risk (NWT) Act*, the *Wildlife Act*, the GNWT *Public Health Act*, the *Mackenzie Valley Resource Management Act*, the *NWT Safety Act*, the *Northwest Territories Lands and Resources Devolution Agreement*, the *Archaeological Sites Act*, and the GNWT Approach to the Management of Contaminated Sites.
- Knowledge of theories, principles, methods, techniques and practices related to policy development and implementation.
- Knowledge of the department's legislative mandate, policies, objectives, organizational structure, and programs.
- Knowledge of NWT Indigenous self-government agreements and their implementation.
- An awareness of NWT Indigenous governments, Indigenous organizations and communities including social, economic, political, cultural aspirations, needs, structure and mandates.
- Knowledge of environmental impact assessment legislation, regulations, processes and procedures.
- Strong interpersonal and communication skills including oral, written, presentation and facilitation skills to effectively communicate, interact, and work with individuals and groups.
- Strong analytical skills, and the ability to analyze critically and suggest viable options with recommended means of action, sometimes in a short time frame.
- Demonstrated research and analytical skills, and the ability to critically assess and make sound decisions.
- Demonstrated organizational and time management skills, including the ability to plan, coordinate, prioritize activities and meet deadlines, sometimes in a short time frame.
- Excellent computer software skills, including but not limited to spreadsheets, Word documents, databases, and PowerPoint.
- Ability to provide recommendations, expertise and communicate messages effectively in writing or verbally to various audiences on both communications and policy matters.



- 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.
- Ability to work effectively in a team environment.
- Ability to use analysis and interpretation methods and techniques.
- Ability to plan, direct and evaluate research and special project/programs.
- Ability to interpret legislation, regulations, policy and correspondence.
- 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 environmental sciences, environmental management, political science or a related field with a minimum of four years of progressively responsible related experience.

Equivalent combination 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