



## **IDENTIFICATION**

<b>Position No.</b>	<b>Position Title</b>	
93-12543	Manager, Lands Planning and Administration	
<b>Department</b>	<b>Division/Region</b>	<b>Location</b>
NWTHC	Infrastructure Services	Yellowknife

## **PURPOSE OF THE POSITION**

To identify and manage appropriate lands in communities for acquisition in support of land assembly, planning, and development to meet current and future housing delivery. To manage Northwest Territories Housing Corporation (NWTHC) lands as they pertain to the NWTHC capital assets and homeownership portfolio to ensure land tenure is maintained for capital assets and interest is maintained in mortgages held by the NWTHC for homeownership clients. To ensure the NWTHC's position and views concerning land are articulated when working with Municipalities and communities, Aboriginal Self-Governments and claimant groups, Band organizations, Aboriginal Development Corporations, Federal Government Departments and Agencies and private industry. To initiate, assess, develop and conclude, through effective negotiations, new and innovative land arrangements supported by comprehensive contractual and fiscal arrangements.

## **SCOPE**

Located in Yellowknife, the position reports to the Director, Infrastructure Services and supervises one Lands Negotiator and one Senior Lands Administration Officer. The position will also have a functional reporting relationship to lands officers in District Offices, whom will receive policy direction and administrative guidance from the manager.

The incumbent will be required to work within the context of the complex land administration and land ownership reality of the NWT on an inter-departmental and inter-governmental basis and within the context of emerging self-government and land claim agreements and with land claimant groups.

The incumbent will identify suitable lands for acquisition and land assembly. They will conclude appropriate contractual arrangements that will result in land assembly and in appropriate land tenure in support of program delivery.

The incumbent is responsible for the management of land administration pertaining to land and building inventories owned by the NWTHC. The position also provides lands related assistance and guidance to ensure mortgage securities are in place for homeownership mortgages held by the NWTHC.



The incumbent must exercise discretion when representing the NWTHC regarding negotiations pertaining to the land component of Lands and self-government. Provisions regarding the ownership or administration of community and regional lands are a critical aspect of lands, resources and self-government agreements. Incorrect interpretation of GNWT policies and guidelines may cause issues and/or delays in the effective conveyance and/or security of lands, buildings and mortgages held by the NWTHC.

The incumbent will be required to provide advice and recommendations to Senior Management.

## **RESPONSIBILITIES**

**Negotiates and concludes, manages and coordinates NWTHC land planning requirements with communities, Aboriginal Self-Governments, Aboriginal Claimant Groups, the GNWT and the Government of Canada**

### **Main Activities**

- Identify suitable land in communities to support housing delivery in support of long term development and planned program delivery;
- Establish agreements with communities, municipalities and Aboriginal governments and Claimant groups on suitable land for long term housing requirements and community development;
- Negotiate and conclude the acquisition of land in both tax-based and non-tax-based communities, that is suitable for housing development, provides appropriate land tenure for long term development and security of interests and that satisfies local zoning and development requirements;
- Negotiate and conclude comprehensive contractual agreements for the development of lands at the community level through cost sharing agreements, joint ventures or within the context of available fiscal resources;
- Prepare, submit and make presentations on land planning requirements before municipal and community councils, Aboriginal Self-Governments and appropriate government departments and agencies in satisfaction of procedural and administrative law requirements;
- Monitor, analyze and generate statistical analysis and demand drivers relevant to housing demand and population growth;
- Manage legal service requirements in support of land acquisition and land tenure.

**Initiate, develop, negotiate, conclude and manage proposals designed to create new lands suitable for housing construction.**

### **Main Activities**



- Work with municipalities, communities, Aboriginal governments, agencies and Claimant groups in developing cost shared or joint venture agreements that support land development initiatives;
- Draft contractual materials in support of business development initiatives;
- Initiate, develop, and conclude contractual agreements through effective negotiations with appropriate community bodies;
- Initiate and develop new and innovative approaches to development that take into account historical attitudes towards land tenure and land development within the context of Indian Affairs Branch (IAB) lands and emerging self-governments;
- Provide and deliver support for the capacity and training development in the areas of land planning and development;
- Analyze, assess and review proposals submitted by community and Aboriginal governments and organizations;
- Manage agreements and resolve issues with communities to ensure mutual goals and objectives are achieved and contracts are completed;
- Manage required legal services required in the conclusion of contractual arrangements;
- Develop third party relationships that offer financial support for new and innovative development approaches;
- Initiate appropriate inter-departmental action to support joint venture or development initiatives.

### **Manage the Land Administration responsibilities for NWTHC Capital Assets.**

#### **Main Activities:**

- Manages the development and maintenance of a comprehensive capital asset inventory for all public housing infrastructure and related fee simple, commissioners lease and federal lease lands.
- Acts as the agent for the NWTHC for the execution of land acquisition and conveyance instruments related to the development and the sale of NWTHC assets.
- Manages the reconciliation of land lease and tax payments with the Capital asset inventory.
- Reviews land lease and fee simple documents for compliance with governing instruments.
- Manages land administration problems, identifying solutions, taking corrective action or making recommendations to senior management.
- Provides professional direction and assistance to NWTHC district offices and community partners in land administration.
- Develops multi year land requirement forecasts in support of capital asset development initiatives.

#### **Provide assistance to Districts and Community groups for land administration in support of NWTHC homeownership programs.**



**Main Activities:**

- Develops a land acquisition procedures manual for use by district program staff and community groups. Conducts workshops on land acquisition procedures.
- Ensures proper land tenure instruments are in place to protect NWTHC first and second mortgages.
- Audits NWTHC Mortgage Portfolio to ensure lands related documents are complete and legal such that mortgages can be attached to properties.
- Develops multi year land requirement forecasts in support of homeownership program initiatives.
- Assists in the foreclosure or quit claim procedures, from a lands perspective, for delinquent clients.

**Provide expert advice, information and develop appropriate materials on a regular basis in support of overall NWTHC goals and objectives in Headquarters and at the District level.**

**Main Activities:**

- Provide direction, recommendations, advice and supporting materials to Senior Management on all matters relevant to land acquisition and disposal, land assembly, land development, and land administration matters;
- Provide Headquarters staff and District lands staff with appropriate guidance and direction to ensure awareness, support and to meet inter-divisional requirements;
- To coordinate and support land assembly functions and business development contractual arrangements with the District Offices and to facilitate District input and involvement in negotiations and presentations;
- To coordinate and facilitate reports, presentations and information requirements with appropriate GNWT departments and Government of Canada departments and agencies;
- To provide support to the ongoing self-government negotiation process through the preparation and presentation of materials and to attend as required the Main table and Implementation Negotiation sessions;
- To attend community meetings as required, to represent the NWTHC on land assembly and land development activities;
- Provide reports and information as required to satisfy Executive Council requirements;
- Develop, initiate, and provide training opportunities and capacity development for NWTHC staff
- Consult with and work with in an ongoing basis within the context of the fiscal framework of the NWTHC by providing support to the budget and capital planning process



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of land claims and self-government agreements, policies and issues nationally and territorially.
- Thorough knowledge of the decision-making system and process of government in the Northwest Territories, other provinces and Canada.
- Knowledge of GNWT policies and legislation relevant to land, land tenure, and land development including;
  - NWTHC Act and Regulations; Commissioner's Land Act and Regulations; Canada Land Surveyor's Act; Charter Communities Act, Cities, Towns and Villages Act; Hamlets Act; Municipal Lands Policy; Land Development Policy; Land Lease Only Policy; Land Pricing Policy; Land Titles Act; Planning Act; Property Assessment and Taxation Act; Territorial Lands Act and Regulations (Federal)
- Working knowledge of land claim and self-government agreements negotiated in the Northwest Territories, Yukon and other provinces in Canada.
- Thorough knowledge of land administration policies, systems and procedures.
- Knowledge of the Canadian legal fabric of land transactions (i.e., land titles, mortgages, land contracts, legal surveys).
- Knowledge of negotiation tactics and strategies and proven negotiating skills.
- Thorough knowledge of the North, its environment, economic, political and social milieu.
- Excellent interpersonal skills and excellent analytical skills.
- Ability to interpret various acts, regulations, policies and positions of other negotiating parties.
- Excellent communication skills, both verbal and written.
- Excellent computer skills, including working knowledge of a variety of software (i.e., word processing, spreadsheets, internet and electronic mail).
- Ability to work under minimal supervision, ability to work in a cross-cultural environment, ability to think quickly in high stress situations, and ability to travel extensively, sometimes on short notice.
- Excellent time management skills and the ability to meet deadlines and to work effectively with others in accomplishing tasks.

### **Typically, the above qualifications would be attained by:**

A combination of a law degree or related legal training, augmented by 8 years of relevant work experience or a graduate degree in business or public administration augmented with 8 year experience.



## **WORKING CONDITIONS**

### **Physical Demands**

Normal office environment.

### **Environmental Conditions**

Normal office environment. 1- 2 trips per month (1 – 2 days in length) to communities involving small aircraft and by vehicle are required.

### **Sensory Attention**

Normal office environment.

### **Mental Demands**

The incumbent is exposed to tight deadlines and large workloads with competing priorities and demands. Contact with the Federal and Territorial Departments relating to NWTHC interests and negotiating sessions requires extensive tact and diplomacy and the ability to think clearly.