



IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
93-12604	Senior Lands Administration Officer	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
NWT Housing Corporation	Infrastructure Services - HQ/ Inuvik	Yellowknife/ Inuvik , NT.

PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and what is the overall end result).

The purpose of this position is to assist with the management of the Northwest Territories Housing Corporation's (NWT HC) interest in lands, buildings and financial information and provide land administration information, advice and guidance to NWT HC Headquarters (HQ) and District Offices (DO's).

SCOPE

(Describe in what way the position contributes to and impacts on the organization).

Located in Yellowknife, this position reports to the Manager, Land Planning & Administration in Yellowknife. This position is considered the technical expert concerning complex land issues and provides information and advice to NWT HC HQ and DO's and maintains an accurate land and file inventory of the NWT HC's interest in lands. No positions report to this position.

Decisions made following advice and information provided by the incumbent on potentially politically sensitive land management issues may result in land acquisition or disposal and confirmation of assets to be transferred under land claim and self-government negotiations. The NWT HC has approximately 2,700 housing units on various land tenures and clearly identifying and maintaining an accurate land inventory is critical.

Recipients of advice and information are NWT HC, HQ and DO's, GNWT departments, such as, Municipal and Community Affairs, and Department of Justice, Aboriginal Affairs and Northern Development Canada's Land Administration Division and law firms.

The incumbent ensures that all land administrative programs and services are provided under the guidance of various legislative requirements including but not limited to: the Commissioner's Land Act and Regulations, Territorial Lands Act and Regulations, Land Pricing Policy, Land Lease Only Policy, Municipal Lands Policy and Practices, NWT Act, various community's Land Use Plans Zoning By-Laws, Municipal Land Administration By-laws and, land claim and self-government agreements, as well as, policies and procedures of the NWT HC.



RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished).

- 1. Monitor land administration activities of NWT HC District Office and acts as the technical expert concerning complex land issues and provide information and advice to NWT HC HQ, District Offices and other parties.**

Main Activities

- Provide information and advice concerning land status/ownership, land tenure, inventory status, encumbrances, and other financial interest in lands to other departments of the GNWT, AANDC, CMHC, law firms and financial institutions.
- Process mortgage documents, program agreements, discharges, caveats and tri-party agreements for registration/discharge at appropriate Registration office.
- Answer queries concerning land status.
- Review and interpret terms and conditions of various land agreements.
- Maintain current lands database on on-going basis with ground-truthing exercises in each NWT community every 2-3 years to confirm the location of all NWT HC assets.
- Identify non-compliance issues from inspections, reports from MACA Land Officers and community officials, other departments and agencies and other sources.
- Ensure properties and their usage comply with the applicable Land Act and Regulations and land contract provisions, including adherence to specified other acts and regulations e.g. the Environmental Protection Act.
- Ensure compliance with enacted municipal zoning by-laws, land use plans, development permits and Land Administration By-Laws.
- Negotiate amendments to existing land contracts for boundary changes, easements and rights-of-way.
- Recommend actions to rectify breaches of land contracts.

- 2. In consultation with Headquarters and District Office staff, evaluate the Corporation's land availability to support Capital Plan delivery, disposal plan, and inventory control.**

Main Activities

- Review upcoming Capital Plans to assess the demand for land to meet upcoming construction plans.
- Recommend the acquisition and disposal of land to support NWT HC activities.
- Participate in special projects and complex situations in various land negotiations for the acquisition and disposal of lands when requested.
- Request title searches to confirm ownership.
- Complete and submit land applications, land development permits and applicable fees to



land owner including site plans when required.

- Prepare and sign correspondence and forms related to land acquisition/disposal.
- Communicate with, and advise, Department of Justice where applicable.
- Conveyance duties - Assist in the preparation of land transfer documents (e.g. Transfers of Land/Lease, Offers to Purchase, Tenancy at Will, leases, assignments, amendments, indentures, etc.) and arrange for registration at the appropriate registration office where applicable.
- Review land contracts, such as leases, assignments, amendments and indentures, for content and accuracy and to comply with generally accepted legal practices and Commissioner's Land Act and Regulations, Territorial Land Acts and Regulations and related land policies.
- Coordinate the signing of land contracts and other legal documents committing the NWT HC to the terms and conditions contained therein.
- Monitor the acquisition/disposal of land transactions through to closing to ensure transactions proceed in a smooth and timely manner to meet closing dates.
- Distribute closing packages to relevant NWT HC HQ and District Office staff.

3. Assist NWT HC HQ and District Office to work cooperatively with communities to ensure adequate land is available to meet the current and future Capital Plan.

Main Activities

- Review vacant land in each community to identify suitable sites for new construction.
- Identify those communities that lack vacant, suitable land to meet current and future Capital Plans.
- Ensure NWT HC has land tenure on a sufficient amount of vacant land deemed suitable for construction.
- Consult with community officials, First Nations, land claim groups to ensure land tenure can be obtained over potential suitable sites in the name of the NWT HC.
- Attend Community meetings when necessary.
- Assist community officials on land development projects to create new vacant land to meet Capital Plan.
- In those cases where NWT HC is involved in land development projects, ensure legal agreements are in place and accurate.
- Monitor the land development project to ensure land is made available for acquisition.

4. During ongoing monitoring and reviewing of NWT HC land tenure, advise HQ, Programs staff, community officials and clients of the identification and status of land leased or owned by the NWT HC.

Main Activities

- Confirm land tenure is in the name of the NWT Housing Corporation.
- Ensure the NWT HC has no financial interest in the parcels of land.



- Ongoing reporting to District Office/HQ staff to advise of potential issues.
- If requested, meet with the client to explain the land transfer process, the impacts and benefits of obtaining land tenure.
- Upon request, initiate, process and complete a land transfer or assignment of lease so land tenure is in the appropriate parties' name.

5. Monitor changes, and prepare recommendations on policies, regulations, operational procedures and legislative changes to ensure the NWT HC's interest is maintained.

Main Activities

- Working knowledge of NWT HC's policies and procedures, Commissioner's Land Act & Regulations, MACA policies and procedures, Aboriginal Affairs & Northern Development Canada's Territorial Lands Act & Regulations, policies and procedures.
- Keep informed of changes in municipal zoning by-laws, land use plans, and Land Administration By-Laws for all 33 communities in the NWT.
- Reviewing proposed policy and legislative changes in identified areas.
- Attend, participate and engage in meetings of NWT HC HQ, District Office staff, GNWT Departments, Federal Departments, Aboriginal organizations, and municipal councils, when requested.

6. Assist in the management of NWT HC financial resources.

Main Activities

- Analyzing property taxation assessments for conformity and discrepancies and recommending payment of invoices.
- Ensure property taxes are properly billed to the NWT HC and forwarded to Finance for payment to avoid late fees.
- Ensure lease payments are paid on a timely basis to avoid beaches/cancellation of leases.
- Upon notification, submit payment for mortgage registrations, land application fees, development permit fees, etc.
- Ensure funds received for acquisition/disposal of land are properly secured and forwarded to NWT HC HQ and/or District Office Comptroller.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance).

- Demonstrated ability to work as a member of a team in wide range of duties with excellent interpersonal and analytical skills;
- High degree of communication skills both written and oral, in order to communicate effectively and provide excellent advice and training to staff and general public.
- Ability to understand general legislation and apply the technical and regulatory requirements



of legislation with a thorough knowledge of land administration policies, systems and procedures;

- Proven experience in applying principles of real estate law in enforcing land contracts, demonstrated experience in land negotiations, resolving land administrative issues with municipal councils, other government departments and clients.
- Knowledge of the Canadian legal fabric of land transactions (i.e., land titles, mortgages, land Contracts, legal surveys).
- Thorough knowledge of the North, its environment, economic, political and social milieu.
- Ability to apply knowledge of computer software (word processing, spreadsheets, data base and presentation software applications);
- Ability to work under minimal supervision.
- Ability to work in a cross-cultural environment.

Typically, the above qualifications would be attained by:

Commonly be acquired through a University Degree in Land Management and 3 years of land administration experience or a Land Agent Diploma with 5 years of experience in Land Administration in order to perform the technical aspects of the position and to be able to effectively perform the duties of this position.

WORKING CONDITIONS

(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands).

Physical Demands

(Indicate the nature of physical effort leading to physical fatigue).

Sit at a desk for prolonged periods of time. The incumbent is able to get up and move to other activities at frequent intervals.

Environmental Conditions

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed).

Travel to communities, HQ, and the District Offices by air in small aircraft and/or by road (ice road or all-weather road) During air and land travel, the incumbent is exposed to extremes of heat and cold.

Sensory Demands

(Indicate the nature of demands on the incumbent's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy).

The incumbent requires normal use of senses (seeing and hearing) in order to perform the day-to-day activities of the position. Extensive use of computer requires focused concentration

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue. See User Guide for examples).

The incumbent is involved in extensive and complicated land negotiations that are difficult in



order to ensure reasonable compromises between various private and public landowners in the context of the socio-economic and community planning concerns of an aboriginal organizations and/or municipal council. This is critical in order to maximize the project and program goals of the NWTHC and may result in a high degree of mental stress.

Travel to Districts and small communities, being away from family and a heavy workload to review land documentation may contribute. Travel is anticipated to be 2 – 3 days each month, about 15% of time.

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

Official Language Considerations (check one)

- ☒ Not required
- ☐ Bilingual required (state language): _____