



IDENTIFICATION

Department	Position Title	
Lands	Senior Lands Officer	
Position Number(s)	Community(s)	Division/Region(s)
24-10319.	Yellowknife	Lands Administration

PURPOSE OF THE POSITION

The Senior Lands Officer position is responsible for providing land management and administration services for Commissioner's Land under the *Commissioner's Land Act and Regulations*. This includes acquiring, disposing, and monitoring the use of Commissioner's Land; creating, reviewing, approving and administering Land Contracts; and enforcing related acts and regulations. A key aspect of this position is providing advice, support, and assistance to Regional Operations lands staff in the management and administration of Commissioner's Land in the 5 NWT regions. The position also provides support and advice in matters related to land management and administration to NWT community governments.

SCOPE

This position is located in Yellowknife and reports to the Manager of Commissioner's Land Administration.

The mandate of the Department of Lands is to support, manage and administer the sustainable use of public land in the NWT. Land Management and Administration is considered 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.

The Senior Lands Officer works within a legislative framework which includes the *Commissioner's Land Act and Regulations*; *Territorial Lands Act and Regulations*; *Planning 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; the Land Use

and Sustainability Framework; Northern Lands-Northern Leadership; Sustainable Development Policy and the Recreational Leasing Policy.

The Senior Lands Officer provides advice, support, and assistance to Regional Operations lands staff in the management and administration of Commissioner's Land in the South Slave, North Slave, Dehcho, Beaufort/Delta, and Sahtu region. This includes the interpretation and application of Departmental acts, regulations, policies and procedures; management and administration of leases, right-of-ways, licenses, permits and other land dispositions; preparation of legal contracts; planning and coordinating inspections and enforcement; and revenue collection. The position provides guidance to Regional Operations lands staff in utilizing and maintaining the Land Administration System (LAS).

The Senior Lands Officer provides advice and support related to the management and administration of lands to NWT community governments including the tax-based communities of Yellowknife, Hay River, Fort Simpson, Norman Wells, Inuvik and Fort Smith. It responds to requests for advice on, and interpretation of Land Acts, regulations and agreements from property owners, lawyers and lending institutions.

Decisions made by the Senior Lands Officer on land values for Land Contracts in six (6) tax-based communities directly impact on real estate values in those communities as potential tenants/buyers seek low costs. Decisions on use of land and contracts create the potential for major financial and legal liabilities for the Commissioner of the NWT and other GNWT departments that act on advice received.

The Senior Lands Officer recommends revisions of Acts, Regulations, Policies and procedures pertaining to Commissioner's lands to the Manager of Commissioner's Land Administration based on feedback from the public, other departments and own professional evaluation of current implementation and situations.

RESPONSIBILITIES

1. Interprets and implements land acts, regulations, policies and procedures and gives advice and assistance thereon to Regional Operations lands staff, the Department, other GNWT departments, other levels of government, Aboriginal organizations, financial institutions, and the public in order that the correct, complete information be available to them to meet their obligations.
 - Provides support and assistance to Regional Operations lands staff in the interpretation and application of land acts, regulations, policies, and procedures.
 - Reviews decisions and actions of Regional Operations lands staff in the 5 NWT regions and provides feedback, advice and assistance or recommends corrective action when required to the Manager of Commissioner's Land Administration.
 - Provides functional direction to Regional Operations lands staff administering Commissioner's Land (e.g., Senior Lands Officers/Land Officers) on complex land transactions.
 - Drafts correspondence on land matters for the Minister's signature and to request legal opinions.

- Provides training and briefing sessions throughout the NWT.
 - Assists municipalities to draft bylaws for the acquisition and disposal of land.
2. Writes, reviews, monitors, approves and executes Land Contracts that comply with accepted legal practices and GNWT land acts, regulations and policies. Reviews lands contracts drafted by the Regional Operations Division and provides advice and assistance to regional lands officers.
 - Provides support and assistance to Regional Operations lands staff in drafting Land Contracts; reviews Land Contracts and recommends revisions.
 - Reviews maps for accuracy and completeness.
 - Gives professional, paralegal and administrative advice and information to other GNWT departments, the public, communities and institutions on Land Contracts.
 - Approves or rejects amendments to land contracts, or assignments submitted by parties to those contracts.
 - Establishes land reserves for GNWT departments on the recommendations of Land Officers/Senior Land Officers.
 - Issues land use and quarry permits.
 - Prepares land transfer documents (e.g., bills of sale, land transfers, Notifications of Title) and arranges for their registration at the NWT Land Titles Office.
 3. Monitors the maintenance of the Lands Administration System (LAS) to provide accurate and readily accessible proof of legal tenure on Commissioner's Lands and serve as a resource for financial institutions to verify secure interest in land.
 - Provides guidance to regional lands staff in utilizing and maintaining LAS, including completing various processes in the database and uploading required documents and Land Contracts.
 - Reviews and approves or rejects legal instruments submitted for registration (e.g., mortgages, assignments, surrenders) and certifies that submitted documents conform to GNWT formats and contain the necessary information.
 4. Recommends revisions of Acts, Regulations, Policies and procedures pertaining to Commissioner's lands to the Manager of Commissioner's Land Administration based on feedback from the public, other departments and own professional evaluation of current implementation and situations.
 5. Enforces compliance with the *Commissioner's Land Act and Regulations* to limit the Commissioner's legal liabilities.
 - Identifies non-compliance from inspections, reports from regional lands staff, and other departments and agencies. Reviews the applicable contract/act and notifies the tenant of required corrective action and as required, implement legal procedures (e.g. drafts contract cancellation letters for signature of the Deputy Minister).
 6. Ensures properties and their usage comply with the *Commissioner's Land Act and Regulations* and Land Contract provisions, including adherence to specified other relevant acts and regulations e.g., the Environmental Protection Act.

- Physically inspects individual parcels of land e.g., residential, commercial, industrial and quarries throughout the NWT and write reports of inspection to file with appropriate enforcement agencies and document findings to appropriate enforcement agencies.
7. Assists GNWT departments and other agencies, e.g., municipalities, to negotiate the acquisition of lands for public use.
 - Negotiates amendments to existing land contracts for boundary changes, easements and rights-of-way;
 - Reviews land development projects and legal survey requests and recommend approval or rejection to Manager of Commissioner's Land Administration.
 8. Assists with the amalgamation of Commissioner and Territorial land management and administration functions including the integration of systems, processes, policies, guidelines, procedures and legislation.

KNOWLEDGE, SKILLS AND ABILITIES

- Good working knowledge of relevant land acts, agreements, frameworks, strategies and policies including *Commissioner's Land Act and Regulations; Territorial Land Act and Regulations; Area Management Act and Regulations; Planning Act and Regulations; Mackenzie Valley Resource Management Act; Mackenzie Valley Land Use Regulations; Canadian Environmental Assessment Act; Canada Environmental Assessment Act and Regulations;* Land Pricing Policy; Land Lease Only Policy; Municipal Lands Policy; Sustainable Development Policy; Recreational Leasing Policy; Land Use and Sustainability Framework; Northern Lands-Northern Leadership; Lands Resources; and Self-Government Agreements; Interim Measures Agreements; Respect, Recognition and Responsibility; Devolution Final Agreement and other regulations that govern the management and administration of NWT public lands.
- Knowledge of and ability to apply the technical and legal principles and practices of land management.
- Ability to write accurate, comprehensive reports, letters and legally binding contracts.
- Ability to communicate effectively in spoken English with individuals and groups e.g. municipal councils.
- The ability to work effectively in a multicultural setting.
- Conflict resolution and arbitration skills are required to deal effectively with irrational clients making impossible demands for information or services and to facilitate the resolution of conflicts between clients in lands disputes.
- The incumbent must be eligible for appointment as a Commissioner for Oaths/Notary Public in the NWT in order to be able to attest to client signatures on legal documents.

- Must possess or be eligible to obtain a NWT Class 5 Driver's Licence in order to operate a motor vehicle to travel to land inspection sites.
- All inspectors are required to take fire arms and safety training due to the risks associated with remote travel and potential exposure to threatening situations or toxic waste.

Typically, the above qualifications would be attained by:

The above knowledge, skills and abilities are generally acquired through the attainment of a recognized designation in land management (e.g., Senior Right-of-Way Agent, through the International Right-of-Way Association) or in a related discipline (e.g., certified Property manager, certification from a recognized professional institute in Property Appraisal and five years of related experience).

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

Physical demands on the incumbent are consistent with the typical GNWT office environment except where called upon to oversee inspections.

Environmental Conditions

Environmental conditions on the incumbent are consistent with the typical GNWT office environment. Again, in extreme cases, the Senior Land Officer may be faced with adverse environmental conditions related to remote inspections or spills investigations.

Sensory Demands

Again, in extreme cases, the Senior Land Officer may be faced with adverse environmental conditions related to remote inspections or spills investigations.

Mental Demands

This position is subject to stress related to multi-tasking, dealing with confidential and politically sensitive information and working to tight deadlines on a regular basis.

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