

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION
OPEN
JOB ANNOUNCEMENT
Community Consultation Specialist

POSITION: Community Consultation Specialist

POSTING DATE: April 1/2022

ANTICIPATED START DATE: As Soon As Possible

REPORTS TO: First Nation Manager

HOURS OF WORK: Monday to Thursday – 8:30 a.m. to 4:30 p.m.; Friday 8:30 a.m. to 1:00 p.m.
Some evening and/or weekend work and travel may be required to meet operational needs.

DUTIES:

Under the direction of the First Nation Manager and Council, the Community Consultation Specialist (CCS) will implement MSIFN's Community Consultation Protocol that guides requests for consultation with MSIFN. The CCS will develop and implement a comprehensive MSIFN Consultation Policy related to on and off reserve lands. Consultations with MSIFN will also be guided by the implementation of the Williams Treaties settlement, and the protection of the boundaries and constitutionally protected rights to harvest.

Key activities:

Capacity Building: Research, Self- Study, and Community Information Exchange

- Research and review the evolution of the legal Duty of Consultation for Aboriginal people and engage in ongoing professional development/technical training appropriate to the position.
- Liaise with Scugog, Durham and other municipal planners to research and review obligations under the Planning Act for Ontario as it relates to MSIFN.
- Complete a critical review of the Scugog Township Official Plan and Durham Region Growth Plan to understand any limitations on how MSIFN plans to proceed with consultation.
- Research and review the Lands Management Act and related legislation, and other local area First Nation consultation procedures that may exist in accordance with traditional and local laws concerning land and resource development.
- Organize and execute introductory community information meeting(s) on the Duty of Consultation and Accommodation, and how it affects the interests of the MSIFN.
- Draft, organize and administer Manager and Council-approved community questionnaires to address questions related to Consultation and take feedback from the MSIFN membership on the priorities of MSIFN when engaged in questions regarding land and resource development.
- Attend at the consultation, capacity building and strategy sessions for the Anishinabek Nation, Chiefs of Ontario and Assembly of First Nations as directed by the MSIFN Council.

Protocol & Policy Development

- Upon hosting introductory community information sessions, develop and implement a member-directed Consultation Protocol for MSIFN internal community consultations as it relates to lands and resource issues. This Protocol shall broadly address the 'rules of engagement' between MSIFN and other First Nations, local governments, and developers, concerning the development of lands and resources that are local to MSIFN.
- Determine when, where, and how community outreach is to be held, and what the focus of each activity/event is in relation to furthering the Consultation Capacity objectives and identified long-term community goals.

- Host annual review meetings with the MSIFN Membership relating to the development of the Consultation Policy on any material issues regarding the proposed or continued development of lands and resources within MSIFN traditional territory, focusing on those lands and projects that are in close geographic proximity to MSIFN.
- Develop and/or implement a Multi-Year Plan for improving MSIFN consultation capacity relating to lands and resource issues pursuant to the strategy contained within the Ministry of Aboriginal Affairs Core Consultation funding application.
- Complete an internal review of other Scugog First Nation Law and Policy to ensure internal organizational consistency with the MSIFN Consultation Protocol.
- Present the final draft Consultation Policy to the First Nation Manager and to Council for review and approval and host a community meeting to seek Membership approval for same.

Internal Community Consultation

- Engage in internal community information exchange and report to MSIFN Members via Manager approved monthly newsletter inserts.
- Host quarterly review meetings with the MSIFN Membership relating to the development of the Consultation Protocol and Consultation Policy on any material issues regarding the proposed or continued development of lands and resources within MSIFN traditional territory, focusing on those lands and projects that are in close geographic proximity to MSIFN.
- Information-share and exchange with other departments internal to the First Nation respecting their measures of consultation within the MSIFN community and examine whether those departmental measures for consultation are consistent with the proposed MSIFN Consultation Policy.
- Work in conjunction with the MSIFN Lands Officer and MSIFN I.T. Specialist on building mapping capacity for MSIFN.
- Lead and work in conjunction with Lands Officer for MSIFN on completing a Traditional Land Use Study for MSIFN, to aid in the finalization of a Community Consultation Policy for MSIFN.
- Attend external local community outreach meetings as requested.

Liaison with other Local area First Nations (i.e. Williams Treaty First Nations)

- Attendance at collective meetings and ongoing liaising between Williams Treaty First Nation (WTFN) consultation workers and other Southeastern Ontario First Nations on issues relating to the development of lands and resources local to our communities and within our treaty territories.
- On-going sharing of information between the WTFN consultation workers and the WTFN leadership representatives towards the possible group development of a WTFN Consultation Protocol and Williams Treaty First Nation Consultation Office.

Monthly, Annual and Final Reporting and other Finance duties:

- Provide monthly update reports to your Manager, outlining the progress made to date on meeting your job deliverables.
- Prepare, obtain Manager Approval and submit the Final Project Report and Final Expenditure Report for consultation on or before April 30th of each fiscal year.
- Through the aid and approval of finance, submit a copy of the audited financial statements for MSIFN on or before July 31 of each fiscal year.
- Abide by the terms of the funding and the budgets as set forth in the federal and provincial funding agreements.
- Prepare the annual budget for Consultation.
- Maintain detailed financial records related to Consultation.
- Submit funding paperwork, reports and reconciliations as required by funding agreements.

Related and other duties:

- IC3 Certification Training is mandatory.
- Prepare drafts of any necessary Requests for Proposals or Consultant agreements for any new consultants that may be hired in connection with Consultation and act as the Consultant's liaison to Management and Council.
- Ensure that all consultants are compliant with health and safety requirements at all times.

