

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION
OPEN
JOB ANNOUNCEMENT
Lands Officer – Full Time Permanent

POSITION: Lands Officer – Full Time Permanent

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.
Occasional evening and/or weekend work may be required to meet operational needs.

DUTIES:

Lands Administration

- Administer the MSIFN Land Code, related laws, policies and procedures to regulate land use and to obtain the highest benefit of land use for MSIFN citizens.
- Recommend amendments to the MSIFN Land Code as necessary.
- Ensure administrative measures and controls are developed to meet the requirements of MSIFN by monitoring and evaluating the efficiency of services.
- Develop and maintain a registry of MSIFN Land Laws.
- Develop and maintain a lands registry and records system/database for all MSIFN common and privately-owned lands (including residential, leased, commercial, fee simple and lands to be acquired through Additions to Reserve (ATR) including but not limited to all surveys, certificates of possession and allocation, environmental assessments and tax assessments of all applicable properties.
- Maintain and ensure registration of interests in the MSIFN Lands Registry and the First Nation Lands Registry System.
- Develop and maintain a MSIFN Fee Simple Land database.
- Develop and maintain a Cemetery Plot Registry.
- Prepare, examine and verify accuracy of various maps and community site plans for MSIFN.
- Ensure that historical and current information is gathered and maintained into various systems where applicable (GIS, MMS system, database etc.).
- Prepare statistical reporting on land use activities and communicate to various funding agencies as required.
- Coordinate land appraisals as required on leased and rented properties.
- Provide support in the facilitation of purchased lands/properties off-reserve when required.
- Initiate and follow through on any Additions to Reserve for MSIFN.
- Identify and recommend fee simple properties that may be added to the ATR process in accordance with the MSIFN Land Use Plan which may be identified through review of consultation files (e.g., property disposition notices).
- Facilitate required documentation related to transfer of lands to and between MSIFN members as required.
- Prepare and submit monthly reports on progress briefings related to Lands to First Nation Manager and Council including potential collaboration on consultation briefings.
- Develop and maintain appropriate data management through standards, policies and procedures related to private lands acquired by the First Nation, reserve tenure as synchronized with the First Nation Lands Registry System including certificates and possessions, farm rentals and lease agreements, cemetery plan and plot registry, utilities and asset management and private lands title searches.
- Plan and coordinate special events related to Lands.
- Process and review applications submitted to MSIFN for zoning access and land use activities and submit to Council with recommendations to approve or reject the application.
- Respond to requests for survey and site inspections, including potential collaboration on consultation briefings.

- Assist in the land use & zoning appeals process as required for commercial lands, residential lands, environmentally sensitive lands, culturally sensitive lands and agricultural lands.
- Maintain parcel abstract reports for CP holders and commonly held band lands.
- Prepare documentation and FNCRs as it relates to land transfers on MSIFN.
- Liaise with Finance and Housing to ensure proper discharge of mortgages.
- Monitor and ensure compliance of MSIFN agreements, laws, codes, policies and procedures and identify infractions and report as required.
- Implement a MSIFN 911 numbering system.
- Ensure that services are delivered for the administration related to lands including, but not limited to land transfer, assist with survey requests, research on individual land titles, updating titles, allotment of lands, resolving internal boundary disputes, encumbrances checks.
- Maintain inventory of prior year's Annual Land Management Reports and provide hardcopies of reports at the request of MSIFN members.

Research

- In consultation with the First Nation Manager, determine proposed need for consultants and contractors for lands management related functions and make recommendations.
- Research other communities under the Land Management Act and advise on best practices that may benefit MSIFN.
- Research any land use applications that may require submission to the Township of Scugog.
- Research traditional and culturally significant areas.
- Research funding options that may apply to Lands strategic priorities.
- Research external lands and environmental policies and acts that could impact FN Lands.

Community Land Use Planning and Coordination

- Act as the lead individual in the development/updating of the Community Land Use Plan and other laws and policies related to Lands.
- Ensure land use data is collected and provide for use related to Land projects/initiatives.
- Develop and review MSIFN land laws relative to the MSIFN Land Code and submit recommendations to First Nation Manager and Chief & Council for review and approval.
- Conduct surveyed boundaries of physical features of MSIFN land and community that will support community land management.
- Identify and troubleshoot issues and/or concerns related to zoning and land surveys within MSIFN properties.
- Recommend proposed zoning for MSIFN lands based on research compiled on current and prospective land use including, information obtained by MSIFN membership.
- Coordinate with staff of Indigenous Services Canada with respect to the following as appropriate:
 - Reserve Lands and Environment Management Program (RLEMP)
 - Emergency Management Assistance Program – e.g. Flood risk monitoring and mitigation

Environmental Management

- Follow procedures set out by the federal Impact Assessment Act (IAA) and the First Nations Land Management Act (FNLMA) to ensure that projects are considered in a careful and precautionary manner so that they do not cause significant adverse environmental effects to MSIFN Lands.
- Develop an Environmental Management Framework that will assist MSIFN in achieving its goals in protecting the environment on First Nation lands.
- Administration of any internal environmental assessments, as required.
- Champion environmentally responsible initiatives for the MSIFN community.

Wills and Estates

- Provide assistance to MSIFN members when settling an estate where MSIFN land is involved. Prepare required documentation to initiate the transfer of land.
- Guide membership on the processing of any wills and estates issues and estate transfers as they are related to reserve lands in accordance with the provision of the Indian Act.
- Coordinate Wills and Estates Planning Workshops for MSIFN membership.

Agreements, Permits and Codes

- Facilitate rent reviews for leases and permits of First Nation owned lands or properties where applicable.
- Identify the relevant subject areas for which MSIFN may have by-law and other lands enforcement and advise of potential problems relating to by-law enforcement.

Communications

- Prepare and present briefing notes, future plans and special projects as requested.
- Consult and liaise with relevant business licensing authorities regarding land use and zoning compliance to aid in the administration of business license applications as required.
- Facilitate and gather member feedback on current and prospective land use through member meetings, questionnaires, interviews and other methods and report recommendations to First Nation Manager and Chief and Council as required.
- Assist and provide information to First Nation Manager and Chief and Council on land use issues.
- Provide support in the facilitation of advisory committees related to development of land laws, policies and regulations and report to First Nation Manager and Council as required.
- Organize and administer community meetings and referendums for land use and consultation issues internal to lands on the reserve, including fee simple lands that are owned by the MSIFN community.
- Liaise with key stakeholders on relevant lands and environment issues, as needed and as may be required.
- Participate in meetings that are relevant to Land and the environment. Attend lands community meetings as a resource when required.
- Liaise with Elders, youth, and knowledge holders regarding the history of MSIFN.

Financial Management

- Prepare work plans and Lands budget for submission to the First Nation Manager and Finance Advisory Committee and Council for review and approval.
- Follow established accounting policies and procedures.
- Monitor expenditures and report financial discrepancies where required.
- Initiate Consultant/Service Provider contracts and monitor their progress related to the scope of work and objectives.
- Prepare and submit funding proposals as required.
- Ensure timeliness, accuracy, and usefulness of financial reporting to internal and external funding partners.
- Develop an Annual Land Management report as per MSIFN Restated Land Code.

Miscellaneous

- Promote the respect of cultural practices related to Lands.
- Sit as a member of MSIFN committees, as requested or as may be operationally necessary.
- Attend training as operationally necessary and/or as approved in work plans and budgets.
- Address concerns and make recommendations regarding archeological issues and findings.
- Assist in the promotion of youth engagement activities related to Lands.
- Special projects, assigned tasks and additional regular duties as required by your Supervisor.

PAY RATE: 30.90/hour (G1) Wage Structure Increase Pending

MINIMUM QUALIFICATIONS:

- Completion of a related post-secondary college diploma.
- Minimum 3 years related work experience and 5 years total work experience
- Knowledge of the principles and practices of land resource planning and management
- Knowledge of land management issues and legislation affecting First Nations both locally and nationally
- Knowledge of land use application and appeals processes
- Knowledge of land claims and negotiations processes
- Reading and interpretation of maps, satellite images and real estate documents
- Experience in developing and managing budgets
- Valid driver's license and \$1M liability insurance
- Vulnerable Sector Search and CPIC acceptable to position upon conditional offer
- Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics
- Advanced computer skills in Microsoft Word, Excel, PowerPoint; general knowledge of GIS and database management
- Ability to maintain strict confidentiality

- Excellent oral and written communication skills
- Strong team player and ability to work with minimal supervision
- Ability to use tact and good judgement in dealing with sensitive and complex issues
- Strong organizational skills

Considered an asset:

- Post-secondary education, training and/or experience in administration, community planning, lands and resource management or related disciplines is considered an asset.
- Successful completion of the Lands Management Certification Program or similar courses in an accredited program would be preferred.
- Work experience with a First Nation or Indigenous Organization, preferably in the area(s) of Lands Management, environmental or archeologically related activities is considered an asset

TO APPLY:

Applications must be submitted online via our website:

www.scugogfirstnation.com

Or through the direct link:

<https://MississaugasScugogIslandFirstNation.scouterecruit.net/jobs/S151571>

Complete an application online and include resume, cover letter and certificates.

DEADLINE:

Will remain open till filled

QUESTIONS:

Merridy Curtis, Human Resources Coordinator

Phone: 905-985-3337 Ext. 242

Fax: 289-312-4647

mcurtis@scugogfirstnation.com

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

"An Equal Opportunity Employer"