 T’ÍT’Q’ET

 POSITION DESCRIPTION

This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.

***POSITION TITLE:*** Lands and Natural Resources Director ***DATE:*** April 24, 2023

***PROGRAM:*** Lands and Natural Resources ***SUPERSEDES:*** August 12, 2020

###### REPORTING TO: T’ít’q’et Administrator PAGE: 1 of 7

# POSITION SUMMARY

The Lands and Natural Resources Director is responsible for the comprehensive management of the Lands and Natural Resources Program Department and Land Registry relating to T'ít'q'et lands and natural resources. The incumbent manages all aspects of the Lands and Natural Resources Department including supervision of lands staff and development of the annual departmental budget, work plans, laws, regulations, policies and procedures.

# SPECIFIC DUTIES AND RESPONSIBILITIES

* Promotes the T’ít’q’et-P’egp’íg’lha Vision and Value Statement.
* Understands, is guided by, and promotes the P’egp’íg’lha Constitution.
* Respects P’egp’íg’lha Cultural Heritage values and principles.
* Abides by T’ít’q’et Administration policies and procedures manuals.
* Maintains confidentiality and Code of Ethics and Conduct.
* Supervises and manages Lands and Natural Resources Program Department staff.
* Carries out all responsibilities of the Lands and Natural Resources Director as set out in the T’ít’q’et Land Code and Position Description.

**Administrative**

* + Supervises and evaluates the performance of all employees in the Lands and Natural Resources Department including the development of individual employee training and development plans.
	+ Provides information and support to the T'ít'q'et Lands Committee and T’ít’q’et Council in the development of T'ít’q’et policy and procedures related to the administration and management of T’ít’q’et Lands and Resources.

## POSITION TITLE: LANDS AND NATURAL RESOURCES DIRECTOR

##### **SPECIFIC DUTIES AND RESPONSIBILITIES *-*** *Continued*

**Administrative** - *Continued*

* + Provides guideline information for those applying to register a lease or permit on reserve lands and approves all documentation as to form under the Land Code prior to registration.
	+ Provides monthly reports to the Administrator detailing leases, permits, revenues and account arrears, departmental activities and priorities.
* Attends Councils and General Meetings as required, to provide information, assistance and support regarding all matters relating to P’egp’íg’lha lands and natural resources.
* Collaborates with the T’ít’q’et Lands Committee on Land Code and Reserve land matters.
* Develops and maintains effective working relationships with colleagues, the Lands Committee and outside agencies.
* Works collaboratively with T’ít’q’et Council, departments, T’ít’q’et owned entities, T’ít’q’et legal counsel and other bodies, toward common goals, projects, developments, acquisitions, etc.
* Conducts an annual assessment of T’ít’q’et natural resources on reserve land.
* Oversees First Nations Lands Registry System and Indian Land Registry System searches for membership and clients and ensures all registry records are correct.
* Communicates with lessees and T’ít’q’et membership on land and land use issues, and with trustees, executors, and solicitors on land disposition.
* Assists and provides information to T’ít’q’et Council on reserve land and land use issues.
* Maintains accurate and current maps on all T’ít’q’et reserve land and lots.
* Where appropriate, facilitates processing of estates and communication with ISC about land estates.
* Maintains accurate and up to date records and data base of T’ít’q’et reserve land use.
* Recommends a fee structure for copying documents, maps, permit applications and other lands and resource department documents.
* Develops a Five (5) year and an Annual Lands and Natural Resources Plan, and implements the Plan as approved by the T'ít'q'et Lands Committee and T'ít'q'et Council.
* Performs all other duties as assigned by the T’ít’q’et Administrator.

## POSITION TITLE: LANDS AND NATURAL RESOURCES DIRECTOR

##### **SPECIFIC DUTIES AND RESPONSIBILITIES *-*** *Continued*

**Financial**

* Oversees and monitors Lands Department expenditures in accordance with the approved budget.
* Actively seeks external funding sources to support the Lands Department staff and programs.
* Ensures all funding source applications and proposals are developed and submitted for approval to funding sources by department staff, to support the implementation of existing planning documents as described above.
* Facilitates rent reviews for leases and permits on T’ít’q’et lands and monitors collection made on behalf of the Lessees.
* Assists the finance department in issuing letters and penalty invoices to overdue account holders.

**Land Use Plan**

* Facilitates the continued development, review and amendment of T’ít’q’et Land Use Plan in accordance with T’ít’q’et priorities and vision for sustainable development and a safe and healthy environment.
* Provides leadership in implementing T’ít’q’et Land Use Plan.
* Effectively and sustainably manages use and protection of natural resources within T’ít’q’et lands thereby achieving optimum benefits for our members.
* Encourages opportunity for P'egp'íg'lha to assert their rights by continued practice of cultural activities that utilize the land and resources in T’ít’q’et.
* Creates processes and procedures specifically for the Lands and Natural Resources Department.
* Engages with T’ít’q’et Council in seeking direction for commercial development on reserve lands.
* Ensures all documented property descriptions are the same as that recorded in the land registry.
* Processes, documents and records all transferring of individual land interests, rights of possession, certificates of ownership and certificates of possession.

## POSITION TITLE: LANDS AND NATURAL RESOURCES DIRECTOR

##### **SPECIFIC DUTIES AND RESPONSIBILITIES *-*** *Continued*

**Land Use Plan** *- Continued*

* Researches, verifies and compiles land status reports on reserve lands for distribution to Natural Resources Canada, land surveyors, membership, clients and interested parties in order for them to determine land tenure, accessibility and feasibility of a land transaction.
* Facilitates the identification of areas for residential and commercial/recreational development, etc. based on the Physical Development Plan (adopted in 1999), the Land Use Plan and external consultants where required to assist with T'ít'q'et land use planning.

**Legal**

* Monitors compliance with contractual terms, including construction, environmental requirements, rent collection, leaseholder insurance requirements, default and cancellation of leases.
* Facilitates compliance with environmental review requirements set out in the Land Code.
* Records and utilizes information to identify areas that require covenants or other T'ít'q'et Legislative protection.
* Utilizes resources to label P'egp'íg'lha/St'át'imc names into all descriptive components of planning documents with the English translation in brackets.
* Recommends laws to adopt under T’ít’q’et Land Code that reinforce Title.
* Works with legal expertise in partnership with P’egp’íg’lha Elders' Council and P'egp'íg'lha Council to develop draft T’ít’q’et Laws, Policies, and Procedures for the stewardship of T’ít’q’et Cultural and Heritage Resources and land management for approval by T’ít’q’et membership.
* Works with legal expertise to ensure that P’egp’íg’lha Collective Title and Rights are never compromised by activities in relation to the Lands and Resources Department.
* Works with legal expertise to ensure that all contracts, lease agreements, contribution agreements, Memorandums of Understanding, Protocols, etc. are written based on current case law and will not infringe on P’egp’íg’lha Collective Title and Rights.

## POSITION TITLE: LANDS AND NATURAL RESOURCES DIRECTOR

##### **SPECIFIC DUTIES AND RESPONSIBILITIES *-*** *Continued*

**CONSULTATION AND ACCOMMODATION**

* Drafts negotiation agreements for all interests and rights of ways that infringe on T'ít'q'et lands and jurisdiction: highways, utilities, and any others as required.
* Assists the P'egp'íg'lha Referral Committee and the P’egp’íg’lha Referral Process as requested.

**ECONOMIC DEVELOPMENT**

* Implement the current T’ít’q’et Economic Development Strategy to attract new business, facilitate community economic development and to expand investment.
* Coordinate and implement economic development policies, and initiatives that advance community socioeconomic and business development.
* Develop policies and administer programs to promote industrial and commercial business investment
* Assess business opportunities and identify opportunities for growth, investment, and prosperity.
* Respond to enquiries from members of the business community and general public concerning development opportunities.
* Review and evaluate commercial, forestry, real estate or industrial development proposals and provide advice on procedures and requirements for approval.
* Develop social and economic profiles of T’it’q’et reserve lands to encourage industrial and commercial investment and development.
* Provide advice on planning and starting of new businesses.
* Conduct surveys, analyze data, and develop social and economic profiles on relevant economic, demographic and other trends and forecasts.
* Prepare targeted proposals for a variety of different economic development initiatives for submission to public and private funding sources.

**By signing below, I hereby agree that, I have read, understood and accepted my position description.**

 INCUMBENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Name Date**

 On Behalf of T'ít'q'et Council:

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 **Signature Date**

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 **Approved by Administrator Date**



**T’ÍT’Q’ET**

**POSITION QUALIFICATIONS**

**POSITION TITLE: LANDS AND NATURAL RESOURCES DIRECTOR**

**EDUCATION / TRAINING / CERTIFICATION**

* Skill and knowledge usually attained by successful completion of a Post-Secondary degree or diploma program in business administration, community planning, economic development, lands and resource management or related disciplines, and at least 3 years’ experience managing reserve lands; or an equivalent combination of skill, knowledge and experience.
* Lands Management Certificate Program or actively taking courses in a Lands Management Training program (Introduction to Lands Management, Lands Management 11, Introduction to Leasing, Introduction to Appraisals, Introduction to Surveys and Introduction to Environmental Assessment).

**EXPERIENCE, KNOWLEDGE AND SKILLS**

* Mathematical reasoning and financial literacy – experience managing budgets and programs.
* Knowledge and experience of similar program delivery in the context of First Nations culture and history.
* Excellent oral and written communications skills.
* An understanding of relevant federal, provincial and local legislation, regulations, policies and procedures.
* Relationship building skills with internal and external stakeholders.
* Previous experience in managing a team and related HR responsibilities.
* Knowledge and understanding of leases, permits, rent reviews, registration of documents
* Basic accounting and administrative skills.
* Possess strong computer skills using current MS Office Suite, including Word, PowerPoint, Outlook, Excel, First Nation Land Registry System and database management.

**Other Qualifications, Skills and Knowledge**

* Knowledgeable about land codes
* Must possess and maintain a valid BC Driver’s Licence (Class 5)
* Must successfully pass a pre-employment criminal record check.
* Considerable high-level contacts within federal, provincial and municipal governments, other First Nations organizations, funding agencies, banks and in the non-profit sector.
* Exceptional organizational, interpersonal and time management skills with the ability to prioritize a high volume of work load in a demanding fast paced environment.
* Ability to work independently with minimal supervision as well as a cooperative and contributing member of a team.
* Must be capable of working flexible hours inclusive of evenings and weekends when required.
* Willingness to travel for meetings when required.
* Maintain professional certification.
* Ability to maintain diplomacy, tact and confidentiality in dealing with sensitive and complex issues in dealing with a variety of people and information.