



TREATY ONE NATIONS INC.

JOB POSTING

Treaty One Lands Manager

Full-time position

PURPOSE

Reporting to the Executive Director of Treaty One Nations Inc., the Treaty One Lands Manager is responsible for the management of Treaty One Lands. The Lands Manager will lead the implementation of the Treaty One Lands Management regime including the Treaty One Joint Reserve Land Code and Governance and Management Agreement. The Lands Manager will lead the development and implementation of policies and procedures related to the management of the Treaty One Joint Reserve lands. The Lands Manager will assist in all office support duties and research related to lands projects work. They will be responsible for the overall administrative and research services for the lands department, including some financial related duties.

ESSENTIAL FUNCTIONS

Land, Environment, and Resource Management

- Administer the Land Code and Governance Agreement and related policies and procedures to regulate the land use and obtain the highest benefit of land use to benefit Treaty One.
- Develop and review land interest agreements and guidelines in collaboration with the LTAC.
- Interpret land documents and resolve land disputes.
- Research zoning ordinances, construction regulations, and environmental restrictions when considering the property.
- Knowledgeable in Environment Management, Matrimonial Real Property, Reserve Land Designations, and Zoning, and the Addition to the Reserve process.
- Communicate effectively and diplomatically, both verbally and in writing, with coworkers, Community Members, and with outside agencies, partners, and business associates.
- Research, analyze, and develop strategic goals, work plans, and policies & procedures.
- Knowledge of relevant federal, provincial, and municipal legislation, policies, and procedures.
- Knowledge and understanding of land surveys, environmental assessments, and land value/assessments.
- Carries out all Lands Management responsibilities as set out in the Treaty One Joint Reserve Land Code.
- Develop and review processes for land lease agreements (residential, commercial, retail, industrial agreements), subleases, permits, rights of way, additions to reserve proposals, allotments, transfers, mortgages, etc., and other legal documentation pertaining to Treaty One Joint Reserve lands.
- Provides guideline information as to the process for a proponent to register a lease or permit on reserve lands.
- Communicates with lessees and First Nation membership on land and land use issues, and with trustees, executors, and solicitors on land disposition.
- Assists and provides information to the Governing Council on land and land use issues.
- Facilitates compliance with environmental review requirements set out in the Treaty One Joint Reserve Land Code.
- Performs all other duties as assigned.

Coordinate the Lands Technical Advisory Council (LTAC)

Coordinate, establish and maintain effective working relationships with LTAC by:

- Providing the LTAC with the resources required to enable them to fulfill their role and responsibilities related to the development of the Land Code.
- Chairs and facilitates LTAC meetings in accordance with the Terms of Reference.
- Identifies opportunities to optimize community engagement processes led by the LTAC members.
- Ensuring that LTAC expenses are within the budget limit.
- Ensuring that LTAC members receive the appropriate level of compensation for their activities.

Lands Office Administration

Attend to matters related to office administration and research, which may include (but may not be limited to), the following:

- Develop and maintain a Lands Registry System.
- Oversees registrations in the Treaty One Lands Registry System and Land Registry searches for membership and clients.
- Develop and maintain all information management systems including an electronic file management system.
- Ensuring that project expenditures meet the terms and conditions of funding agreements and for reimbursable expenses.
- Analyze, prepare, and reconcile budgets and expenditures.
- Reporting on all lands department activities.
- Providing timely, complete, and accurate expenditure reporting as required.
- Attending meetings and training events related to lands, environment, and resources as required.
- Performs other duties as required.

SKILLS AND QUALIFICATIONS

- Degree or diploma in one or more of the following: land planning, natural or renewable resource studies, environmental studies, business administration or project management – will consider combination of education & work experience.
- Minimum of 3 to 5 years of experience in lands management or equivalent.
- Understanding and Knowledge of the First Nations Land Management Act.
- Excellent written and verbal communication skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Proficient in MS Office.
- Excellent Organizational, and Interpersonal Skills.
- Class 5 (minimum) Drivers Licence.
- Satisfactory Criminal Record and Vulnerable Sector Check.

COMPETENCIES, PERSONAL ATTRIBUTES AND ABILITIES:

- Enthusiastic and self-motivated: with a strong ability to work accountably unsupervised.
- Good communication skills: the Lands Manager will have frequent dialogue and contact directly with the T1 staff and Advisory Councils. They will also work with government, the public, First Nation organizations and must be able to express themselves well and represent T1 professionally.
- Internal and External Teamwork: The Lands Manager will work very closely with the governance team and each of the respective Treaty One First Nations Lands Departments to promote and preserve Treaty One land interests in a respectful and confidential manner.

CLOSING DATE FOR APPLICATION IS: March 14, 2023

Please submit a cover letter, resume, and three references to:

Kathleen BlueSky, Chief Operations and Strategy Officer
Treaty One Development Corporation
103-1075 Portage Avenue
Winnipeg, Manitoba R3G 0R8
kbluesky@treaty1.ca

Please note resumes without a cover letter will not be considered complete

Please self-identify as First Nations in your cover letter. Priority will be given to members of Treaty No. 1 Communities. We thank all who apply and advise that only those selected will be contacted for further consideration.