



## ALGONQUINS OF ONTARIO CONSULTATION OFFICE

### LANDS RESOURCE TECHNICIAN

#### JOB DESCRIPTION

**Fall 2016**

Qualified candidates are invited to submit their applications  
**no later than 4 p.m. on Thursday, October 20, 2016** to:

Executive Director  
Algonquins of Ontario Consultation Office  
31 Riverside Drive, Suite 101, Pembroke, ON K8A 8R6  
Email: [algonquins@tanakiwin.com](mailto:algonquins@tanakiwin.com) or Fax: 613-735-6307

We thank all candidates for their interest, however, only those selected for  
an interview will be contacted.

#### GENERAL BACKGROUND

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobl
- Whitney & Area

Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to reach a settlement of the Algonquin land claim. In July 2009, the AOO, Canada and Ontario entered into a *Consultation Process Interim Measures Agreement*. This Agreement sets out a one window approach for Canada and Ontario to consult with the Algonquins of Ontario on proposed activities or projects in Algonquin Territory while the Treaty negotiations are ongoing. The AOO Consultation Office in Pembroke serves as this one window.

The **Lands Resource Technician** position will:

- Support the analysis, acquisition and management of the Provincial Crown land selections totalling approximately 117,500 acres identified in the proposed Agreement-in-Principle (AIP), as well as any Federal Surplus and private lands yet to be determined.
- Assist in the review and timely response to consultation requests in land matters related to proposed government land dispositions, Environmental Assessment reviews, resource management matters, Official Plan reviews and major infrastructure initiatives as per the *Consultation Process Interim Measures Agreement*.

## REPORTING STRUCTURE

The Lands Resource Technician will work under the direction of and reporting to the Executive Director of the AOO Consultation Office.

## DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include but not be limited to the following:

1. Provide technical support in the collection, analysis and synthesis of data for land use planning, economic development strategies and resource management matters related to the Algonquins of Ontario Lands portfolio as per the proposed AIP.

The AOO portfolio currently includes over 200 proposed AOO land selections proposed for transfer from Provincial Crown land ranging in size from 1 acre to 30,000 acres and totalling approximately 117,500 acres and 10 "Areas of Algonquin Interest" totaling 8,799 acres.

2. Provide technical support in negotiations related to the identification and potential transfer of other Provincial Crown lands, Federal Surplus lands and the potential acquisition of private lands on a willing buyer/willing seller basis.
3. Assist in post-AIP discussions related to modification of Descriptive Plans for selected Provincial Crown lands.
4. Assist in identification and implementation of Official Plan and Zoning designations as well as future amendments as required for selected properties.
5. Assist in pre-planning of selected Provincial Crown land properties identified for potential near term (1 to 5 year) economic development.
6. Coordinate planning applications (e.g.: Subdivision, Severance, Site Plan, Zoning and Official Plan applications, etc.).
7. Develop and maintain a database for all proposed AOO Provincial Crown land selections and potential Federal Surplus land selections (and future private land acquisitions).
8. Provide land use planning support by effectively applying computer programs such as Geographic Information System (ESRI + ArcGIS), GeoWarehouse/Teranet, DRAPE 2014 and Natural Resource Value Information System (NRVIS).
9. Maintain filing system for reports, plans, legal agreements and other documents related to all land management matters in the Algonquin Traditional Territory.
10. Assist in the preparation of and participation in Third Party Interest meetings/negotiations on behalf of the AOO between AIP and Final Agreement, in such areas as:
  - Utility corridors
  - Private Access Easements
  - Shoreline Reserves
  - Hunt Camps/Recreation Camps
  - Bear Management Units

- Traplines
  - Authorized Trails
  - Aggregate Operations
11. Assist with follow-up AIP related meetings with:
    - Government Ministries/Departments
    - Municipalities
    - Cottagers Associations
    - Property Owner/Ratepayer Associations
    - Interest Groups/NGO's
    - Private Individuals
    - Others
  12. Interpret, synthesize and report on impacts of existing and proposed government legislation, regulations and procedures related to AOO lands and waters.
  13. Serve as liaison between the AOO Economic Development Officer, government departments and municipal Economic Development Officers on existing programs related to land-based economic development opportunities.
  14. Coordinate field reviews, site visits and consultant studies and surveys for proposed Algonquin land selections.
  15. Monitor all proposed Algonquin land selections (and Areas of Algonquin Interest) by developing and implementing a formal property inspection program for purposes of ongoing property management, risk management and compliance review/reports.
  16. Monitor licensing and permitting for Third Party use of Algonquin lands including the monitoring of revenues.
  17. Support future AOO Real Property Management Program as required.
  18. Provide support in the review and response to consultation requests on land, resources and public policy throughout the Algonquin Traditional Territory.
  19. Prepare reports/responses to land disposition requests and Official Plan reviews.
  20. Provide additional support to Consultation Office staff as requested.

## **QUALIFICATIONS & REQUIREMENTS**

1. Diploma or Degree in Environmental Science, Natural Resources, Geography, Planning or related discipline.
2. Minimum three years of related experience.
3. Botany background considered an asset.
4. Willingness and ability to travel and carry out physical aspects of field work activities.

5. Working knowledge of Provincial statues and regulations related to land tenure, land use planning and property development.
6. Working knowledge of the role of Municipal Official Plans, Zoning By-laws, Site Plan Agreements, Subdivision Agreements.
7. Working knowledge of tools, strategies and theories to complete assessments of lands and/or properties.
8. Advanced project management skills, including the ability to manage multiple projects successfully to meet desired outcomes.
9. Exceptionally detail-oriented with excellent planning, organizing, prioritizing, problem solving, and time management skills.
10. Solid research skills and abilities including the able to examine and assess materials, prepare a variety of correspondence and reports, analyze and interpret documents, and provide recommendations to decision-makers.
11. Ability to develop, assess and implement strategies, programs and initiatives to meet the Algonquins of Ontario mandate, goals and objectives.
12. Strong oral and written communication skills with ability to foster unity, trust and establish cooperative working relationship with clients, colleagues, co-workers, senior staff, the general public and other governmental agencies.
13. Ability to work independently, with good diplomatic and negotiation skills.
14. Demonstrated ability to deal sensitively with a wide variety of people and complex issues.
15. Experience working in an Aboriginal government setting will be considered an asset.
16. Proficient in Word, Excel, Outlook, PowerPoint, database and geographic-based software applications.
17. Valid driver's license.

## **LOCATION**

The Algonquins of Ontario Consultation Office is located at 31 Riverside Drive, Pembroke, Ontario.

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### **Join Our Passionate Team!**

By joining the AOO Consultation Office team, you are joining a cohesive group of professionals who are passionate about making a difference. Each role provides a rewarding opportunity to grow personally and professionally, gain valuable experience, and allows you to use creativity and innovation to contribute to our strategic goals.