



Algonquins of Ontario Consultation Office Job Profile

LANDS AND RESOURCES MANAGEMENT ADVISOR

Title:	Lands and Resources Management Advisor
Reporting to:	Land and Resource Management Strategist

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
- Snimikobi
- Whitney & Area

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sibi¹ and the Mattawa River in Ontario. Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to negotiate a modern-day Treaty.

On October 18, 2016, the AOO and the Governments of Ontario and Canada reached a major milestone in their journey toward reconciliation and renewed relationships with the signing of the Agreement-in-Principle (AIP). The signing of the AIP is a key step toward a Final Agreement, which will clarify the rights of all concerned and open up new economic development opportunities for the benefit of the AOO and their neighbours in the Settlement Area in Eastern Ontario.

Since the signing of the AIP in 2016, the AOO and the Governments of Ontario and Canada have continued to advance negotiations towards a Final Agreement. If a Final Agreement is achieved through this next phase, and if it is ratified by Algonquins and by the federal Parliament and provincial Legislature, it will take the form of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the *Constitution Act, 1982*.

The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.

The Teachings of the Seven Grandfathers

- **Kwayakoziwin: Honesty:** Honesty in facing a situation is to be brave.
- **Tabasenindizowin: Humility:** Humility is to know yourself as a sacred part of Creation.
- **Manàdjiyàn: Respect:** To honour all Creation is to have respect.
- **Sòngideyewin: Bravery:** Bravery is to face the foe with integrity.
- **Nibwàkàwin: Wisdom:** To cherish knowledge is to know wisdom.
- **Sàgihidiwin: Love:** To know Love is to know peace.
- **Tebwewin: Truth:** Truth is to know all of these things.

¹ The Ottawa River, otherwise known as the Big River or Kichi-Sibi, has also been referred to in the Algonquin language as “Kichisipi”, “Kichissippi”, “Kitchissippi” and “Kichissippi”



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Position Summary

This position coordinates and provides technical expertise 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 Measurements Agreement. This position conducts complex analyses for the acquisition and management of the proposed land selections of the Algonquins of Ontario in support of the continued negotiations toward a Final Agreement that will define the ongoing rights of the Algonquins of Ontario. This also includes any federal surplus and private lands yet to be determined.

The incumbent also provides AOO Consultation Office liaison and connections to external ministries, agencies, and communities.

Job Duties

The specific responsibilities outlined within the job profile are reflective of the duties and expectations of the position. Employees may perform other duties and tasks as required to meet the needs of the operation.

Based on previous experience and willingness to broaden the understanding of the Algonquins of Ontario and to assist in the revitalization and rebuilding of the Algonquin Nation, the following summarizes the responsibilities of the role.

- Provide technical expertise in the collection, analysis, and synthesis of data for land use planning, economic development strategies, and resource management matters related to the AOO lands portfolio.
- Provide support in the review and response to consultation requests on land, resources, and public policy throughout the AOO Settlement Area.
- Prepare reports and responses to Crown resource disposition proposals, environmental assessments, resource management matters, and major infrastructure initiatives.
- Work with the Land and Resource Management Strategist and the Algonquin Negotiation Representatives (ANRs) in negotiations with government representatives relating to the modification of configurations for proposed AOO land selections towards the Final Agreement
- Provide technical support and advice 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.
- Assist in pre-planning of selected provincial Crown land properties identified for potential near-term (1 to 5 year) economic development.
- Assist in the identification of appropriate official plan and zoning designations, as well as future amendments as required for proposed AOO lands selections. Coordinate other planning applications, such as plans of subdivision, severances and site plans.
- Provide support for assigned Working Groups and Negotiation Sub-tables; such as, organizing materials, scheduling presenters, taking meeting notes, tracking motions and action items, and developing summary reports and/or presentations



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- Work collaboratively with Project Leads from Working Groups and Negotiation Sub-tables to develop recommendations for review and consideration by the ANRs.
- Develop and maintain a database for all proposed AOO provincial Crown land selections, potential federal surplus land selections, and future private land acquisitions.
- Maintain an electronic filing system for reports, plans, legal agreements, and other documents related to all land management matters within the unceded AOO Settlement Area.
- Utilize Geographic Information Systems (GIS) applications for land use planning; such as ArcGIS, online GIS applications, mobile GIS and GeoWarehouse/Teranet, and the ability to apply those skills in a field setting.
- Utilize GIS to create cartographic products for Working Groups and Negotiation Sub-tables, communications with government ministry and/or department staff and Algonquin Communities.
- Assist in the preparation for and participation in Third Party-Interest meetings and/or negotiations, on behalf of the AOO
- Develop presentation materials and facilitate discussions with:
 - AOO Communities
 - Government ministries and departments
 - Municipalities
 - Property owner and ratepayer associations
 - Interest groups and non-government organizations (NGOs)
 - Private individuals and other interested parties
- Interpret, synthesize, and report on impacts of existing and proposed government legislation, regulations, procedures and operations related to AOO rights and interests.
- Serve as a liaison between Algonquin Negotiation Representatives (ANRs) and Algonquin Communities, and various government ministries and departments relating to proposed AOO land selections and consultation requests.
- Work collaboratively with external legal support, AOO Consultation Office staff, government agencies and vendors to develop contracts and/or service agreements for various AOO initiatives.
- Coordinate field reviews, site visits, and consultant studies and surveys relating to the proposed AOO land selections and consultation requests.
- Support the development of an AOO Property Management Program for the proposed AOO land selections and Areas of Algonquin Interest as part of the negotiations towards the Final Agreement including:
 - Developing and implementing a monitoring system for all proposed AOO land selections and Areas of Algonquin Interest through a formal property-inspection program for the purposes of ongoing property management, risk management, and compliance reviews and reports.
 - Exploring the development of a system to monitor the licensing, permitting, and revenues for third-party use of AOO lands.
- Provide a variety of supports to the AOO Consultation Office staff as requested.

Skills

Education:

Bachelor's degree or equivalent



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	Environmental Science, Natural Resources, Forestry, Geography, Planning, or related discipline.
Previous Experience:	6-10 years
On the Job Learning Curve:	12 months
Internal Communication:	This position requires giving professional advice or direction to other employees of the organization. There is an element of influence and some negotiation in this level, but it is not a regular activity. Moderate level of performing presentations.
Algonquin Negotiation Representative Communication:	Regular weekly communication is required with ANRs providing support and/or guidance as required by the position.
External Communication:	Giving professional advice or direction to outside contacts is required. Some persuading, influence, and negotiation, but it is not a regular activity. Limited - moderate level of presentations and public speaking. Contacts may include Director/senior level
Problem Solving Skills:	Problems are different and situations are constantly changing. Uses considerable judgment and analysis to arrive at recommendations or conclusions. Problem solving based on experience and guided analysis from Senior Leadership.
Other Position Specific Skills:	<ul style="list-style-type: none"> • Ability to understand the detrimental and lasting effects of colonization on Indigenous people and respond appropriately when interacting with the ANRs and other Indigenous clients, customers, and external parties. • Ability to understand Algonquin and Indigenous rights, culture and resources as they relate to Parks and Protected Areas and emphasize and prioritize these rights and values during engagements on resource management processes with agencies and stakeholders. • Strong ability to demonstrate a positive and professional image of the organization when interacting with ANRs, staff, community members, government representatives, third parties, and the public. • Strong working knowledge of relevant legislation, regulations, policies and procedures governing land use planning, resource management, and environmental assessments such as the Environmental Assessment Act, Planning Act, Provincial Policy Statement, Public Lands Act, Canada National Parks Act Species at Risk Act, Endangered Species Act, Fisheries Act, Fish and



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	<p>Wildlife Conservation Act, Natural Heritage Reference Manual, Environmental Bill of Rights, Crown Forest Sustainability Act, Aggregate Resources Act, Mining Act Provincial Parks and Conservation Reserves Act, Ontario Protected Areas Planning Manual, and other recognized provincial guidelines and processes.</p> <ul style="list-style-type: none">• Superior ability in critical thinking, analysis, synthesis and in being politically astute when working with complex topics and property development.• Working knowledge of provincial statutes and regulations related to land tenure, land use planning and property development.• Working knowledge of the role of municipal official plans, zoning by-laws, site plan agreements and subdivision agreements.• Strong ability to apply theories and strategies to complete assessments of lands and/or properties.• Strong ability to conduct analytical research and present findings, such as, to examine, assess, analyze, and interpret documents and materials; prepare a variety of correspondence and reports; and provide recommendations to decision makers.• Strong ability to develop, implement, and assess strategies, programs, and initiatives to meet the AOO's mandates, goals, and objectives.• Advanced project management skills to effectively manage complex projects and initiatives.• Strong oral and written communication skills with ability to foster unity and trust and establish cooperative working relationships with clients, colleagues, co-workers, senior staff, the public, and government agencies.• Demonstrated ability to deal sensitively with a wide variety of people and complex issues.• Ability to work in a team environment and independently, with good diplomatic and negotiation skills.• Strong ability to exercise effective judgment, political sensitivity, creativity, and enthusiasm to achieve high-level, effective interactions.• Strong group facilitation skills to lead effective conversations and achieve high-level outcomes.
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	<ul style="list-style-type: none"> • Advanced skills with geographic-based computer applications and databases for land use planning including ArcGIS, online GIS applications, mobile GIS and GeoWarehouse advanced skills with Microsoft Office suite • Must be able to travel to attend meetings, conferences, and events and to conduct field work activities. • Must be able to lift up to 20kg (44 lbs.) • Must provide a clear criminal record check for working with vulnerable populations • Must hold a valid G Class Driver's License
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Associated Responsibilities

Planning & Coordination:	Planning and coordinating of complex projects, determining deadlines, and keeping supervisor apprised of changes.
Contacts/Advocacy/Relationship Building:	Contacts involve a) Key relationships/approvals within an organizational area b) Work with/influence others to gain agreement. OR c) Coordinate work of others without direct authority. Moderate impact such as lost relationships, considerable project delay
Decision Making:	Tasks assigned by general instruction, discussion, or advice, with most details left to employee. Periodic progress/quality checks during significant stages. Errors have some financial loss or adverse effect on public/employee relations, loss of time.
Human Resources & Functional Leadership:	Supervisory duties are periodically assigned to lead a small work unit/section or to run a project, coordinating work of others. May include periodic management of contractors or contracts with external resources. No formal functional leadership.
Financial:	I have no financial responsibilities.

Mental Effort

Tasks require significant attention to detail and focus, working within strategic direction with responsibility for developing processes, controls, and action plans.

Physical Effort

Long periods of time sitting/restrained with minimal opportunity to set aside a task or document due to urgent deadlines or intense concentration due to the complexity of activities. More than 3 hours of computer work and audio-visual strain.

Working Conditions

Physical Working Environment:



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In and out of office environment on a regular basis. Outdoor activity required in inclement weather. Walking in difficult terrain. Some work travel.

Challenging Working Conditions:

Some contact with challenging individuals, providing professional and specialized problem-solving approaches to calm or respond to volatile individuals and situations.

Acknowledgement & Agreement

The above profile reflects the general details, skills, responsibilities, effort and working conditions considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job.

Job Profiles are not all-inclusive. This Job Profile describes the general nature and level of work being performed by employees assigned to this position. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job profile.

Employee Name
(please print)

Employee Signature

Date
(DD/MM/YYYY)

Approval:

Supervisor Name
(please print)

Supervisor Signature

Date
(DD/MM/YYYY)