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INTRODUCTION

As part of its mandate, the Nunavut Municipal Training Organization (MTO) provides Nunavut-specific training and development opportunities in order to enhance municipal operations across the territory. Municipalities across Nunavut have consistently indicated that they are interested in any additional materials the MTO can provide which can be used to increase professional development and staff retention.

MTO conducted consultations with municipal employees and their supervisors across Nunavut in 2019. These consultations aimed to identify the municipal positions that needed support the most. Eight positions were indicated during this process:

- Office Administrator
- Assistant Senior Administrative Officer/Assistant Chief Administrative Officer
- Bylaw Officer
- Community Economic Development Officer
- Finance Officer/Accounts Payable & Receivable Clerk/Payroll Clerk
- Director of Municipal Works/Foreman
- Planning and Lands Administrator
- Director/Coordinator of Recreation

Once these positions were identified, both one-on-one interviews and surveys were conducted to gather information on each position's key tasks and responsibilities, as well as identify what current staff in these positions felt they needed to become more efficient and successful (ranging from training programs to additional funding, among other factors).

As a result, MTO has developed job handbooks, including this handbook for **Planning and Lands Administrator (PLA)** to help people in these positions better understand their tasks and responsibilities, as well as prioritize their workload and identify when their schedules will be busiest. The MTO hopes that these handbooks will help new employees get comfortable in their roles more quickly, while also helping established employees to operate more efficiently.

Disclaimer: This handbook is not a replacement of your signed Job Description. The handbook is designed to assist you in your day-to-day tasks and responsibilities. You may note, that some of the tasks listed in this handbook have not been assigned to you by your immediate supervisor. If you have any questions as to your duties, always consult your immediate supervisor.

KEY RESPONSIBILITIES AND TASKS

The following tables aim to clarify the key things normally done in your position and are based off of job descriptions collected from municipalities across Nunavut. The two things that most job descriptions indicate are your tasks and responsibilities. The following are definitions of these terms:

Responsibility: A responsibility is an overarching duty you must deal with, or goal that you must work towards, for your position to be effective and meet the needs of the hamlet. A responsibility is an obligation, or something you are accountable for, rather than an action, activity, or procedure.

Task: A task is a specific action, activity or procedure that must be taken to achieve your identified responsibilities and meet the requirements of your job description. The key difference is that a task is something you DO. You do a task in order to reach a certain goal or meet a responsibility.

For example, “keeping the hamlet clean” is a responsibility, while “pick up trash” or “organize a community clean up twice a year” are tasks or actions that would help to meet this responsibility. As previously noted, tasks and responsibilities in your job description may vary, and in the event of conflict, you should follow your job description. In some cases, tasks listed in the tables below may be referred to as “responsibilities” in your job description, or vice versa. However, the bottom line, regardless of what tasks or responsibilities you may be assigned or how they are defined, is to do your best to make sure that each item is addressed and completed. This will ensure that you are doing your due diligence and meeting the needs of your position and serving your community as effectively as possible.

Please note that the tasks and responsibilities listed in the tables are numbered to make them easier to reference; they are not numbered in terms of priority, or in the order of their importance.

Responsibilities

RESPONSIBILITY		NOTES
1	Present recommendations to council for new lot development.	
2	Monitor all construction of out-buildings (sheds, garages, etc.) being constructed on residential lots.	<ul style="list-style-type: none"> This is one item that is overlooked in most communities. If an out-building is approved by the PLA (you) and/or hamlet council, it must meet all municipal setbacks and comply with the Fire Marshal's office requirements. Now every community must adhere to the National Building Codes and have inspections done by the GN
3	Maintain an accurate and complete filing system on all lots.	
4	Work closely with the regional lands officer.	
5	Continually take courses to stay current in your job.	
6	Coordinate the development of land administration bylaws, policies, and regulations.	
7	Issue, maintain records of, and enforce Development Permits.	
8	Act as the development officer to the residents of the community.	
9	Prepare graphics, maps, and designs in preparation of community plans, subdivision designs, zoning bylaws, and capital projects.	
10	Inform the general public and developers regarding planning and land matters at the local level.	<ul style="list-style-type: none"> This includes the GN Building Inspection Policy.
11	Ensure that all new builds meet the setbacks and compliant to the Zoning Bylaw and community plan.	
12	Monitor and enforce all legal land contracts, ensuring all terms and conditions are followed.	<ul style="list-style-type: none"> This may be assigned to you by the SAO/CAO.
13	Ensure that land dispositions are consistent with zoning by-laws, land administration bylaws, and community plans.	
14	Work with the public, developers, hamlet council, government departments, and agencies on land management matters.	

Tasks

TASKS		NOTES	FREQUENCY
1	Maintain the municipalities land inventory.	<ul style="list-style-type: none"> A complete inventory of all municipal land, whether it is leased or vacant, needs to be conducted and updated regularly. You must know what you have for surveyed lots within your municipal boundaries. As for leases, this inventory list is crucial for the annual invoicing for lease payments. 	Ongoing/daily
2	Compile a list of leases to be invoiced by the municipalities finance department.	<ul style="list-style-type: none"> From the land inventory list, you will be able to identify the date each lease comes due and the annual payment amount for each lease. Using the inventory, you can present an accurate list to the finance department for invoicing. During your review of the inventory, you may notice that some leases are out of date, or have not been paid. Bring this to the Finance Officer and the SAO/CAOs attention for immediate action. 	Monthly/Annually
3	Assist the SAO/CAO with the acquisition of land for the municipality.		As needed
4	Provide land information to homeowners, lawyers, banks, and Statistics Canada.		As needed
5	Assume duties of Secretary to the Development Appeals Board as directed by the SAO/CAO.	<ul style="list-style-type: none"> If there is an appeal that is brought forth, you will be called upon as the board's secretary. 	As needed
6	Present to council all of the requests for new leases, zoning changes, and abandoned buildings/lots for surrender of lease.	<ul style="list-style-type: none"> Whenever a request for the use of municipal land comes in, it must be brought to hamlet council. They must approve all land-related issues. 	As needed

TASKS		NOTES	FREQUENCY
7	Meet with potential builders to explain the required compliance with the municipality's Zoning Bylaw and Community Plan.		As needed
8	Complete all documents necessary for new leases. Ensure that documents are signed by SAO/CAO and submitted to the regional lands officer for registration.	<ul style="list-style-type: none"> • Completing of lease documents is extremely important, as a land transaction of any sort is a legal binding agreement between the land user and the municipality. • Do not take short cuts. A paper trail is a must and the filing of said documents must be done. 	As needed
9	Perform administrative duties per the legislative requirements of the Commissioner's Land Act as the Land Agent.		Ongoing/daily
10	Receive, review, and process land applications and present recommendations to hamlet council for approval. Reply to applicant within the required time limit.	<ul style="list-style-type: none"> • There are legal requirements for processing land applications. Consult with your regional office if you are ever in doubt. • Hamlet Council must approve applications. • Specific dates for the municipality to reply must be followed. • If you skip any part of the process you could place the municipality in a position of breaching its own laws, and other Nunavut laws. 	As needed
11	Prepare and mail letters of reply to all inquirers related to land matters.		Ongoing/daily
12	Prepare all legal land contracts, ensuring appropriate terms and conditions are included.	<ul style="list-style-type: none"> • In a small municipal office, this task may fall to you as PLA. In larger communities, there may be a department that handles this task. 	Ongoing/daily
13	Coordinate the execution of all legal land contracts and arrange for any invoicing required.	<ul style="list-style-type: none"> • In a small municipal office, this task may fall to you as PLA. In larger communities, there may be a department that handles this task. 	Ongoing/daily

TASKS		NOTES	FREQUENCY
14	Assist with any amendments to zoning by-laws, community plans or related municipal bylaws.	<ul style="list-style-type: none"> You are the person with the most knowledge of land matters in your community. If you see something that could require a change to a bylaw, make a note of it and present it to the SAO/CAO. 	Annually
15	Assess the need for planning of any new land development projects in the community.	<ul style="list-style-type: none"> When you feel there may be a shortage of available building lots in the community. Work with the SAO/CAO to present this to council. Record any community requests that come through your office related to potential land development needs. 	Monthly
16	Assist clients with the completion of land applications, processing land applications with the hamlet council and the GN's Department of Community and Government Services, completion of development permit applications under the zoning bylaw, and processing the development permits with hamlet council.	<ul style="list-style-type: none"> You should have the training to be able to assist every client in completing the required documents. If you need more training, contact your regional office or ask your SAO/CAO. Make yourself available for questions. If you don't have the answers, check with the regional office. If there is a project in your community that requires a development/building permit, make sure that you have issued it. 	Ongoing/daily
17	Conduct public information meetings related to land issues as per the municipal bylaws.	<ul style="list-style-type: none"> All changes to land use within your municipal boundaries must be presented at a public meeting and recorded as such. 	As needed
18	Post public notices as per Land Administration Bylaws.		As needed
19	Develop and send out radio announcements.		As needed

TASKS	NOTES	FREQUENCY	
20	Contact clients and lawyers if there is a breach of a lease.	<ul style="list-style-type: none"> You should try to attend the meetings as much as possible. 	As needed
21	Read, interpret, catalogue, and maintain maps, air photography, and satellite images.		Ongoing/daily
22	Assist with employee inquiries related to benefits, claims, and employee assistance programs.	<ul style="list-style-type: none"> Be completely familiar with the municipal benefit plans so that you can explain what staff are eligible for, or who they can speak with to find out. 	As needed
23	Issue permits, receive land applications, and collect fees.	<ul style="list-style-type: none"> When issuing development/building permits or land applications, make sure you collect the required fees and record them correctly. Some application fees may be returned to the applicant. 	As needed
24	Prepare monthly and annual reports relating to general land issues, land activities, and land development plans for hamlet council.		As needed
25	Conduct field inspections, measuring, interviewing, preparing sketches/notes, and photography, as required.		As needed
26	Prepare appeal packages for Development Appeal Board.	<ul style="list-style-type: none"> Any notes you have are crucial to this process. 	As needed

TIMELINE AND PRIORITY OF EVENTS

The following section aims to help you determine when you should focus on certain tasks over the course of the year, based on the list of tasks previously provided. It should again be noted; this is an example of common timelines for your position across Nunavut. You could use this to help you develop a tracking calendar; however, these timelines may not necessarily match your supervisor’s timelines or priorities. Be sure to check with your supervisor to ensure what tasks are of highest priority each month.

First Half of Year: January-June

OVERARCHING TASK/ RESPONSIBILITY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Sealift/Resupply		Provide the SAO/ CAO a list of supplies you need for the new year.				
New Year Budget			Meet with the Department of Finance to see what they require from you for the audit.			

OVERARCHING TASK/ RESPONSIBILITY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Council Meetings	Attend meetings as requested or when there is a lands matter that requires council approval.					
Municipal Financial Statements (FS)			Provide the Department of Finance with a list of leases and when they are due and how much is owing. This task may happen each month depending on the lease schedule.			

Second Half of Year: July-December

OVERARCHING TASK/ RESPONSIBILITY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Sealift/Resupply			When receiving items check them against the invoice and for condition.			
Mid-year or Annual Audit			Meet with the Department of Finance to see what they require from you for the audit. (If required).			
Field Inspections	During the summer months, conduct site inspections for newly constructed buildings.					
Council Meetings			Attend meetings as requested or when there is a lands matter that requires council approval (any time).			
Municipal Financial Statements			Review lease payments with the Department of Finance, so you can update your records.			

KEY RESOURCES

In addition to this handbook, the MTO has a number of resources available on its website (<https://www.nmto.ca/>) which may prove to be useful. MTO is always willing to support staff in all positions and in all municipalities across the territory.

In addition to these resources, MTO offers a variety of online training courses. These courses, offered as part of MTO's Municipal Government Certificate Program, can be taken online from your own hamlet office, meaning that you don't have to travel or be away for multiple days in order to access the training you need or want to pursue. The courses are self-paced, running three weeks, with online readings and activities, and two facilitator led conference calls each week to teach content and answer questions.

The main course categories are:

- Core Courses
- Assistant SAO (ASAO)
- Municipal Works Foreman
- Recreation Leaders
- Planning & Lands Administrator
- Finance Officer

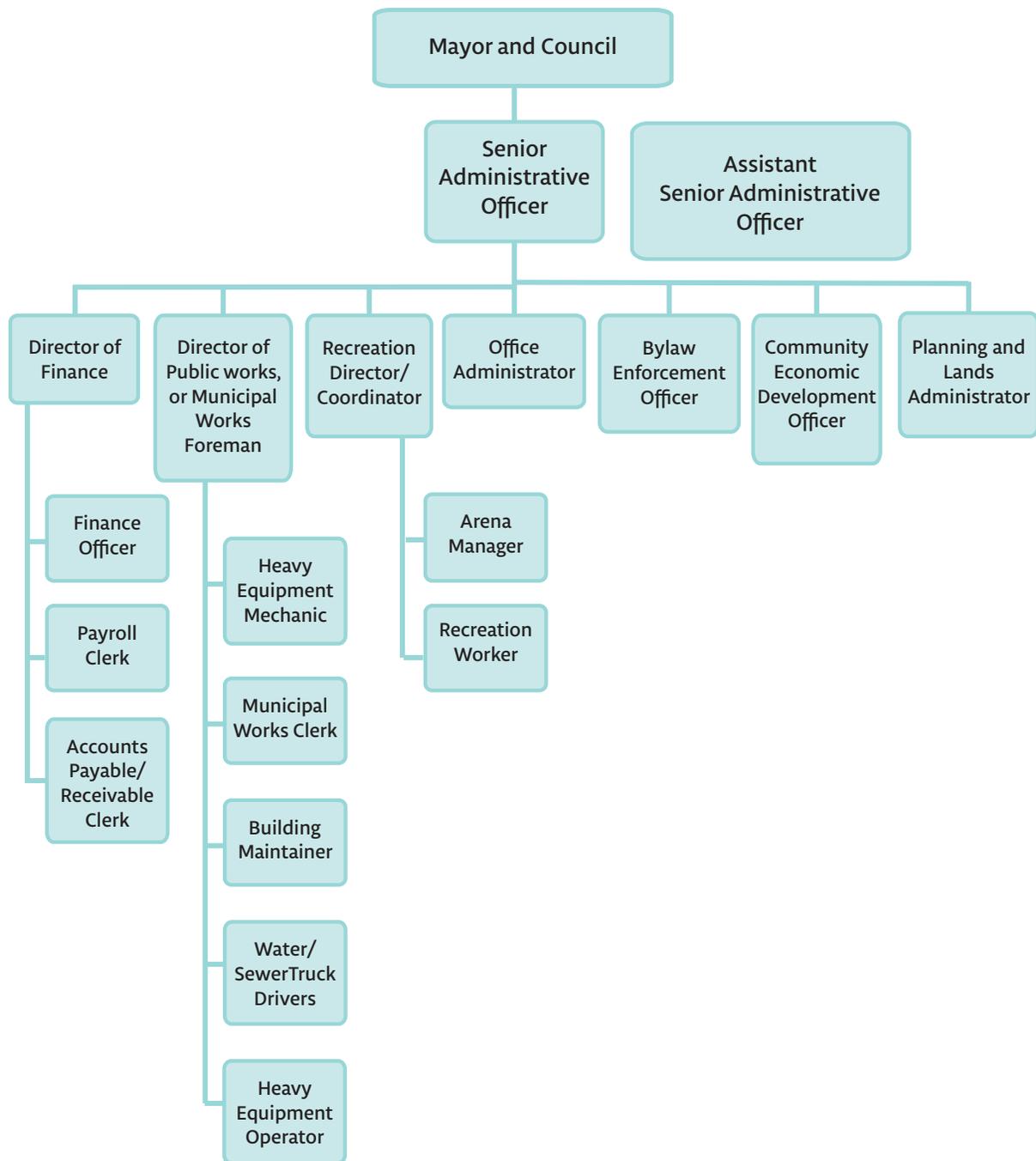
Some examples of training courses for Planning and Lands Administrators, include:

- Introduction to Planning and Lands
- Community Planning
- Land Administration (Levels 1 & 2)
- PALS (Community Planning and Lands Management System)

There is also an online, self-paced course called **Customer Service**, available in both Inuktitut and English. Customer Service is open to Municipal Government employees and any other public servants. Participants can self-enroll in Customer Service (with an enrollment key) and complete the modules at their pace.

There are other targeted training programs in addition to these. Please check the MTO website to see what be of interest to you!

TYPICAL ORGANIZATIONAL CHART



ADDITIONAL JOB DETAILS

There may be additional details related to your job that this handbook may not have covered, but that you would like to record or track. This section provides a space for you to write down any important notes or instructions that you have received from your supervisor, fellow staff, or found within your job description.

Task/Responsibility	Details

