



**TOWN OF FORT SMITH**  
**Lands and Development Officer**  
**Full-time Indeterminate**

In the South-Eastern corner of the vast NWT rests the welcoming community of Fort Smith. The large boreal forest that surrounds the community is home to the largest herds of free roaming Bison and the rare migratory whooping cranes.

Trails are maintained year-round to provide the perfect setting for your morning, or evening, bike, walk or run. All the natural features within the area means leisure begins at your front door.

With 2500 people, the modest population of Fort Smith means that your presence within the community is welcomed and appreciated. Our locally run businesses provide the Town of Fort Smith with all the necessities you would expect from a modern community while still having the charm of a small town. The relaxed lifestyle and fulfilling work opportunities means that Fort Smith has developed a diverse cultural fabric and better yet, new residents are always welcome.

For more information on life in Fort Smith, NWT, visit our website at [www.fortsmith.ca](http://www.fortsmith.ca).

The Town of Fort Smith has an exciting new employment opportunity. The Land and Development Officer will be responsible for maintenance of lands records, enforcement of development bylaws and policies, and property taxation. This position will be an appointed Bylaw Officer and may be required to engage in other general bylaw and protective services functions.

The complete job description is available on the Town website at <https://fortsmith.ca/municipal/careers>.

**Qualifications:**

- Post-secondary education in Lands Administration, Business Administration, Planning, Enforcement, or other related programs, or MACA School of Community Government's Community Land Administration Program; equivalent education and experience may be considered;
- Knowledge of land use legislation and bylaws including territorial and municipal legislation, policies and procedures;
- Knowledge of the land use application and appeals process;
- Ability to understand and read survey plans and legal descriptions;
- Ability to use GIS software to produce required supporting documents;
- Ability to read and interpret maps and satellite images;
- Understanding of the northern cultural and political environment;
- Computer skills including the ability to operate spreadsheet and word-processing programs at a highly proficient level;
- Strong communication skills, both written and verbal;
- Effective time management skills;
- Analytical and problem solving skills including the ability to make decisions;
- Current class 5 driver's license, a class 4 driver's license would be an asset;

The successful candidate must provide a satisfactory vulnerable sector record check.

Only those applicants selected for an interview will be contacted.

Resumes may be kept on file for future consideration.

**Salary & Benefits:** Pay Range 18 (\$69,887.67 to \$80,347.00), plus a northern allowance of \$7,715.79 and a comprehensive benefits package.

Open until filled

Adam McNab, Director of Protective Services  
Town of Fort Smith  
P.O. Box 147  
Fort Smith, NT X0E 0P0  
Ph: 867.872.8400  
Email: [reception@fortsmith.ca](mailto:reception@fortsmith.ca)



## Town of Fort Smith

### Job Description Lands and Development Officer

<b>POSITION TITLE:</b>	Lands and Development Officer
<b>DEPARTMENT:</b>	Protective Services
<b>REPORTS TO:</b>	Director of Protective Services
<b>CLASSIFICATION:</b>	Permanent, full-time – Pay Level 18
<b>LOCATION:</b>	Protective Services Building

### Summary of Position

The Lands and Development Officer is responsible for managing the administration of lands and development, including enforcement of applicable bylaws, policies, and development standards and maintaining the property taxation database for the Town of Fort Smith. The scope of this position includes the maintenance of accurate, updated records for lands and land use within the municipal boundaries of the Town and collaborating with Corporate Services staff to ensure the issuance of accurate property taxes notices and collection. This position is also responsible for issuing development permits and ensuring that all development is done in accordance with bylaws and policies, and standards.

The incumbent will be appointed as a bylaw officer and may be required to engage in other general bylaw enforcement and protective services functions.

### Outline of Duties & Responsibilities

- 1. Maintain an accurate, up-to-date database of lands and land use in accordance with the applicable legislation and guidelines. Specifically, the duties include but are not limited to, the following:**
  - Identify and maintain records of land
  - Maintain records of land use and areas for potential development
  - Manage records of land use agreements and contracts
  - Maintain land use plans
  - Read, interpret, catalogue and maintain maps, air photography and satellite images
  - Maintain the land inventory database

**2. Process applications for development permits with the major tasks to include the following:**

- Receive applications for development permits
- Determine land ownership
- Consult applicable legislation and by-laws concerning land use and development
- Review applications to ensure compliance with zoning and development bylaws, policies, and standards, territorial and federal legislation
- Perform site inspections as required for clarification
- Submit applications to Council with recommendations to approve or reject the application
- Draft and execute approved land use documents
- Advise applicants of results
- Process documents
- Explain appeals process and assist with completion of appeals

**3. Enforcement of development permits with major tasks to include:**

- Enforce development and zoning bylaws
- Ensure development which attaches to municipal infrastructure meets all standards

**4. Administer the Taxation Process with major tasks to include the following:**

- Enter assessments into the database system
- Balance assessments with MACA files
- Balance property database with general ledger monthly
- Send out assessment notices
- Send out taxation billings
- Administer late payment processes
- Receive and process assessment appeals
- Administer the sale of public property

**5. Process rezoning and land use by-law amendments with major tasks to include the following:**

- Research proposed rezoning
- Prepare rezoning reports for Council
- Prepare by-law amendments
- Advertise for public meetings in accordance with legislative requirements
- Send out notices of changes
- Forward all changes to MACA
- Maintain records of rezoning

**6. Perform other related duties as assigned.**

## Positions Supervised

The Land Use Administrator is not responsible for the supervision of other workers but may be required to provide assistance or support to other staff.

## Responsibilities

- Property tax administration and collection;
- Maintain accurate and current land administration files
- Development and building permit administration including, but not limited to, issuing, control, inspection and follow-up to ensure compliance;
- Overall coordination and support of the land use planning occurring in Fort Smith;
- Decisions made by the incumbent can and will affect the land administration and Economic Development opportunities of the Town. These decisions could have a negative impact on the ongoing and potential partnerships required to promote healthy economic development in Fort Smith.

## Contacts

- This position has regular contact with the Director of Corporate Services, Senior Management Committee, other town staff, rate payers, officials in other government organizations and the general public.
- This position is also required to communicate regularly and effectively with tact, diplomacy and courtesy.

## Work Environment

- Accuracy and attention to detail is critical to this position;
- Located in a busy office with the potential of many interruptions;
- Meets with others on a regular basis;
- Some issues will require research and analysis requiring reference to various sources of information and the preparation of briefs and recommendations which must address financial and operational impact of alternatives;
- Requires periods of concentration;
- Managing concurrent deadlines is anticipated;
- Consideration of public opinion and sentiment within the community while maintaining the ability to respond professionally to controversial issues is essential;
- Requires a high degree of discretion and judgment as the incumbent may be privy to confidential information.

## Knowledge, Education and Experience

- Post-secondary education in Lands Administration, Business Administration, Planning, Enforcement, or other related programs, or MACA School of Community Government's Community Land Administration Program; equivalent education and experience may be considered;
- Knowledge of land use legislation and bylaws including territorial and municipal legislation, policies and procedures;
- Knowledge of the land use application and appeals process;
- Ability to understand and read survey plans and legal descriptions;
- Ability to use GIS software to produce required supporting documents;
- Ability to read and interpret maps and satellite images;
- Understanding of the northern cultural and political environment;
- Computer skills including the ability to operate spreadsheet and word-processing programs at a highly proficient level;
- Strong communication skills, both written and verbal;
- Effective time management skills;
- Analytical and problem solving skills including the ability to make decisions;
- Current class 5 driver's license;
- Criminal records check.

I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

\_\_\_\_\_  
Senior Administrative Officer

\_\_\_\_\_  
Date