

GOVERNMENT OF NUNAVUT

POSITION DESCRIPTION

Date: June 17, 2020

Position Number: 14-10158

Position: Assistant Deputy Minister, Local Government

Incumbent: vacant

Reports to: Deputy Minister, Community and Government Services

Location: Rankin Inlet

Effective: June 17, 2020

Financial Coding: 14335-01-1-320-14000500-01

Deputy Minister	Date
Community and Government Services	

Purpose

Located in Rankin Inlet, and reporting to the Deputy Minister, Community and Government Services (CGS), the ADM Local Government is accountable for the effective and efficient implementation of a policy framework, technical support, recreational initiatives and all capital initiatives for regional offices and for all 25 municipalities to assist them in delivering programs and services essential to good community life and to provide a safe, healthy environment for community residents. Program and services support is primarily in the area of sound financial health.

The ADM Local Government is responsible for the promotion of an understanding of the development of community governments and its processes in Nunavut communities, and the development through training and guidance of necessary skills for providing effective and efficient local Governments, and the development of reasonable municipal services and their operations. The ADM is responsible for the creation of a good human environment by providing guidance of the physical growth and changes of Nunavut communities in such a way as to meet the needs and desires of community residents. The ADM is responsible for leading the operations, as well as the development of strategies, plans, and policies for the coordinated implementation by CGS.

The ADM Local Government is also responsible for community capacity building initiatives, for supporting and providing for the delivery of community development programs and services, and participating in executive management of the Department.

This position is accountable for the implementation of the Canada-wide Strategy for the Management of Municipal Wastewater Effluent (MWWWE) endorsed by the Canadian Council of Minister of the Environment (CCME).

The ADM Local Government works within a legislative and policy framework and carries out its responsibilities in accordance with the Government of Nunavut acts, regulations, policies and procedures such as the *Cities, Towns and Villages Act*, the *Hamlets Act*, the *Charter Communities Act*, departmental funding polices and approximately 27 other pieces of territorial legislation enforced by CGS, the *Nunavut Territories Act*, and other territorial and federal legislation that binds the actions of community governments.

The ADM Local Government is accountable for the effective and efficient management of work within all the division (budgetary) means and that municipalities operate their programs in an efficient and effective manner to increase economic and social wellbeing for all 25-community residents. Furthermore, the ADM is responsible to ensure that operational spending is fully compatible with the objectives of the Nunavut Land Claims Agreement.

The ADM Local Government is accountable to support community infrastructure needs. This is accomplished through overseeing research, planning, and capital budget needs relating to community infrastructure. This also involves overseeing all federal funding programs. This support ranges from working closely with federal counterparts to communicate needs, identifying and prioritizing needs of municipalities through appropriate research and planning, through to delivery of asset, and overseeing the claims and compliance aspects of the federal funding.

Dimensions (2019-2020)

The ADM Local Government is responsible for eighty-five (85) staff with eight (8) positions reporting directly to this position.

- Director, Community Infrastructure (7 PYs)
- Director, Community Development (25 PYs)
- Director, Community Support (11 PYs)
- Director, Planning and Lands (17 PYs)
- Director, Sports and Recreation (12 PYs)
- Director, Nunavut Emergency Management (11 PYs)
- Senior Advisor, Nunavut Emergency Management (1 PY)
- Executive Secretary (1 PY)

Scope

The Local Government division within CGS assists Nunavut community governments through operational support in the areas of finance and administration, community and infrastructure initiatives, land administration and sports and recreation. The Nunavut Territory consists of an area of 1.9 million square kilometers with 38,000 residents in 25 communities of which one is taxed based and the remaining 24 are funded by means of grants and contributions from CGS. The division operates in eight of the eleven decentralized communities within Nunavut.

The Local Government division provides services through:

1. three Regional Offices in Rankin Inlet, Cambridge Bay and Cape Dorset;
2. Nunavut Headquarters of Community Planning and Lands located in Kugluktuk;
3. Nunavut Headquarters of Community Development and Community Operations in Rankin Inlet;
4. Monitoring and Evaluation section in Baker Lake;
5. Community Training section located in Iqaluit; and
6. Sport and Recreation Division in Baker Lake and Iqaluit.

The Local Government division works in partnership with municipal councils serving the communities. The division assists community residents organize and manage community governments to pursue their aspirations in a democratic and accountable manner. The partnerships are based on mutual trust, and a desired to make a difference through teamwork and innovation.

Under the management framework, the ADM assists the Deputy Minister in providing sound advice and support to the Minister responsible for CGS; for the development and evaluation of the programs, standards, guidelines, policy and legislation; for territorial level co-ordination of programs; for public relations regarding corporate matters; for providing specialized support and advice to regions in areas of program delivery; for liaising with national/international, where necessary, provincial and territorial organizations; for coordination of CGS strategic planning; for co-coordinating CGS involvement with other Government of Nunavut departments and agencies (GN) in the development of interdepartmental initiatives affecting community governments; and for assessing and evaluating program delivery, with regional input

Regional Offices are generally responsible for providing program delivery in the regions, including programs to facilitate community capacity building initiatives; monitoring community government operations and ensuring compliance with governing legislation; creating full awareness of available programs and services of community governments; managing and accounting for regional O & M Budgets; collecting and maintaining management information in support of programs and

services; and co-coordinating within the GN for the delivery of interdepartmental initiatives affecting community of governments.

As a member of the Community and Government Services senior management team, the ADM Local Government participates in setting priorities and objectives and contributions to the preparation of the departmental business plans and budgets for submission to the Financial Management Board. The Department's O&M budget is in excess of \$200M and the capital budget is in excess of \$100M.

Effective, efficient and equitable expenditures on programs and services in a climate of fiscal restraint, the need to raise territorial revenues and commitment to work in partnership with community governments and their support networks are challenges for the Local Government division.

Community residents have identified the linkage between healthy communities and communities' ability to take control of their affairs. A challenge for the division is to contribute to community wellness by supporting not only the physical infrastructure and resources of the community but also the human resources.

Supporting community residents to acquire skills and create jobs in their communities support their political economic social growth.

The operation of Community Services is becoming increasingly complex. Community governments face the same issues as the Government of Nunavut, including changing government structures. Community residents are getting more sophisticated in demanding of their municipal governments. The challenge for the ADM is to support community government leaders and administrators in acquisition of necessary skills and abilities to respond to these demands.

The ADM Local Government is accountable for leading these initiatives, and carrying out this accountability in collaboration with internal Government of Nunavut stakeholders (senior headquarters and regional managers of all departments) and external stakeholders such as the Nunavut Association of Municipal Administrators, regional leadership forums, land claim organizations and community governments. A major challenge for the ADM is reconciling sometimes competing interest of stakeholders in a manner that meets the Government of Nunavut's Community Capacity Building and other stated commitments. The ADM must gain the commitment and cooperation of stakeholders in the design and development of a Government of Nunavut framework for Community Capacity Building initiatives

The ADM Local Government has the challenge in assisting the municipal governments in the enhancement of local governance in the areas of Community Development and Community Planning and Lands. The division is responsible in ensuring that municipal governments will build a local capacity to be able to deliver

programs in the areas of municipal administration and be able to take initiatives in community planning and on land issues.

Another challenge for the ADM is leading the coordinated implementation of the Community Capacity Building policy framework, implementation plans such as accountability frameworks.

Block funding agreements, community governance structures and regional management structures must be developed in the same cooperative and collaborative manner.

The ADM Local Government is accountable for leading the department's activities to identify opportunities for transfer of authority and responsibility to develop implementation plan, and to support regional offices in the implementation of plans.

In keeping with the divisions role in helping community residents organize and manage community government to pursue their aspirations and to manage the authorities and responsibilities they now have, the ADM is accountable for leading the department's activities to support community development.

The ADM Local Government is accountable for the development of strategies and policies for a wide variety of training and support initiatives to educate community governments, their staff and support networks, including the development of standards and materials for delivery, and providing support to regional offices (including training programs for regional offices): for community based planning; to monitor community operations and compliance with governing authorities and to assess community government capacity.

Monitoring and evaluation mechanisms become more important as the Departmental and Government of Nunavut objectives related to Community Capacity Building initiatives are realized. A challenge for the ADM is to establish mechanisms that respect a community government's ability to manage their operations, provide directed support to those community governments which need more assistance and provide accountability information to community residents in a timely and understandable manner.

Budget Dimensions (2019/2020)

The Local Government Division will be responsible to administer the following budget allocation:

- O&M budget \$87.355M annually
- Capital budget \$29.875M annually

Responsibilities

The position is responsible for providing a policy framework and technical support

for regional offices and community governments to assist them in delivering programs and services essential to good community life and to provide a safe, healthy environment for community residents. Program and services support is primarily in the area of sound financial management, and accountability, infrastructure planning and development and good governance.

The ADM is responsible for overseeing the overall development and implementation of the Capital Estimates and the Five-Year Capital Plan, capital briefing and substantiation notes related to all departmental capital projects and initiatives and updating the monthly capital and operations & maintenance budget reports.

The ADM is responsible for overseeing the extensive research and development to determine if the GN meets the effluent levels proposed by the Canada-wide Strategy for the management of Municipal Wastewater Effluent (MWWWE).

This position is responsible for overseeing the establishment and implementation of a framework to ensure municipalities manage their quality of drinking water and ensure that all Municipal Governments are in compliance with their water licenses in Nunavut, in accordance with engineering, public health authorities and Federal Regulations to ensure the safety and quality of the drinking water is met in all Nunavut communities.

- 1) Contribute to the provision of efficient and effective leadership, management, delivery and administration of departmental legislation, programs, and services.
- 2) Provide quality advice to the Deputy Minister, Minister and other decision makers in the Government of Nunavut on all matters related to Community Capacity Building initiatives and development.
- 3) Contribute to the development of innovative and creative policies and programs reflective of community government priorities and Government of Nunavut objectives.
- 4) Contribute to the equitable distribution of departmental resources in partnership with community governments.
- 5) Lead the development and implementation of coordinated Departmental and Government of Nunavut Strategies, policies and plans to achieve community development and Community Capacity Building objectives.
- 6) Along with the Deputy Minister, represent Nunavut in all matters related to community development and Community Capacity Building initiatives.
- 7) Lead the development of monitoring and evaluation mechanisms to

- assess community operations and compliance with governing authorities that provide accountability information to the Department and community residents.
- 8) Contribute to the overall management and control of the Department's financial resources and leadership and management of the Department's human resources in an effective manner consistent with operational policies and procedures of the Government of Nunavut and the stated values and principles of the division and Department.
 - 9) Evaluate the need for the division's services and participate in actions for change when required.
 - 10) Provide expert advice, support and leadership to Departmental regional offices.
 - 11) Select, develop, direct, motivate and evaluate subordinate staff.
 - 12) Provide a community planning advisory service so that all land use needs of Nunavut Communities are met within the limits of law and the financial capabilities of the local governments and Government of Nunavut.
 - 13) Provide efficient and effective program delivery in the areas of land administration and management for Nunavut communities.
 - 14) Determine capacity infrastructure and financial priorities and policies for all communities through a capital planning process so as to obtain sufficient capital resources to effectively deliver the capital program.
 - 15) Develop long-term plans for the division and conduct studies that indicate the effectiveness of existing or proposed long-range programs for capital infrastructure.
 - 16) Provide an effective aerial photography, mapping and legal survey program.
 - 17) Provide an appropriate range of municipal infrastructure programs such as water and sanitation, fire protection, roads, municipal buildings and equipment, and developed residential, commercial and industrial lands to improve the quality of life in the communities.
 - 18) Evaluate existing programs and policies and develop new programs and policies to meet the rapidly changing political and social emphasis as indicated by Ministerial, Executive Council and Legislative Assembly direction and Municipal Council requests.

- 19) Develop an understanding and skill for Councils and their staff at the community level of government to provide for the effective management of their communities through provision of a wide range of services and programs.
- 20) Provide policy and program direction and support to Department Regional staff to encourage community-based development; develop training programs and materials to meet the needs of Regional staff and community council staff.
- 21) Manage within assigned accountabilities the department's financial estimates, forecasts, major contracts and program alterations and generally exercise effective financial management and control of all expenditures and revenues.
- 22) Provide support and programs for community governments for community emergency planning and response, disaster prevention, mitigation and planning, search and rescue training, response and coordination.
- 23) Liaise with Federal Agencies, visit communities and interpret government policy and procedures to the public-at-large and government officials.

Risk Management

From a Departmental perspective, ensures that capital assets are protected from loss or damage through participation in the Government Risk Management working group. Also works with the Nunavut Association of Municipalities to ensure that municipal assets are protected from loss or damage in a cost effective manner.

The ADM Local Government is also responsible for the following:

- Evaluate the need for programs and services and participate in actions for change when required.
- Select, develop, direct, motivate and evaluate subordinate staff to achieve the Department's Mission and Mandate and the human resource objectives of the Department and the Government of Nunavut.
- Assist in the development of the CGS strategy planning process.
- Provide effective and efficient management of CGS human and financial resources
- Ensure those resources are utilized within the budgetary limits and objectives established.
- Maintain effective public relations and foster community awareness.

Leadership and Management functions:

- Develop annual work plans in conjunction with direct reports;

- Assist direct reports with the development of work plans for their staff;
- Contributes to the departmental Inuit Employment Planning (IEP) to assist the department in obtaining its overall IEP objectives obligation under the Nunavut Land Claims Agreement, Article 23;
- Identify training requirements for staff and develop short; medium and long term education and training plans for staff to meet job competencies;
- Implement the GN Performance Management process for all staff within Community Services

Knowledge, Skills and Abilities.

The incumbent must be an experienced senior manager who adopts a team-based approach to management. The incumbent must be knowledgeable about all aspects of the Nunavut political environment at the Federal, Territorial and community levels and must be well versed on the Nunavut Final Agreement and aboriginal self-government.

The incumbent must have a proven track record of working effectively with public government and with aboriginal people and organizations. The incumbent must understand the practical workings of community government from legislative frameworks to financing.

The incumbent must have extensive knowledge and experience working in a municipal government senior position involving oversight of:

- Municipal governance
- Annual municipal elections
- Municipal finance
- Community operations
- Community planning
- Capital planning
- Federal funding programs
- Managing political situations and expectations
- Carrying out municipal government mandates.
- Emergency management, response, mitigation, planning and training.

The incumbent must be a communicator able to mediate among competing interests, to convey information to a wide variety of audiences and to listen to others.

The incumbent must be knowledgeable about computer technologies and their application for communications activities and information systems.

The incumbent must be a problem solver and be to develop innovative and creative solutions in areas where there is little precedence.

The incumbent requires strong oral and written communication skills coupled with the ability to work in a multi-cultural environment. The incumbent must have strong facilitation skills and the ability to lead. The incumbent will be required to make immediate and sound decisions.

This set of knowledge, skills and abilities would normally be acquired through post-secondary degree in related fields such as Urban Planning, Civil Engineering, Business Administration or related field with a minimum of 10 years progressive managerial experience in a related field. The ability to speak in two or more of Nunavut's Official languages would be asset.

In the decentralized model, the Department of Community and Government Services will maintain three regional offices along with divisional operations located in other Nunavut communities, which will necessitate frequent travel to all regions of Nunavut, and to ensure that adequate communications systems are in place between headquarters and the outlying centers. It will also be necessary to have frequent contact/meetings with the regional leadership and with community leaders to ensure that adequate feedback is obtained which would assist the department in meeting its mandate while fulfilling the regional and community aspirations.

This is considered a Position of Trust.