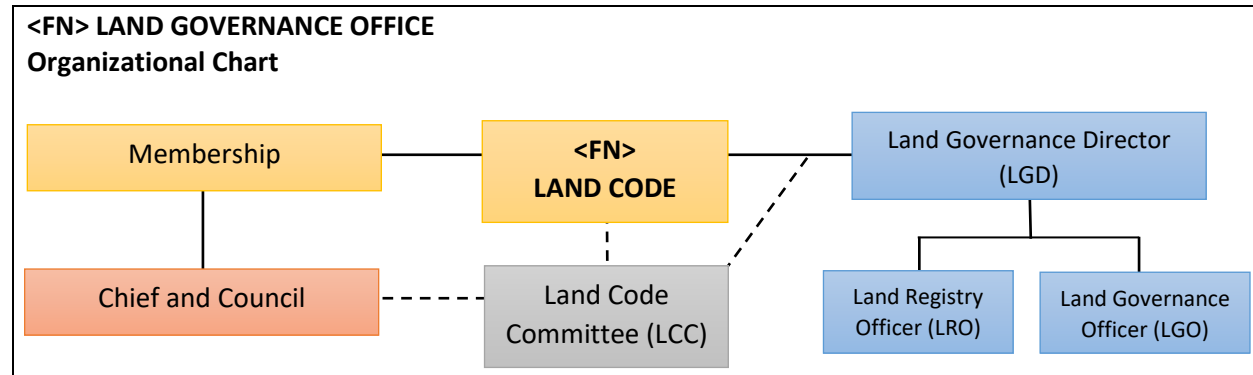


<FN>

LAND GOVERNANCE OFFICE

STAFF RESPONSIBILITY POLICY

- Organizational Chart (Lands Governance Director / Land Registry Officer / Land Governance Officer / Other...)



Governance Structure – <review current structure with FN, add details incl. additional LC activities>

- Staff Responsibilities Chart <below incl. baseline administration for implementation>
- Annual Consolidated Strategic Work Plan FNLM Land Governance Office

Activities	Deliverables	Staff Responsible Resource Person
Set up of the Land Governance Office	Purchase office furniture and equipment	LGD
	Prepare job description, post job, hire, orientation to Lands staff, as needed (i.e. security codes, computer log in, voice mail set up, mail boxes, overview of the organization, office policy manual and appropriate admin forms are completed, regular office procedures)	LGD
	Create and maintain a standard system of document management	LRO, RecordsM
	Set up the office for the Lands staff and purchase equipment	LGD
	Create initial budget and consolidated workplan	LGD
	Create and maintain an electronic lands inventory of all the <FN> Lands; train lands staff to update and maintain database	LRO
	Create a lands webpage and maintain on an as needed basis	LGO, LRO
	Develop annual budget and consolidated workplan for next fiscal year	LGD
	Create policy and procedures to be approved by Chief & Council (land registry forms, registry fees, etc.)	LGD, LGO, LRO, LCC
	Inform 3 rd party of new procedures, notify law and notary offices, etc.	LRO
	Connect and develop relationship with local municipality; work together on future projects and or service agreements	LGD, LGO
	Ensure the council, lands staff & lands committee are covered liability insurance	LGD
Supervise the staff within the Lands Department - Lands staff	Assist and give advice to the Lands staff on individual projects	LGD
	Provide training to the Lands staff in the area of estates, leasing/permitting, individual land holdings, etc.	LGD/RC
	Maintain budgets for lands staff and lands committee; review budget on a monthly basis	LGD
	Ensure Lands staff is connected to the FNLS and receive training	LGD/RC

	Conduct staff evaluations, both probationary & regular annual evaluations based on individual performance work plans	LGD
	Hold regular team meetings	LGD
Land Code Committee (LCC)	Ensure Chief & Council establish LCC in accordance with Land Code	LGD, LGO
	Develop Terms of Reference (TOR) as outlined in Land Code for review and approval by Chief & Council	LGD, LGO, RC
	Ensure Committee reviews TOR & signs Oath	LGD, LGO
	Develop Workplan, Budget and Meeting Schedule	LGO
	Conduct LCC meeting, incl. records of meetings and updates to Council	LGO
	Coordinate meetings with the LCC and C&C as needed	LGO
Carry out the core functions and responsibilities under the Land Code	Ensure all tasks under the areas of individual land holdings, leases/permits including monitoring and compliance, lands research and encumbrance checks, land estates and other land issues are completed and registered in the FNLRS, as required	LGD
	Assist membership and council with drafting necessary BCRs, completing land transfers/allotment forms, etc.	LRO, LGO
	Promote the Land Governance Office to local realtors, lawyers, bankers and developers via workshops, brochures, website, participating on boards, trade shows/display booths	LGD, LGO, LRO
	Produce annual report for next fiscal year	LGD, LGO, LRO
	Develop Laws based on Land Code and community priority	LGD, LGO
Knowledge Sharing	Work with LABRC and other FNLM First Nations on networking and sharing of best practices	LGD, LGO, LRO, RC
Wills and Estates	Coordinate educational materials & workshops for Wills and Estates	LGD, LRO, LGO
Professional Development	Participate in Lands related workshops, courses and training sessions	LGD, LRO, LGO
Complete outstanding issues, survey and boundary issues	Ensure information from INAC is received	LGO
	Follow up with INAC on creation ESA Phase 2 workplan, if required	LGO
	Work with NRCAN on Research and reviewing boundaries, if required	LGO
Environmental Management	Ensure all new projects undergo an environmental assessment as outlined in the Individual Agreement	LGO
	Develop and implement an Environmental Management Plan	LGO
	Develop and implement an Emergency Preparedness Plan	LGO
Land Code Review	Review land code on an annual basis for potential amendments including updated clauses from other land codes or the LABRC	LGD, LGO, LRO
Other	Review annual workplans	LGD

The above chart has been broken down by position as follows:

Land Governance Director (LGD)

Set up of the Land Governance Office

- Purchase office furniture and equipment
- Prepare job description, post job, hire, orientation to Lands staff, as needed (i.e. security codes, computer log in, voice mail set up, mail boxes, overview of the organization, office policy manual and appropriate admin forms are completed, regular office procedures)
- Set up the office for the Lands staff and purchase equipment
- Create initial budget and consolidated workplan
- Develop annual budget and consolidated workplan for next fiscal year
- Create policy and procedures to be approved by Chief & Council (land registry forms, registry fees, etc.)
- Connect and develop relationship with local municipality; work together on future projects and or service agreements
- Ensure the council, lands staff & lands committee are covered liability insurance

Supervise the staff within the Lands Department - Lands staff

- Assist and give advice to the Lands staff on individual projects
- Provide training to the Lands staff in the area of estates, leasing/permitting, individual land holdings, etc.
- Maintain budgets for lands staff and lands committee; review budget on a monthly basis
- Ensure Lands staff is connected to the FNLRS and receive training
- Conduct staff evaluations, both probationary & regular annual evaluations based on individual performance work plans
- Hold regular team meetings

Land Code Committee (LCC)

- Ensure Chief & Council establish LCC in accordance with Land Code
- Develop Terms of Reference (TOR) as outlined in Land Code for review and approval by Chief & Council
- Ensure Committee reviews TOR & signs Oath

Carry out the core functions and responsibilities under the Land Code

- Ensure all tasks under the areas of individual land holdings, leases/permits including monitoring and compliance, lands research and encumbrance checks, land estates and other land issues are completed and registered in the FNLRS, as required
- Promote the Land Governance Office to local realtors, lawyers, bankers and developers via workshops, brochures, website, participating on boards, trade shows/display booths
- Produce annual report for next fiscal year
- Develop Laws based on Land Code and community priority

Knowledge Sharing

- Work with LABRC and other FNLM First Nations on networking and sharing of best practices

Wills and Estates

- Coordinate educational materials & workshops for Wills and Estates

Professional Development

- Participate in Lands related workshops, courses and training sessions

Land Code Review

- Review land code on an annual basis for potential amendments including updated clauses from other land codes or the LABRC

Land Registry Officer (LRO)

Set up of the Land Governance Office

- Create and maintain a standard system of document management
- Create and maintain an electronic lands inventory of all the <FN> Lands; train lands staff to update and maintain database
- Create a lands webpage and maintain on an as needed basis
- Create policy and procedures to be approved by Chief & Council (land registry forms, registry fees, etc.)
- Inform 3rd party of new procedures, notify law and notary offices, etc.

Carry out the core functions and responsibilities under the Land Code

- Assist membership and council with drafting necessary BCRs, completing land transfers/allotment forms, etc.
- Promote the Land Governance Office to local realtors, lawyers, bankers and developers via workshops, brochures, website, participating on boards, trade shows/display booths
- Produce annual report for next fiscal year

Knowledge Sharing

- Work with LABRC and other FNLM First Nations on networking and sharing of best practices

Wills and Estates

- Coordinate educational materials & workshops for Wills and Estates

Professional Development

- Participate in Lands related workshops, courses and training sessions

Land Code Review

- Review land code on an annual basis for potential amendments including updated clauses from other land codes or the LABRC

Land Governance Officer (LGO)

Set up of the Land Governance Office

- Create a lands webpage and maintain on an as needed basis
- Create policy and procedures to be approved by Chief & Council (land registry forms, registry fees, etc.)
- Connect and develop relationship with local municipality; work together on future projects and or service agreements

Land Code Committee (LCC)

- Ensure Chief & Council establish LCC in accordance with Land Code
- Develop Terms of Reference (TOR) as outlined in Land Code for review and approval by Chief & Council
- Ensure Committee reviews TOR & signs Oath
- Develop Workplan, Budget and Meeting Schedule
- Conduct LCC meeting, incl. records of meetings and updates to Council
- Coordinate meetings with the LCC and C&C as needed

Carry out the core functions and responsibilities under the Land Code

- Assist membership and council with drafting necessary BCRs, completing land transfers/allotment forms, etc.
- Promote the Land Governance Office to local realtors, lawyers, bankers and developers via workshops, brochures, website, participating on boards, trade shows/display booths
- Produce annual report for next fiscal year
- Develop Laws based on Land Code and community priority

Knowledge Sharing

- Work with LABRC and other FNLM First Nations on networking and sharing of best practices

Wills and Estates

- Coordinate educational materials & workshops for Wills and Estates

Professional Development

- Participate in Lands related workshops, courses and training sessions

Complete outstanding issues, survey and boundary issues

- Ensure information from INAC is received
- Follow up with INAC on creation ESA Phase 2 workplan, if required
- Work with NRCAN on Research and reviewing boundaries, if required

Environmental Management

- Ensure all new projects undergo an environmental assessment as outlined in the Individual Agreement
- Develop and implement an Environmental Management Plan
- Develop and implement an Emergency Preparedness Plan

Land Code Review

- Review land code on an annual basis for potential amendments including updated clauses from other land codes or the LABRC