



Lands & Estates Compliance Lead

Reporting to Lands & Estates Manager

Administration Department

**PERMANENT
FULL-TIME @ 35 HOURS
PER WEEK**

Normal Work Hours:

Monday – Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

***This is an in-office
position.***

Salary:

Start Rate - **\$27.89 to
\$30.24 per hour***

*While Alderville First
Nation Salary Grid will
apply – **start rate will be
commensurate with
experience.**

Benefits:

-  Paid Vacation!
-  Paid time off over
Holiday Shutdown!
-  14 Statutory
Holidays!
-  Paid Sick Leave!
-  Group Health &
Dental Benefits
including Long-term
Disability (LTD) and
Employee Family
Assistance Program
(EFAP)!
-  Pension Plan with
Employer Match!

JOB SUMMARY:

The ***Land & Estates Compliance Lead*** is responsible for handling Alderville First Nation lands, liaising with other governments regarding traditional territory; and, to plan, draft, administer and monitor permits, licenses, laws, regulations, policies and procedures.

KEY JOB FUNCTIONS:

- Oversees compliance with Alderville First Nation Policy & Procedures, Alderville First Nation By-Laws, the Indian Act, the Alderville First Nation Land Code, the Framework Agreement First Nation Land Management Act, and AFN Land Use Plans to ensure terms and conditions are met.
- Conducts research for the organization of land enforcement issues, development of land and resource-related policies, bylaws, and laws.
- Acts as a liaison between community membership, leadership, government, and proponents.

RESPONSIBILITIES:

- Maintains current knowledge to plan, manage, draft and administer various Acts, regulations, by-laws, laws, guidelines, master plans, designations, land use plans, policies and procedures while negotiating terms and conditions of the agreements.
- Assists with administration of by-laws, laws, guidelines, master plans, designations, land use plans, policies and procedures, ensuring the development, and the implementation of all established policies and procedures while negotiating terms and conditions of the agreement focusing on but not limited to the Alderville First Nation *Land Code*.
- Updates computerized systems, spreadsheets of registered documents and where authorized distributes to designated staff, outside agencies any significant information, as necessary.
- Research files, conducts site visits and reports of any known actual or potential environmental problems on reserve lands; Conducts site visits with qualified Environmental professionals.
- Assists with gathering information Canada possesses that materially affects interests or land rights and licences on reserve lands.
- Take appropriate measures to provide written notice to 3rd parties, with an interest or land right in reserve lands, of [i] Framework Agreement; [ii] Federal Legislation; and [iii] Land Code.
- Mediates, assesses and drafts land transaction documents in accordance with departmental policies, procedures and requirements.
- Monitors, reviews and interprets land survey plans, ensures accuracy and compliance with By-laws and where required requests re-processing of incorrect documents.
- Drafts various legal documents and correspondence using precedents, prepares draft reports, briefing notes and docket responses for the CP Owners, Chief and Council and Management.
- Provides updates for the Lands Manager on strategic planning, action items and high-level updates.
- Must establish a solid understanding of the Alderville Matrimonial Real Property Law.
- Attends and participates in various meetings, team activities, projects and workshops.
- Maintains confidentiality on all matters relating to the affairs of Alderville First Nation and the Lands & Estate Department.

MINIMUM QUALIFICATIONS:

Minimum schooling:

- Post-secondary degree or diploma in Business Administration, Law, or related discipline or education in a related field.

Specialization Required:

- Minimum of 3 to 5 years' experience in lands management including:
 - First Nation history of land transactions.
 - Contract law and management.
 - Framework agreement, Transfer agreement, Land Code and associated federal legislation on First Nation Land Management.
 - Land registry practices and policies.
 - Financial planning.

Considered an asset:

- Knowledge of the Impact Assessment Act and the Canadian Environmental Protection Act.
- Bachelor's degree in planning, real estate, or related field.
- Certificate in Lands Management.

Minimum requirements:

- Criminal Reference check required if employment is offered.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.

PREFERRED EXPERIENCE:

- Experience in First Nation lands, environment, law and contract management.
- Demonstrated understanding of relevant federal, provincial, and local legislation, policies, and procedures.
- Paralegal expertise in Native Property Law and Legislation.
- Experience and/or training in keyboarding, word processing, spreadsheet, the Internet, photocopier, scanner, databases, Indian Land Registry System, Google Earth, ERips and other standard computer applications.
- Demonstrated experience in community development.
- Proven ability to network effectively and productively with community, community organizations, other First Nations, government, and other agencies outside the community.
- Excellent oral and written communication particularly in business writing skills
- Must have proven, exceptional staff/public relations.

***** For full job description, contact Human Resources*****

DEADLINE TO APPLY: *Thursday, January 8th, 2026.*

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 217
Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.