



Lac Ste. Anne Métis Community Association

Regulatory and Consultation Specialist

JOB DESCRIPTION

Reports to:	President, or Designate
Revision date:	April 20, 2023
Supervises:	Not applicable
Position Type:	Full-time, permanent

About Lac Ste. Anne Métis Community Association

Lac Ste. Anne Métis Community Association (LSAMCA) is focused on activities associated with honouring the Lac Ste. Anne Métis Community's collective history and culture, re-building its collective capacities as stewards of our shared lands and waters and caring for community members through provision of innovative programs and services.

Position Overview

The Regulatory and Consultation Specialist (RCS) reports to the President of LSAMCA, or designate, and is one of the main points of contact who is responsible for ensuring appropriate Indigenous engagement with the Crown and project proponents on a variety of projects and issues. The RCS will serve as an integral part of LSAMCA's consultation and regulatory team, made up of employees, contractors, and the LSAMCA President.

As a key resource for building internal capacity in the area of consultation and regulatory participation, the RCS is responsible for contributing substantively to the development, implementation and coordination of LSAMCA's engagement and consultation activities, including as this pertains to governments, municipalities, and third-party proponents. As such, the RCS is expected to have an understanding of provincial and federal consultation and regulatory regimes and associated processes, which are key to ensuring the appropriate level of involvement of LSAMCA.

Key Responsibilities

- Review, assess and disseminate incoming Aboriginal Consultation Office ("ACO") and various provincial and federal consultation and regulatory notifications.
- Conduct internal screening of various documents and materials associated with proposed projects and activities in LSAMCA's traditional territory, including those of a technical nature, (e.g. project application materials, environmental assessment reports, historic impact assessment reports, etc.)

and that considers the environmental impacts and potential risks to LSAMCA's Métis harvesting and/or other cultural and land use activities.

- Prepare and communicate to the consultation and regulatory team key findings, next steps, recommendations, or any other details in a timely manner.
- Develop and maintain a real time tracking and records management system for all information (notifications, project screening, internal and external correspondence, projects materials, technical reports and studies, etc.).
- Draft Letters of Concern, Statements of Concern, Statements of Intent to Participate, and other communications, as determined in conjunction with the consultation and regulatory team.
- Liaise with the consultation and regulatory team to coordinate technical reviews of project materials and/or planning for Traditional Land Use studies.
- Draft funding proposals to project proponents, inclusive of scope of work and budget related to technical reviews and/or Traditional Land Use studies, as determined in conjunction with the consultation and regulatory team.
- Track funding spend against budget(s) and assist LSAMCA staff, as required, to prepare cost recovery reports.
- Organize and participate in meetings with representatives of provincial and federal regulators and other relevant agencies.
- Compile an “inventory” of operating projects and activities in LSAMCA traditional territory and work with the consultation and regulatory team to communicate LSAMCA’s relationship expectations, based on LSAMCA priorities and as directed by LSAMCA leadership.
- Participate in meetings as required, with the consultation and regulatory team.
- Other duties, as requested, by LSAMCA leadership to support LSAMCA’s engagement with the Crown and project proponents on a variety of projects and issues.
- Successful candidates may be considered for involvement with other LSAMCA activities that may fall outside the scope of this position.

Qualifications

- Post-secondary degree in a relevant field, such as environmental sciences (including forestry), anthropology, Indigenous studies, earth sciences, or other.
- Minimum of 5 years’ experience working in a regulatory, legal or engagement role involving Indigenous communities, industry and/or government.
- Working knowledge of relevant regulatory acts, regulations and rules at the provincial and federal level.

- Strong analytical skills with the ability to identify relevant compliance-related consultation requirements for specific projects.
- Excellent written and verbal communication skills to effectively communicate with external stakeholders, including regulatory agencies and internal project teams, using good judgement and tact.
- Demonstrated organizational and time management skills with experience in creating and maintaining systems of record.
- Ability to problem-solve and manage competing priorities.
- A proactive approach with a “can-do”, flexible attitude, the ability to work independently and as part of a team.
- Experience with utilizing mapping software to create, modify and analyze spatial data.
- Computer software proficiency in the Microsoft Office suite of programs, particularly Excel.

Salary and Benefits

- Salary: \$85,000-\$115,000, dependant on skills and experience.
- Flexible work schedule with the opportunity to consider a remote or hybrid work arrangement.
- Three weeks’ paid vacation includes one week between Christmas and New Years.
- Personal Spending Account.
- Health Spending Account.
- RRSP matching program.