## 

## Dawson Senior Land Use Planner

## Job Description

**Position Title:** Dawson Senior Land Use Planner

**Supervisor:** The Senior Land Use Planner works under a collaborative supervision arrangement with the Chair of Dawson Regional Planning Commission (the Commission) and the Director of the Yukon Land Use Planning Council (the Council).

**Term:** June 1, 2023 – March 31, 2024 *(a longer term may be available, subject to timelines and funding approval)*

**Location:** Dawson City or Whitehorse, with frequent travel between communities. Preference is for Dawson City.

**Role:**

The Senior Planner will spearhead the continued development of a Regional Land use Plan for the Dawson Region, as directed by the Commission and within the parameters of Chapter 11 of Tr’ondëk Hwëch’in Final Agreement (THFA). This will require coordinating Commission meetings, developing options for the Commission, engaging with government and stakeholders, and continuing the land use planning process, which may involve writing the Final Recommended Plan in a collaborative and consensus-based environment. The Senior Planner will also evaluate proposed development projects and provide recommendations for alignment with the plan.

**Context:**

The Commission is an independent board composed of six citizen planners, appointed under the THFA.

In June 2022, the Commission submitted their Recommended Regional Plan to the Government of Yukon and Tr’ondëk Hwëch’in (the Parties) for their consideration.

The Parties will inform the Commission about their decision to either accept, reject, or modify the Recommended Plan.

The continuation of the regional planning process which may include the production of a Final Recommended Plan and involvement in implementation of the approved plan.

The Recommended Plan includes recommendations for sub-regional planning. If the Recommended Plan is accepted, sub-regional planning under Chapter 11 would be a future responsibility of this Commission. The potential Final Recommended Plan and possibly any sub-regional planning will be completed in accordance with the THFA and as prescribed in the *Terms of Reference: Dawson Regional Planning Commission.*

First Nation reconciliation and upholding land claim agreements are priorities in the planning process. It is important that the process fulfills the spirit and intent of the Yukon First Nations’ Final Agreements, in general and specifically as related to Chapter 11 of the Tr’ondëk Hwëch’in Final Agreement.

**Duties and Responsibilities**

The Senior Land Use Planner will have the following duties and responsibilities:

**Land Use Planning:** If directed, develop a Final Recommended Land Use Plan for the Dawson region. This includes reviewing Recommended Plan feedback, gathering new data, analyzing information, identifying issues and opportunities, and formulating strategies to guide future land use decisions.  
  
**Policy Development:** Review the Dawson plan’s policy recommendations in light of Party and stakeholder feedback to ensure sustainable land use practices and balance various interests.  
  
**Stakeholder Engagement:** Engage with affected First Nations, regional stakeholders, industry representatives, environmental organizations, and local residents of the Dawson region. Facilitate meetings and seek input to ensure that diverse perspectives remain engaged in the land use planning process.  
  
**Collaboration and Coordination:** Collaborate and coordinate with the Parties, the Council, First Nation and Yukon governments.  
  
**Environmental Assessment:** Consider the potential environmental and socio-economic impacts of development activities and provide recommendations for alignment with the land use plan.

**Monitoring and Evaluation:** If the plan is approved and the secretariat is tasked to do so,participate in the monitoring and evaluating of the implementation of the land use plan. Assess the effectiveness of strategies, track changes in land use patterns, and identify the need for adjustments or revisions to address emerging issues or opportunities.  
  
**Reporting and Documentation:** Prepare reports, presentations, and documentation related to land use planning activities. Ensure that information is effectively communicated to the public, stakeholders and decision-makers.

**Other duties**: Other related duties will be required from time to time.

**Relationships**

The Senior Land Use Planner is responsible for:

* Working within a collaborative supervisory arrangement, maintaining specific, well-defined accountabilities to, the Commission Chair, the Director of the Council and to the Commission as a whole.
* Delivering planning products on time and according to the workplan contained in *Terms of Reference: Dawson Regional Planning Commission, Updated 2019* and the annual workplan.
* Prioritizing activities to meet the objectives of the THFA related to Land Use Planning and DRPC Terms of Reference.
* Advising the Commission on planning issues, policy and other matters related to the development of the final plan.
* Managing and administering communication with Tr’ondëk Hwëch’in, other affected First Nation and Yukon governments, stakeholders, and the general public using a variety of methods including print, email, and face-to-face communications.
* Maintaining positive relationships between the Commission and government organizations, stakeholders (interest groups), residents of the Dawson region, the public, and UFA boards and Councils.
* Assisting with hiring of additional planning support staff for the project.
* Supervising planning staff and manage external contractors

**Budget**

The Senior Land Use Planner is responsible for ensuring the Commission adheres to the budget and requirements as set out in the annual financial transfer payment agreement, signed between the Commission, the Council and Government of Yukon.

The Senior Land Use Planner is supported by the Council’s Manager of Finance and Administration in monitoring and reporting on the budget.

**Communication**

The Senior Land Use Planner is responsible for communicating with:

* The Commission Chair and members on a regular basis to provide advice and seek planning direction and input.
* The Director of the Council on human resource matters, administration, financial management, professional development, planning support, work planning, performance management and reporting.
* Other Council planning staff for mutual learning and support, including temporary project assignments that serve the implementation of Chapter 11 of the Umbrella Final Agreement.
* The Yukon Land Use Planning Council to provide updates from time to time on the progress of the planning process.
* The Senior Liaison Committee and the Technical Working Group members, in the spirit of collaboration, for the coordination of gathering technical information, distributing reports, and obtaining input and policy direction on the plan and in the planning process.
* Yukon Environmental and Socio-Economic Assessment Board (YESAB) staff regarding the review of projects occurring in the planning region.
* The public, specifically residents of the Dawson planning region, for the purposes of presenting and gathering information, and obtaining feedback on Commission planning documents;
* Employees of the project team to give direction, address aspects of job duties and tasks, and employee performance issues and concerns.

**Work Environment**

This position works in an office environment, with travel required for meetings and workshops. The location of work will be either in the Commission’s office in Dawson City or the Council’s office in Whitehorse, Yukon. There will be frequent trips between Dawson City and Whitehorse. Meetings in other Yukon communities may be required.

The position deals from time to time with media enquiries and emotionally charged members of the public, stakeholders, intra-governmental groups and commission members.

*We support the intent of Article 22.4 of the Yukon Umbrella Final Agreement. Accordingly, we seek to hire members of Yukon First Nations, when qualified candidates are found.*