

## **Chairperson Part-Time**

Chairperson Position - \$425/day - Average 2 to 4 days per month

Whitehorse - term to February 6, 2012, subject to three-year renewal

### **Position Opportunity:** Chairperson

The Yukon Surface Rights Board (the “Board”) is seeking expressions of interest from qualified persons interested in serving as Chairperson of the Board. The successful candidate’s name will be put forward to Minister of Indian Affairs and Northern Development as the Board’s nominee for Chairperson. The Minister, upon successful clearance screening, makes the final appointment.

This is an exciting opportunity for persons interested in challenging work as chief executive officer (“CEO”) of the Board and adjudicator within a complex statutory framework.

### **Qualifications:**

Qualified candidates should possess:

- a high-level of analytical, communicative and interpersonal skills necessary to effectively manage the Board and oversee its operations;
- experience overseeing staff and providing direction;
- financial management experience to oversee the production of budgets, variance reports, and financial statements;
- previous experience chairing a board or tribunal;
- knowledge of administrative law and natural justice and have practical experience in conducting hearings, weighing evidence and drafting clear, sound decisions based on the applicable federal, territorial, and First Nation law, rules and policy;
- a good understanding of the *Yukon Surface Rights Board Act*, Yukon First Nation Final Agreements and Self Government Agreements, land and mining related regulatory regimes in Yukon; and
- practical experience sitting on or appearing before an adjudicative tribunal or similar body.

### **Location:**

The Board’s office is located in Whitehorse, Yukon. The successful candidate will be required to travel throughout the Yukon and work in Whitehorse when required.

### **Time Commitment Required (approximate):**

Time required is difficult to forecast as it is dependent on the number and complexity of disputes referred to the Board. The Chairperson is required to have the flexibility to deal with dispute applications in a timely manner.

The Chairperson as CEO of the Board typically spends 2-4 days a month to fulfill administrative responsibilities. This includes, presiding over 3 to 4 meetings a year for general administrative purposes, attending conferences, and professional development and training.

In addition, applications to the Board may result in hearings which may require 1 to 5 days; but the amount of time required for applications is dependent on the number of applications received and the complexity of each. In the past the Board has received 0-2 Board applications per year.

**Term:**

The term of this appointment expires February 6, 2012. Appointments may be renewed and are for a term of three years.

**Remuneration:**

Remuneration is set by the Government of Canada and presently is \$425/day. Travel expenses are reimbursed in accordance with federal Treasury Board Guidelines.

**Additional Information:**

Additional information about the Board and its process may be obtained at the Board's office or website: [www.yukonsurfacerrights.com](http://www.yukonsurfacerrights.com)

**Closing Date: 4:00 P.M. August 3, 2010**

Interested persons must submit a cover letter and CV/resume to Ian Pumphrey, Executive Director, by mail, electronic mail, fax or in-person via the address listed below by the closing date.

We thank all applicants for their interest, however, only those under consideration will be contacted.

**Physical address:** Suite 206 Horwood's Mall,  
100 Main Street, Whitehorse, Yukon;

**Mail:** Box 31201, Whitehorse, YT, Y1A 5P7;

**Phone:** (867) 667-7695

**Fax:** (867) 668-5892; or

**Electronic mail:** [info@yukonsurfacerrights.com](mailto:info@yukonsurfacerrights.com)

# **Yukon Surface Rights Board**

## **Chairperson**

### **Statement of Responsibility**

#### **General Responsibilities:**

The Board is an independent, quasi-judicial tribunal established primarily to hear and resolve access disputes between those owning or having an interest in the surface of the land and others with access rights to the land. In addition to participating in the resolution of disputes, the Chairperson is also the chief executive officer (“CEO”) of the Board and oversees the Board’s operations.

The Board’s jurisdiction is derived from several statutes. The primary authority for the Board is set out in the *Yukon Surface Rights Board Act (Canada)* (the “Act”). Additional responsibilities of the Board are set out in other laws and agreements including the *Quartz Mining Act (Yukon)*, the *Placer Mining Act (Yukon)*, *Oil and Gas Act (Yukon)*, the *Expropriation Act (Canada)*, and individual Yukon First Nation Final Agreements.

The Board employs one part-time staff, retains legal counsel, and the Chairperson, along with the other four board members, provide a positive environment with high standards and a strong commitment to fair and timely decision-making.

#### **Additional Responsibilities:**

The Chairperson and CEO of the Board has duties and functions prescribed by the Act and the by-laws of the Board. Other duties of Chairperson include:

- the general and active day-to-day management of the affairs of the Board such as ensuring:
  - the policies of the Board are followed;
  - training needs are met;
  - budgets and reports are prepared and submitted in a timely basis;
  - financial statements and notes are prepared and submitted pursuant to the Act and the Board’s funding agreement;
  - files are submitted of to the Office of the Auditor General of Canada for the Board’s annual audit;
  - the preparation, printing and distribution of the Board’s annual report; and
  - contracts and staff are managed according to policy.
- the quality control of materials being considered at Board meetings;
- participating in committees established by the Board;
- chairing meetings of the Board;
- ensuring that minutes and records are prepared and kept;
- ensuring all resolutions of the Board are carried into effect;
- certifying and signing official Board documents;
- being the chief spokesperson for the Board.