



## **Director, Lands & Natural Resources**

The Kwikwetlem First Nation (KFN), located in Coquitlam, BC, are proud hə́n ǵ əmíh əm -speaking (downriver Halkomelem) Coast Salish people, who descend from a tradition of elders who were renowned as spirit and winter dancers, skilled canoe builders, and master sturgeon and salmon fishers. As we look to the future, we seek to care for our community and our traditional lands in culturally meaningful ways. KFN is committed to economic development to promote the self-determination and long-term growth of the Nation.

We are looking for a Director, Lands & Natural Resources (the “Director”), who reports to and under the general direction of the Chief Administrative Officer (CAO), and is responsible for processing and managing all land leases, permits, allotments, transfers, right of ways, encumbrance checks, and land use agreements of all KFN Reserve Lands. The Director maintains a progressive department that meets the needs of the Kwikwetlem community in all areas of resource management founded on the recognition of Kwikwetlem Title and Rights; supports the assertion of Kwikwetlem jurisdiction over lands and resources in an accountable and transparent manner, founded on the strength and recognition of our Kwikwetlem Title and Rights.

### **Essential Functions and Responsibilities**

- Performs all duties and responsibilities in accordance with Kwikwetlem First Nations policies and procedures;
- Works with HR Director on human resources management functions, including department hiring, training, development, motivation, succession planning and discipline.
- Provides monthly report to CAO detailing leases, permits, revenues and account arrears; departmental activities and priorities;
- Responsible for the creation of processes and procedures specifically for the Lands and Natural Resources Department;
- Maintains an accurate and up to date records and data base of the Kwikwetlem First Nations reserve land use;
- Engages with the KFNE in seeking direction for Commercial Development on Reserve Lands;
- With the assistance of the Finance Department, prepares and issues monthly land lease and rental billings and invoices;
- With the assistances of the Finance Department, assesses and issue letters and penalty invoices to overdue account holders;
- Ensures adequate and current property insurance is held by lease holders;
- Records, reconciles and maintains the records for all lease, permit and rental monthly receivables;
- Develops and submits monthly reports on account billings and arrears, ensuring action on outstanding accounts;
- Processes, documents and records all transferring of individual land interests, rights of possession and certificates of possession;
- Maintains accurate and current maps on all Kwikwetlem First Nations reserve lands and lots;

- Ensures all documented property descriptions are the same as that recorded in the Land registry;
- Performs property searches and ensures Land Registry records identify the correct land ownership;
- Assists in the development and maintenance of an operational budget;
- Answers inquiries, complaints and concerns, providing information as required;
- Maintains the work area in a clean and professional manner;
- Effectively and sustainably manage, use and protect natural resources within Kwikwetlem traditional territory thereby achieving optimum benefits for our people;
- Encourage opportunity for Kwikwetlem people to assert their rights by continued practice of cultural activities that utilize the land and resources in Kwikwetlem Territory;
- Facilitate the Education of all non-Kwikwetlem people including all Governments, Industry and the general population in Traditional knowledge and history of our people;
- When required, special community meetings will be held by the Planning and Communications Coordinator, the Director will produce a written report and PowerPoint presentation on current issues, court cases, projects, or provide any other relevant information that will educate the Kwikwetlem Community at large;
- Establish financial control of all department projects by monitoring project revenue and expenses;
- Director will actively seek external funding sources to support the Lands & Natural Resources Department staff and Programs;
- Director will ensure all funding source applications and proposals are developed and submitted for approval to funding sources, by department managers and staff, to support the implementation of existing planning documents as described above;

### **Land Use Planning**

- Facilitate the identification of areas for residential and commercial/recreational development, etc. based on information provided by Managers of Lands & Natural Resources Department and external consultants where required to assist with Kwikwetlem First Nation Land Use Planning;
- Record and utilize information from Cultural Database to identify areas that require covenants or other Kwikwetlem Legislative protection;
- Utilize the Cultural Database to label Kwikwetlem names into all descriptive components of planning documents with the English translation in brackets;

### **Legal**

- Work with legal team to ensure that Kwikwetlem Collective Title and Rights are never compromised by activities undertaken by Kwikwetlem First Nations in relation to the Lands & Natural Resources Department;
- Work with Legal team to ensure all contracts, contribution agreements, Memorandums of Understanding, Protocols etc. are written based on current case law and will not infringe on Kwikwetlem Collective Title and Rights;
- Advocate for establishment of the Kwikwetlem Nation laws and jurisdiction over all our lands, water and resources;
- Assist with the development of Kwikwetlem laws that reinforce Title to Kwikwetlem Territory; Work with legal team to develop draft Kwikwetlem Laws, Policies and Procedures for the

utilization of Kwikwetlem Cultural and Heritage resources and land management to be presented to the Kwikwetlem People for approval;

### **Consultation and Accommodation**

- Create and implement the Kwikwetlem Consultation and Accommodations Guidelines;
- Establish a negotiating framework template;
- Create negotiation agreements for all rights of ways and utilities that infringe on our lands and jurisdiction; highways, Telus, BC Gas-Terasen, and any others as required;
- Purchase and implement referral and records management tracking system;
- Create and implement Kwikwetlem Referral Process;
- Assist with the development of a Kwikwetlem Negotiations Team that includes representation of all interest groups within Kwikwetlem Community and expertise as required;

### **Supervisory Responsibilities**

Responsible in overseeing and managing the activities of the Lands Manager, Referrals Clerk, Planning & Communications Coordinator, and Land's Executive Assistant. Long term plans include additional staff i.e. GIS Technician

### **Knowledge, Skills and Abilities**

- University Degree
- Lands Management Certificate or actively taking courses in a Lands Management Training program (Introduction to Lands Management, Lands Management 11, Introduction to Leasing, Introduction to Appraisals, Introduction to Surveys and Introduction to Environmental Assessment)
- Minimum of 5 years experience in a First Nation's Lands environment
- Previous experience in managing a team and related HR responsibilities
- Good administrative skills, e.g. budgets, managing projects, etc.
- Knowledge and understanding of leases, permits, rent reviews, registration of documents
- Basic accounting and administrative skills
- Possess strong computer skills using MS Office Suite, including Word, PowerPoint, Outlook and Excel
- Good verbal and written communication skills
- Good organizational skills to achieve desired results
- Diplomacy, tact and confidentiality in dealing with a variety of people and information
- Reliability and dependability
- Self motivated and an ability to work independently
- Flexibility is a must to adapt to changing work priorities
- Good judgement and problem-solving skills must be exercise at all times
- Possesses a continuous learning philosophy

### **Other Job-Related Requirements**

- Majority of work is performed in a typical office environment, with some occasional travel required
- Must have a valid driver's license and adequate vehicle insurance to travel to and from work

**Perks and Benefits**

In addition to a competitive salary, our compensation package includes a Registered Pension Plan with an employer match, wellness program initiatives, health and dental benefits, KFN sponsored social events, and professional development assistance.

If this looks like an exciting opportunity that is a good fit to your experience and career path, please check out our website at <http://www.kwikwetlem.com> and please forward to us a cover letter and resume to [diana@kwikwetlem.com](mailto:diana@kwikwetlem.com). NO TELEPHONE CALLS PLEASE.

Thank you for your interest in the KFN. Please note that only those selected for an interview will be contacted.