



Katzie have lived and thrived in our territory for thousands of years. To this day Katzie maintain deep connections to our lands and the rivers, sloughs, creeks, and wetlands that run like veins through the heart of our territory. Though now called Pitt Meadows, Maple Ridge, Surrey, Langley and Delta, Katzie have ancient names for the many places where our ancestors lived and worked, and places where powerful transformations occurred. Katzie territory also encompasses what the government has allocated as wilderness and parklands including portions of Pinecone Burke, Golden Ears, and Garibaldi Provincial Parks. Katzie are working hard to ensure that these areas are managed according to Katzie principles so that they remain healthy.

Katzie First Nation (KFN) is growing, and our Lands department is expanding! The Lands Department is responsible for the planning, monitoring, and managing of all KFN reserve land and is searching for a passionate and organized **Planning and Development Officer**.

Reporting directly to the Lands Manager, this role administers and regulates the Katzie First Nation (KFN) policies and laws related to land management, development, and planning. Key responsibilities for this role involve facilitating the land's development process under the Katzie Land Code by providing technical support and making recommendations on land development. These include leasing, permitting, law & policy development, and other projects. The role will serve as a central communication hub for development proponents, playing a crucial part in facilitating the advancement of priority projects through the development approvals process.

At KFN, we understand that experiences and qualifications may look different for everyone, and if this job description interests you, we encourage you to apply.

**What you will be responsible for:**

- Be the point person for their role in the Lands Department, including sending permit applications and working with permittee/lease to ensure they comply with permit application requirements and environmental concerns relating to the Lands Department.
- Support coordinating projects and administrative tasks (e.g., meeting minutes, preparing notices to members, etc.).
- Prepare, organize, and maintain records related to all areas of the role.
- Keep current and have a comprehensive understanding of all laws, policies, codes, etc, related to the role and ensure any changes and impact to KFN are discussed with the Land Manager.
- Prepare documentation related to the role, including all environmental and permitting areas and other areas as directed by the land manager. This would include written, oral, tabular, and graphic reports summarizing community comments, legal requirements, regulations, recommendations, notices, etc.
- Support the creation of any Lands Department communication, including newsletters and communications, and must be able to communicate to all parties and adapt communication to different audiences, including using layman's interpretation of applicable KFN Laws, standards, best practices, policies, procedures, and guidelines.
- Support membership engagement, including:
  - Supporting with developing engagement strategies and plans (e.g., activities),
  - Coordinating events (space booking, catering, etc.)
  - Developing accessible engagement materials (e.g., presentations)
  - Analyzing and summarizing feedback from engagement.
- Build relationships and communicate with other staff and departments, including members and other working groups of KFN and other parties, as directed by the Lands Manager.



- Research various issues and produce documents related to the research findings as requested by the Lands Manager.
- Review Permit Applications and ensure applications comply with all codes and KFN policies/codes to ensure that all permitting applications are submitted as per the permitting requirements (including, but not limited to Developer, building permits) and forwarded to the Lands Manager for review and submission for approval.
- Prepare permitting documentation as required, including checklists, logs, and reports, and as directed by the Lands Manager, support the Lands Manager in preparing reports and information relating to permits, including preparing information for leadership.
- Monitor work being completed under a permit to comply with permit requirements, utilize logs and checklists, and report as required. Monitoring includes the review of any concerns directly related to permits. Enforce permitting compliance as directed by the Lands Manager.
- Liaise with parties, including Qualified Professionals and contractors in the submission and review of permits (eg development applications, etc)

**What you bring to the position:**

- Knowledge gained through completing a bachelor's degree in planning, urban design, land economics, or a related field, plus three years of relevant progressive work experience. An equivalent combination of education, work or comparable lived experience will be considered.
- Membership or eligibility for membership in the Canadian Institute of Planner or another institute.
- Demonstrated experience with a First Nations Land Code or the equivalent.
- Ability to weave together and apply skills in planning, engagement, and research; theoretical planning knowledge; and knowledge of Katzie culture and values.
- A good understanding of the environmental assessment process in BC and experience preparing regulatory submissions and presenting stakeholder information.
- Exceptional organizational skills and an ability to manage multiple tasks concurrently.
- Excellent computer skills with a considerable knowledge of Microsoft Office 365.
- Experience working within an Emergency Operations Centre capacity.
- Able to undertake research and analysis (qualitative and quantitative).
- Strong technical report writing with experience in policy creation.
- Knowledge of permit processing, land use planning, and land registration.
- Advanced written, verbal, and visual communication skills focusing on presenting complex information in plain language suitable for identified audiences.
- Excellent interpersonal skills, including seeking and establishing relationships, influencing others, building consensus, mediating and resolving disputes.
- Experience in providing sound advice and recommendations.
- Ability to inspire and foster an environment of cooperation between different departments and co-workers.
- Ability to work independently and collaboratively in teams to complete tasks using sound judgment.
- Embraces and actively promotes an inclusive and equitable work environment.
- Flexibility and the ability to adapt to rapidly changing work priorities, ensuring prioritizing and completing tasks on time.

**OTHER REQUIREMENTS**

- Satisfactory Criminal Record Check (vulnerable sector)
- Class 5 BC Drivers License and a clean driver's abstract



**What we offer:**

- Health and dental coverage with a health spending account
- Employee and family assistance program
- Long-term disability benefits
- Paid vacation
- Office closure over winter break
- Pension plan with an employer contribution
- Paid sick day coverage
- Family responsibility days
- Social gatherings and community events
- Staff wellness day
- Cultural learning opportunities

**Position Status:** Permanent Full Time

**Wage Range:** \$80 – 95k annually

**How to Apply:**

- Apply through our website at [Katzie.ca](http://Katzie.ca) (go to career opportunities and apply to the posting).
- Stop by the Band Office and drop off a copy of your resume.
- Please apply by emailing your cover letter and resume to Katzie First Nation Human Resources at [careers@katzie.ca](mailto:careers@katzie.ca) and reference **Job Number 202413** in the subject line.