



Planner

The Kwikwetlem First Nation (KFN) are proud hən̓ q̓ əmiḥ̓ əm̓ -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. The Band Office is located on Colony Farm Road in Coquitlam, BC.

KFN is committed to economic development to promote the self-determination and long-term growth of the Nation. The Nation's companies are responsible for carrying out all business operations, through companies such as KFN Enterprises LP and Saskay Land Development LP.

Job Description

We are looking for a Planner whom will work closely with the Lands and Resources Department. The planner is responsible for the development and implementation of land use policy and plan for Kwikwetlem First Nation. This individual will offer support for all administrative aspects of ongoing consultation activities, environmental review for all large resource projects in the Nation's Territory. It will also include involvement in the Nation's various community planning initiatives, including Comprehensive Community Planning.

Duties & Responsibilities

- Provide a range of professional services and some technical support as part of a planning team focused on policy development that advances KFN's goals in building more complete, sustainable, urban communities.
- Work within a team, specifically focusing on transit-oriented development through future station area planning.
- Assist with the presentation of related reports to Chief and Council and its committees.
- Supervise consultant studies.
- Prepare research and data collection assignments.
- Review rezoning and development applications.
- Prepare and implement community plans as part of an inter-departmental team, responding to development and rezoning inquiries.
- Implement planning policies; working closely with other levels of government, City departments, developers and their consultants as well as community and business groups.
- Organize and facilitate public meetings and events

Education, Training and Experience

- A degree in urban planning recognized by the Canadian Institute of Planners and a minimum of one year of professional experience or a degree in a related field with experience related closely to the duties involved.
- Two years of professional planning experience is preferred.



- Demonstrated experience in land use planning and community planning and the ability to prepare policy documents and to produce and communicate with visual material are also required.
- Membership or eligibility for membership in the Planning Institute of British Columbia is desirable
- Background in working with First Nations.
- Proven experience in community engagement.
- Strong written and verbal communication skills.

Job Skills Competencies and Criteria

- Working knowledge of the City's Zoning and Development By-law, Official Development Plans and Policies and Guidelines applicable, plus a broad knowledge of City services, programs and processes.
- Knowledge of land use, urban design, and policy issues are important and required assets.
- Ability to design and lead a participatory public consultation process and to negotiate and mediate among various interest groups on potentially contentious issues.
- Demonstrated ability to work independently and as an effective member of a team; to cooperate with other employees, officials and the public; and to complete assignments using sound professional techniques and judgment is required.
- Demonstrated effective analytical skills and verbal and written communication skills, including writing and public speaking skills.
- Demonstrable skills and proven ability in the following software are requirements: word processing (Word), quantitative analysis (Excel), presentations (PowerPoint), preparation of visual materials (Adobe Creative Suite). Urban Design Analysis (SketchUp) and MapInfo are strongly desired.

This position is a fulltime role, and the KFN will pay a competitive salary based on experience. All fulltime employees of the KFN are eligible for employee benefits, as well as participation in a Registered Pension Plan, after successfully completing a 90-day probation period.

If this sounds like a position that matches your skills and experience, then please provide us with your cover letter and resume to deborah@kwikwetlem.com.