



# **S.A.Y. LANDS OFFICE**

[www.saylandsoffice.ca](http://www.saylandsoffice.ca)

The S.A.Y. Lands Office is committed to managing the lands on behalf of its partner communities in a manner that promotes safety, environmental protection, and sustainability. Our employees enjoy being a part of a positive environment of communities with strong leaders and committed community members.

## **COMMUNITY & PROJECT PLANNER**

**FULL-TIME**, Permanent

**Wage: to be negotiated based on salary grid and experience**

The Community Planner is responsible for supporting the land-related infrastructure and operations of Skowkale, Aitchelitz, and Yakwekwioose First Nations. Works with the Lands Advisory Committee, presents proposals or potential projects for review and discussion as required. This role is also responsible for oversight of projects and liaises with stakeholders and outside contractors to drive timely completion within budget.

### **Responsibilities and Duties:**

- Works with the Lands Advisory Committee, to review and develop future and current planning laws, regulations, forms, policies, procedures, and any additional land management framework as required.
- Prepares and presents proposals, discusses potentials projects including land use planning, sustainability, environmental, walkability, transportation, road upgrades, housing construction, etc.
- Oversees and tracks land and resource projects progress and works with stakeholders and contractors to drive completion on-time and within budget
- Sourcing external resources to assist with environmental management, planning, and risk assessments
- Develop and implement an Emergency and Disaster plan (earthquakes, fire, flood, etc.) and review annually.
- Review community development planning against zoning, permits, and project scope
- Collect, compile, and analyzing data and information on demographic, economic, legal, social, cultural, and physical information for utilization in land use planning
- Works to build relationships with internal and external contacts, including SAY departments, outside organizations, neighboring Indigenous Nations, outside contractors, the Fraser Valley Regional District (FVRD) and the City of Chilliwack, etc.,
- Provide regular updates on the progress of community projects to the Chief and Council for each community
- Assisting in the reviewing and processing of applications for permits, variances, re-zonings, etc.,
- Work closely with the Building Department of the FVRD to review applications, construction drawings, and building plans, inspections, inspection results to submit for approval through the Chief and Council
- Assist with small permits and licensing, including small building permits, burning permits, big and small demo permits, and dog licensing, etc.,
- Engaging and liaising with residents, consultants, government and other agencies, the general public, and partners regarding land uses and planning

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

- The ability to work independently with minimal supervision and collaboratively within a team
- Demonstrated ability to handle confidential information
- The ability to multi-task, prioritize, organize work and meet deadline
- Mapping and preferably GIS skills – Graphic Information System
- Strong communication and interpersonal skills
- Experience planning in a local government setting
- Intermediate knowledge of MS Word, Excel, PowerPoint, and Outlook

### **Training, Education, Certification, and Experience**

- A diploma or degree in Community Planning or Regional Planning or related degree or the equivalent experience
- Minimum 2 years in community planning with a focus on First Nation communities is preferred
- Certified Registered Professional Planner (RPP) or working toward certification with Planning Institute of British Columbia (PIBC) or other Provincial or Territorial Institute or Association (PTIA)
- Valid Class 5 BC driver's license

### **COVID-19 considerations:**

Working remote as required. Social Distancing and masking

### **HOW TO APPLY**

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to [manager@skowkalefn.com](mailto:manager@skowkalefn.com), position is open until filled. *(Please include position title in the subject line)*

*While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of First Nations ancestry and have knowledge of local First Nations traditional customs and practices.*