



TSAWWASSEN FIRST NATION  
s̓c̓awaθən məsteyəx<sup>w</sup>

## EMPLOYMENT OPPORTUNITY

### Planner II – Full Time Regular

*Tsawwassen First Nation (TFN) is a self-governing First Nation that delivers a wide range of community services, including all of those typically delivered by municipalities. The Lands Department is responsible for the delivery of all planning, development, and engineering related services. The Community is in the midst of a significant development program, which includes the development of commercial, industrial, and residential properties. Along with the review and approval of the engineering infrastructure to support this development, the Lands Department is also responsible for assuming the ongoing maintenance and management of the infrastructure.*

*This is a great opportunity for a motivated individual to make a significant contribution to a world-renowned organization that is growing and providing a bright future for its members and the community it serves.*

*The Planner II ensures that TFN lands are developed in accordance with TFN Laws, regulations and approved plans.*

#### Duties

- Participates in the amendment and updating of the Land Use Plan, existing residential neighbourhood and industrial plans and working with developers in the preparation and review of new neighbourhood and development precinct plans
- Prepares amendments to existing TFN regulations (zoning, subdivision and development, building, soils, development permit guidelines, good neighbour, traffic and parking, tree, animal control) and works with Policy and Intergovernmental Affairs on the preparation of new regulations as required
- Develops Lands application processes and procedure guidelines for staff, developers and TFN members to assist applicants in preparing detailed applications for approvals as well as understanding the steps Involved in TFN approval processes
- Review Lands applications for completeness, circulates to referral agencies and prepares reports with recommendations on planning and development applications for Executive Council decision
- Works with TFN retained consultants and developer hired consultants in resolving application issues and develops timely solutions to facilitate TFN approvals
- Assists the Approving Officer with preliminary layout approvals and final plan approvals for subdivision applications
- Identifies Lands issues and coordinates policy research and planning with the TFN community and Advisory Council input
- Interprets TFN Laws and regulations for architects, planners, developers TFSI owners, leaseholders and TFN members

- Works with the Enforcement Officer in the preparation of complaints against persons who violate TFN regulations, and confirms direction with the Director of Legal Services regarding enforcement action and litigation
- In consultation with and under the general supervision of the Director of Lands, assists in the preparation of the annual budget submission and oversees the expenditure and accounting of funds
- Liaises with third party approval agencies, represents TFN on various internal and external committees
- Identifies and implements staff training through attendance at internal and external training workshops and conferences, appraising performance and Initiating progressive disciplinary procedures, as required

### **Professional Qualifications**

- University degree in Planning (E.g. Urban and Regional) from an accredited planning program
- A Licensed Professional Planner and membership (or eligibility for membership) in the Canadian Institute of Planners
- Three to five years experience in a similarly complex and diverse municipal environment in growth mode
- Well-developed knowledge of the principles and practices of planning including cross-functional knowledge involving other disciplines
- Thorough knowledge of municipal regulations and laws relating to construction approvals, engineering specifications, and planning applications, including a clear understanding of their interrelationships
- A broad knowledge of the legislative framework under which land use planning law operates and the ability to interpret and draft by-laws and contracts which affect the rights of land owners, neighbourhoods and communities

### **Skills & Experience**

- Direct and applied experience of the review and recommendations for approval of Development Permits for a range of development forms, including negotiation with applicants
- Ability to initiate terms of reference, work with TFN committees and complete special projects as required
- Experience in the review and recommendations for approval of subdivisions and rezonings
- Able to manage staff in the delivery of planning services
- Able to communicate relevant and timely information and alternatives to help stakeholders make decisions
- Able to balance consensus building skills with negotiation and influencing skills to achieve outcomes. Anticipates barriers and motivators for stakeholder support

## Personal Attributes

- An appreciation for First Nations culture generally and the unique nature of a treaty First Nation
- Possesses personal values that align with the vision and initiatives of the TFN
- Results-oriented. A “doer”. Accurate, reliable and well organized
- Excellent interpersonal and communications skills
- Ability to work under pressure and exude positivity
- Initiative, client focused, sound judgment skills
- Team player, flexible
- Advanced oral and written communication skills
- Creative problem-solving skills to gather relevant information to solve less well- defined practical problems

*Pursuant to the Tsawwassen First Nation Government Employees Act, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC Family Law Act) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.*

We wish to thank all applicants for their interest; however, only short-listed candidates will be contacted for interview.

If you are interested in a challenging opportunity with a leading edge progressive municipal type government apply today:

Please email your resume to [hr@tsawwassenfirstnation.ca](mailto:hr@tsawwassenfirstnation.ca)

Or drop off/send to:

Human Resources

1926 Tsawwassen Drive

Tsawwassen, BC V4M 4G2

Fax: 604-948-5249