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Musqueam
Indian Band



Lands Director

On behalf of our client, Musqueam Indian Band, we are actively seeking a Lands Director to join their team! The Musqueam people are traditional speakers of hənqəminəm and constitute a robust and growing community, boasting over 1,300 members. Their community is situated on a small portion of their ancestral lands, known as the Musqueam Indian Reserve, located to the south of Marine Drive near the Fraser River's mouth. The name "Musqueam" is intricately tied to the River Plant, known as məθk^wəy. Passed down through generations, there is a compelling story that explains how they have come to be recognized as the x^wməθk^wəyəm (Musqueam) - People of the River Plant. Historically, they have moved within their territory, harnessing its abundant resources for fishing, hunting, trapping, and gathering. They have maintained their cultural distinctiveness and resilience despite enduring challenges posed by residential schools, colonial laws that sought to suppress their ceremonies, and other attempts at assimilation. Today, their lands and waters continue to serve as the bedrock of their cultural and economic practices, carrying within them the repository of knowledge and memory, intricately intertwined with their teachings and laws. To delve deeper into the rich heritage and culture of Musqueam, we invite you to visit their official website at www.musqueam.bc.ca.

Reporting to the Chief Administrative Officer, the Lands Director administers interests in Musqueam land and natural resources in accordance with the Land Code and related agreements. This role involves overseeing the comprehensive management of the MIB Lands Office and Land Registry for Reserve lands under delegated authority from the Musqueam Indian Band Council. The incumbent will be responsible for all aspects of the MIB Lands Office, including the management of lands' staff and the development of annual departmental budgets, work plans, and policies and procedures.

Responsibilities:

- Executing all duties as outlined in the Musqueam Indian Band Land Code.
- Reviewing and processing various legal documents, such as land lease agreements (residential, commercial, retail, industrial), subleases, permits, rights of way, additions to Reserve proposals, allotments, transfers, mortgages, etc., related to Musqueam Indian Band Reserve lands.
- Offering guidance and information to proponents on the process for registering leases or permits on Reserve lands.
- Supervising and assisting with registrations in the First Nations Lands Registry System and conduct Land Registry searches for membership and clients.
- Maintaining communication with lessees, Band membership regarding land and land use matters, and engage with trustees, executors, and solicitors on land disposition issues.
- Assisting and providing information to Chief & Council on land and land use matters.
- Facilitating, when appropriate, the processing of estates and coordinating communication with Aboriginal Affairs and Northern Development Canada (AANDC) concerning land estates.



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- Reviewing and approving all documentation prior to registration, for compliance with the Land Code.
- Monitoring compliance with contractual terms, including construction, environmental requirements, rent collection, default, and lease cancellations.
- Managing rent reviews for leases and permits on Musqueam Indian Band lands and overseeing rent collection on behalf of lessees.
- Ensuring compliance with environmental review requirements specified in the Land Code.
- Conducting research, verification, and compilation of land status reports on Reserve lands for distribution to Natural Resources Canada, land surveyors (with ongoing training as needed), members, clients, and interested parties.
- Cultivating and maintaining effective working relationships with colleagues, the Land Management Committee, and external agencies.
- Collaborating closely with the Musqueam Indian Band Land Code Committee on Land Code and Reserve land matters.
- Attending Lands, Capital, and Housing Committee meetings.
- Supervising and monitoring expenditures in the Lands Office, with respect to the approved budget.
- Collaborating with the Housing Department when necessary.
- Managing Lands Office staff, including annual staff evaluations.
- Fulfilling other related duties as required.

Skills and Qualifications:

- Successful completion of a post-secondary degree or certificate program in administration, community planning, lands and resource management, or related disciplines, coupled with a minimum of 3 years of experience in managing Reserve lands, or an equivalent combination of skills, knowledge, and experience.
- Completion of the First Nations Lands Management Certificate Program or a similar course in an accredited program would be a preference.
- Training or experience in budget development and management.
- Demonstrated extensive network and high-level contacts within federal, provincial, and municipal governments, other First Nations organizations, funding agencies, banks, and the non-profit sector.
- Profound knowledge and experience in program delivery within the context of First Nations culture and history.
- Exceptional oral and written communication skills.
- Proficiency in computer applications and systems.



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- Ability to write proposals and apply for grants.
- Skilled in handling sensitive and complex issues with tact and good judgment.
- Ability to maintain strict confidentiality.
- Willingness to travel occasionally for meetings.
- Possession of a valid driver's license and access to a vehicle for work purposes.
- Successful completion of a Criminal Records Check.

Join the Musqueam team and become an integral part of their community focused First Nations Government, deeply rooted in the wisdom of their heritage. This role is based out of Musqueam's Administrative Office, which maintains a drug and alcohol-free environment, fosters a welcoming business casual culture, and grants access to a community fitness center and gym. Additionally, employees will enjoy the advantages of a comprehensive group benefits plan and a pension plan. Conveniently situated with ample free parking, picturesque nature trails at UBC, and the tranquility of the nearby Fraser River, you'll thrive in a dynamic work setting surrounded by diverse shops, restaurants, and services.

If you feel you have the demonstrated background and are interested in learning more about this opportunity, please forward your resume to kam.ketler@clearchoicehr.ca. We thank all candidates for their interest; however, only those selected to move forward will be contacted.