Employment Opportunity

Tumuhw, Registration and Property Tax Manager

Reference No. LNR-LANMAN-TRPTM-1125

PURPOSE: Reporting to the Lulumexun Lands and Natural Resources Associate Director, the Tumuhw (Land Code), Registration and Property Tax Manager is responsible for overseeing the registration, administration, and taxation of lands within Cowichan Tribes' jurisdiction. This position ensures that land and property records are accurate, up to date, and compliant with applicable laws, policies, and Quw'utsun Tumuhw. The position will lead the assessment, billing, and collection of property taxes, and support land management initiatives that promote transparency, accountability, and sustainable development. This is a full-time, permanent position that works primarily in the office with minimal local travel required.

COMPENSATION AND BENEFITS: Cowichan Tribes offers an excellent benefit and pension plan available after successful completion of the probationary period. The position includes paid training, paid vacation and paid sick leave. Depending on experience, the position starts at $55.05-$58.97 per hour ($100,193.56 - $107,330.28 annually).

RESPONSIBILITIES:

Land Registration and Records Management:

- Manage and maintain accurate land title, leases, land transfers, permits**,** and interest records under the First Nations Land Registry System (FNLRS)
- Ensure all land transactions comply with First Nation laws, land codes, and applicable federal regulations
- Develop and maintain a secure, organized, and accessible land registry system (electronic and physical)
- Coordinate with legal counsel, surveyors, and Lands Advisory Board Resource Centre (LAB) as needed
- Other related duties as required

Lease Management and Trust Land Administration:

- Oversee the management, monitoring, and renewal of leases on lands held by the Nation in trust on behalf of its citizens
- Ensure lease agreements are compliant with First Nation laws, trust obligations, and applicable federal requirements
- Maintain an up-to-date lease registry and track key dates for renewals, rent reviews, and expirations
- Coordinate lease negotiations, extensions, and amendments in consultation with lessees, and legal advisors
- Ensure fair market value assessments and appropriate rent structures are applied to trust and community-held lands
- Prepare monthly payment distribution statements to citizens based on percentage of ownership of occupied leased lands
- Prepare reports and recommendations regarding lease revenues, compliance status, and strategic land use opportunities
- Provide licensing and certification support and facilitation (e.g. Certificate of Transport, etc.)
- Other related duties as required

Property Assessment and Taxation:

- Administer the Cowichan Tribes' Property Taxation Law and related regulations
- Oversee the annual property assessment roll in coordination with external assessors and the First Nations Tax Commission (FNTC)
- Prepare, issue, and track tax notices, payments, and collections
- Manage tax arrears and recommend appropriate enforcement actions consistent with policy and law
- Develop and implement procedures for appeals, exemptions, and adjustments

- Prepare reports and financial summaries for the Finance Department
- Other related duties as required

Policy Compliance and Reporting:

- Ensure compliance with Quw'utsun Tumuhw (Land Code) and related bylaws or policies
- Draft amendments and updates to laws, regulations, or policies as required
- Support the development of new land management and revenue generation initiatives
- Monitor legislative and regulatory changes impacting land registration and taxation
- Prepare monthly, quarterly, and annual reports on land transactions and tax collections
- Contribute to departmental budgets, audits, and financial planning
- Maintain confidentiality and ensure data integrity in all records and transactions

Communication and Liaison:

- Serve as the primary contact for community members, lessees, and businesses regarding land and property taxation matters
- Provide information sessions, notices, and educational materials to promote understanding of land and tax processes
- Collaborate with other departments, such as Finance and Sustainable Housing, to ensure coordinated land administration
- Liaise with federal and provincial agencies, assessors, and consultants

Provide Supervision to Program Staff:

- Supervise program staff
- Participate in recruitment and lead orientation of new team members
- Provide administrative support to program staff including but not limited to approval of leave requests, training request, mileage, and overtime
- Ensure compliance of staff with internal and external policies and procedures
- Provide professional guidance and support to staff as needed
- Manage and document employee complaints, follow up steps, and discipline
- Other related duties are required or assigned

EDUCATION AND EXPERIENCE: ***(please attach all required documents)***

- Post-secondary degree in Land Management, Public Administration, Business, or a related field required
- Minimum three-five years' managerial experience in land management, taxation, or municipal style administration, preferably within a First Nation context required
- Experience with the First Nations Land Management Act, First Nations Fiscal Management Act, and First Nations Tax Commission processes considered a strong asset
- Familiarity with GIS, land registry systems, and financial management software
- Satisfactory Criminal Record Check (C.R.C) required
- Valid B.C. Driver's License and reliable vehicle required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong understanding of land tenure, title, and registration systems
- Knowledge of property assessment and taxation principles
- Excellent organizational and record keeping skills
- Strong analytical and problem-solving abilities
- Ability to interpret and apply legislation, policies, and regulations
- Effective communication and interpersonal skills with colleagues**,** community members and external partners
- Advanced critical and strategic thinking, organizational and problem-solving skills

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.
We thank all applicants in advance but only shortlisted candidates will be contacted.

Employment Opportunity

Tumuhw, Registration and Property Tax Manager

Reference No. LNR-LANMAN-TRPTM-1125

- Proficiency in Microsoft Office and database management
- Commitment to confidentiality, integrity, and community service
- Experience working directly with Indigenous communities and governance structures
- Knowledge of local land history, culture, and traditional land use practices
- Knowledge of Quw'utsun culture, protocols, teachings, geography and language or a willingness to learn considered an asset
- Knowledge of Cowichan Tribes' organization, business, operations, and community relationships considered an asset

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references to Human Resources by email or in person before the deadline with the Reference No. included. If you are emailing your application, indicate the Reference No. in the subject line of your email.

2024 CANADIAN HR AWARDS
EXCELLENCE AWARDEE
CANADIAN HR TEAM OF THE YEAR (FEWER THAN 500 EMPLOYEES)

Reference No. LNR-LANMAN-TRPTM-1125
Cowichan Tribes Human Resources Department
435 Trunk Road – Unit 302 (third floor)
Duncan, BC, V9L, 2P5
Email: resume@cowichantribes.com
Website: http://www.cowichantribes.com/employment
Deadline: Tuesday, December 2, 2025 at 4:00 p.m.

SCAN ME

TO LEARN MORE ABOUT HOW TO APPLY

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.
We thank all applicants in advance but only shortlisted candidates will be contacted.