



JOB DESCRIPTION

Position: Climate Action and Policy Planner

Union: CUPE Local 374

Approval Date: October 11, 2024

1. FUNCTION

Reporting to the Director of Community Planning, this position will focus on the development, implementation, and maintenance of municipal planning policy with a dual focus on long-range planning policy initiatives and climate action projects that lead to the reduction of GHG emissions, climate change mitigation and climate change adaptation in Sidney. Key tasks for the position will be to support the development and implementation of planning documents that support these goals, including the Town's Official Community Plan, Zoning Bylaw, Economic Development Plan, and the Climate Action Plan, as well as bringing a long-range planning policy and climate action perspective to other documents, projects, and initiatives. This position may also be responsible for supporting broader capacity-building and knowledge-sharing activities and deliverables, as required.

This position requires a high degree of time management and organizational skills to work effectively in a busy office environment. Strong communication and interpersonal skills are required to facilitate inter-department information sharing, collaboration, and project assistance. The ability to work in a team-oriented environment and maintain effective working relationships with stakeholders is required. This position also requires the ability to work independently, multi-task, and take initiative.

2. TYPICAL DUTIES

- a) In collaboration with other Town of Sidney staff and departments, deliver on key priorities in the Town's Climate Action Plan via ongoing development and implementation of a Climate Action work program, and the necessary reporting requirements, based on the goals and objectives of the Plan.
- b) Develop and propose updates to policies and bylaws that will support the goals outlined in the Town of Sidney Official Community Plan, Zoning Bylaw, Economic Development Plan, and Climate Action Plan.
- c) Effectively engage community members in sustainability efforts and initiatives, build partnerships, and collaborate with staff and community stakeholders to achieve measurable progress toward the Town's climate and sustainability goals.
- d) Participate as the Town's representative on the Capital Regional District Climate Action Inter-Municipal Working Group and engage with relevant community and corporate stakeholders in the region to advance policy objectives.
- e) Research and assist in undertaking administrative and bylaw changes for implementation of various GHG reduction programs.

- f) Assist municipal departments in applying climate action/adaptation considerations to projects and initiatives.
- g) Research options for planning for sea level rise and use regional modelling to assist in review of land use policy.
- h) Prepare staff reports and assist in the preparation and management of a variety of Requests for Proposal.
- i) Prepare and submit grant applications and manage grant requirements if successful.
- j) Prepare annual climate action reporting documents.
- k) Review and process less complex development applications and permits (i.e. Development Permits, Development Variance Permits, Hen Keeping Permits) as volumes require. This includes conducting technical reviews to ensure compliance with applicable development bylaws, design guidelines, and the OCP, communicating with applicants to address any issues; and preparing staff reports and making recommendations.
- l) Perform other related duties as may be assigned by manager.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) A strong interest in sustainability, climate change, and environmental issues.
- b) Considerable knowledge in the fields of environmental science, public administration, municipal planning, public policy, engineering, or a related field.
- c) Ability to complete greenhouse gas emissions inventories, develop and implement Climate Action Plans, and track progress on related plans.
- d) Familiarity with provincial climate action guidance and other governmental resources.
- e) Familiarity with annual climate action reporting programs.
- f) Ability to prepare written materials such as reports or project summaries, technical charts, presentations, and public outreach materials.
- g) Ability to liaise with multiple departments on projects.
- h) Ability to organize community events and educational programs.
- i) Strong interpersonal skills – a natural marketer and team player that easily connects with people and can act as a liaison with local and regional agencies, as well as the public.
- j) Strong verbal and written communication skills.
- k) Strong analytical skills – experienced in conducting research and analyzing data.
- l) Independent and a proactive self-starter – can contribute productively and work with minimal supervision, while also working within a team environment.
- m) Flexibility – able to change course quickly and effectively.

4. TRAINING AND EXPERIENCE

- a) Post secondary education in engineering, planning, environment, sustainability, science or equivalent, supplemented with relevant project management and leadership experience.
- b) Minimum of 5 years' experience in the field of engineering or municipal planning, including a minimum of 3 years' experience in climate action and/or adaptation or sustainability initiatives.
- c) Demonstrated understanding of climate change issues and sustainable development within the context of municipal government.
- d) Possession of a valid class 5 B.C. Drivers' License.