



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced
Climate Action and Natural Environment Coordinator
Competition Number 2021-16E

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

As a member of the Planning and Building Services Department and reporting to the Director of Planning and Building Services, this position will focus on planning and implementation of the District's climate action priorities and stewardship of the District's natural environments. The primary responsibility will be working on the implementation of the municipality's Climate Leadership Plan. This position will contribute to the development and implementation of municipal operational and institutional changes that will lead to operational savings and the reduction of GHG emissions. This individual will also focus on the implementation of municipal climate change mitigation and/or adaptation priorities identified in the District's Climate Leadership Plan, Official Community Plan, and other municipal policies and bylaws.

The ideal candidate will possess a degree in environmental science, community planning, engineering, environmental studies, geography, or related discipline and two years of related experience in one or more areas including energy efficiency, GHG emissions reductions, climate change adaptation, sustainable development, or municipal governance with proven experience developing and implementing climate action strategies and initiatives. An equivalent combination of education and experience may be considered.

Please see the attached job description for further information on the duties and requirements of the role.

The wage range for this regular, full-time position is \$42.81-\$46.30. Interested candidates are invited to submit their resume and covering letter, quoting the competition number to resume@csaanich.ca or by dropping it off at the District of Central Saanich Municipal Hall, attention: Human Resources by 4:00 pm on August 13, 2021.

The District of Central Saanich thanks applicants for their interest, and advises that only those candidates under active consideration will be contacted.



Job Description

Climate Action and Natural Environment Coordinator Planning and Building Services Department (pay grade 75)

General Accountability

Purpose

Reporting to the Director of Planning and Building Services, this position will focus on planning and implementation of the District's climate action priorities and stewardship of the District's natural environments. The primary responsibility will be working on the implementation of the municipality's Climate Leadership Plan. This position will contribute to the development and implementation of municipal operational and institutional changes that will lead to operational savings and the reduction of GHG emissions. This individual will also focus on the implementation of municipal climate change mitigation and/or adaptation priorities identified in the District's Climate Leadership Plan, Official Community Plan, and other municipal policies and bylaws.

Illustrative Duties

Policy and Program Development

- Implements the District's Climate Leadership priorities, including the Climate mitigation and adaptation initiatives in the District's Climate Leadership Plan, focusing on reducing District and community wide GHG emissions in a variety of areas, including but not limited to land use, transportation, buildings, solid waste and municipal operations
- Participates, as the District's representative, on the Capital Regional District Climate Action Working Group
- Recommends and develops corporate policies, guidelines programs and regulations to protect and enhance the natural environment
- Processes environmental development permit applications, working with property owners and environmental specialists, including preparing reports and recommendations to Council
- Assists with the Districts tree management program, including policies, regulations and tree removal permitting
- Seeks out and develops grant applications to support programs, infrastructure and policy development that will achieve the District's Climate Action goals
- Develops, promotes, implements, audits, reports on and oversees community climate action programs. Monitors and evaluates program effectiveness, documents performance trends and recommends modifications to improve the climate action programs

- Works collaboratively within the Planning and Building Services Department and with other departments, municipalities, agencies, federal and provincial departments, consultants, contractors, developers and the community to achieve climate change objectives
- Prepares and presents reports to Council and Committees of Council
- Prepares presentation material, and undertakes the presentation of information before various groups and facilitates meetings and workshops
- Responds to public enquiries and complaints
- Participates in Emergency Operations Center (EOC) training and EOC duties as required
- Performs other related duties as required

Research and analysis

- Conducts research and analysis from a climate mitigation and adaptation lens for a variety of municipal initiatives, policies and programs
- Conducts climate and natural environment research and analysis to assist in the development of land use, transportation, building, environmental, financial and administrative policies and regulations

Community Outreach and Engagement

- Supports the development of an Climate Leadership Education and Awareness Program and other engagement tools for the broader community
- Prepares for and facilitates community engagement activities, including hosting open houses, workshops, and presentations on related subjects

Assessment and reporting:

- Completes assessments of the municipality's performance and progress in achieving the District's climate action goals, reporting to Council in the mid-year, annual and budget reports
- Prepares and submits progress reports to management and council as required
- Prepares annual CARIP reports and ensures alignment with the overall climate vision for the District

Required Knowledge, Skills and Abilities

- Knowledge in the areas of energy efficiency, GHG emissions reductions, climate change adaptation, sustainable development, natural environment, and asset management
- Knowledge of climate change issues and sustainable development within a municipal context
- Knowledge of standard research methods and techniques and analytical skills
- Excellent oral and written communication skills including strong presentation and report-writing skills
- Excellent organizational, project management, analytical and problem-solving skills
- Working knowledge of word processing, spreadsheets, and relevant software applications
- Knowledge of program development processes and how to implement new initiatives, including planning, costing, team building, implementation strategies, feedback, and evaluation techniques
- Ability to perform research and apply standard statistical techniques
- Ability to set priorities, carry out multiple tasks at the same time, meet deadlines and work under pressure
- Ability to promote and contribute to a positive team environment
- Strong time management and organization skills to work effectively in a busy atmosphere

- Strong relationship building skills are required to maintain effective working relationships, provide information and assistance and liaise with the public, elected officials, outside agencies and other stakeholders
- Ability to work independently, multi-task and take initiative

Requirements

- Degree in environmental science, community planning, engineering, environmental studies, geography, or related discipline and two years of related experience in one or more areas including energy efficiency, GHG emissions reductions, climate change adaptation, sustainable development, or municipal governance with proven experience developing and implementing climate action strategies and initiatives. An equivalent combination of education and experience may be considered.

Approved by:

Signature of CAO: Original signed by Christine Culham

Date: May 3, 2021

Signature of Manager: Original signed by Jarret Matanowitsch

Date: April 30, 2021