



JOB DESCRIPTION

Position: Climate Action Planning Technician

Union: CUPE Local 374

Approval Date: April 4, 2025

1. FUNCTION

Reporting to the Director of Community Planning, this position will focus on the development, implementation, and maintenance of municipal planning activities with a dual focus on long-range planning 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 assist in 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. This position may also be responsible for supporting broader capacity-building and knowledge-sharing activities and deliverables, as required.

This position requires 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.

2. TYPICAL DUTIES

- a) In collaboration with other Town of Sidney staff and departments, assist in the delivery of key priorities in the Town's Climate Action Plan via implementation of a Climate Action work program, and the necessary reporting requirements, based on the goals and objectives of the Plan.
- b) Assist in the development of policies, bylaws, and bylaw amendment proposals that will support the goals outlined in the Town of Sidney Official Community Plan, Zoning Bylaw, Economic Development Plan, and Climate Action Plan.
- c) Provide information to the public regarding municipal, regional, and provincial sustainability programs and initiatives. Engage with other staff and community stakeholders to help implement the Town's policy, climate, and sustainability goals.
- d) Participate as a member of the Capital Regional District Climate Action Inter-Municipal Working Group and engage with relevant community and corporate stakeholders in the region to share information and advance policy objectives.
- e) Research and assist in undertaking administrative and bylaw changes for implementation of various GHG reduction programs.
- f) Assist in applying climate action/adaptation considerations to projects and initiatives from various municipal departments.
- g) Research options for planning for sea level rise and use regional modelling to assist in review of land use policy.

- h) Prepare computer generated maps and graphics.
- i) Prepare and submit grant applications and assist in managing grant requirements if successful.
- j) 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.
- k) Perform other related duties as may be assigned by supervisor.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) A strong interest in sustainability, climate change, and environmental issues.
- b) Knowledge in the field of environmental science, public administration, municipal planning, public policy, or a related field.
- c) Familiarity with provincial climate action guidance and other governmental resources.
- d) Familiarity with annual climate action reporting programs.
- e) Ability to prepare written materials such as reports or project summaries, technical charts, presentations, and public outreach materials.
- f) Knowledge of project management techniques and ability to track progress on projects.
- g) Ability to organize community events and educational programs.
- h) Ability to liaise with internal and external contacts and to establish and maintain effective working relationships with other employees, professionals and the public.
- i) Strong verbal and written communication skills.
- j) Experience in conducting research and analyzing data.
- k) Independent and a proactive self-starter – can contribute productively and work with minimal supervision, while also working within a team environment.
- l) Flexibility – able to change course quickly and effectively.

4. TRAINING AND EXPERIENCE

- a) Post secondary education in planning, environment, sustainability, or science.
- b) Minimum of 2 years' experience in a local government planning environment with 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) Eligible for membership in Planning Institute of British Columbia (PIBC) and the Canadian Institute of Planners (CIP).
- e) Possession of a valid class 5 B.C. Drivers' License.