

**Position Title:** Climate Change Coordinator

**Department:** Planning and Development

**Reports To:** Director of Planning and Development

## Purpose

The Climate Change Coordinator will lead the ongoing development and implementation of the County's Climate Change Action Plan (CCAP). The Coordinator will also contribute to the development and implementation of changes to County policies, procedures and physical assets that will lead to GHG reductions, long-term positive financial impacts, and reduced vulnerability to climate change impacts.

The Climate Change Coordinator will also be responsible for identifying and leading the development of broader capacity-building and knowledge-sharing activities and deliverables between municipalities and the community, as required.

## Responsibilities

### Development of the Climate Change Action Plan

- In conjunction with County departments, municipal partners, and stakeholders, the Coordinator will be responsible for the development and ongoing maintenance of the Grey County's Climate Change Action Plan. This will include the following tasks:
  - Assess the County's current energy use and climate change adaptability (e.g. create a GHG inventory, assess the vulnerability of infrastructure to climate change impacts, etc.).
  - Develop and promote the adoption of County and municipal operational and institutional changes that will ensure climate adaptation over longer term for the County.
  - Assist with or lead public education programs and organize stakeholder consultations.
  - Work with the Climate Change Task Force, as well as the internal and external working groups to finalize the CCAP.

- Develop measurement and monitoring protocols in accordance with the Canadian Federation of Municipalities Partners for Climate Protection framework.

## Implementation and Monitoring of the Climate Change Action Plan

- Lead the County through the milestones of the Partners for Climate Protection Program, including implementation and monitoring of the Climate Change Action Plan. Report progress to senior management, Council, municipalities, and community groups.
- Liaise with senior management, departments, and municipalities to manage sustainability initiatives in decision-making and operations.
- Maintain a strong relationship with the County and municipal Purchasing staff in order to optimize green procurement in all operations, facility equipment efficiencies and life cycles.
- Liaise with departments and municipalities to ensure sustainability is considered in the specification of capital equipment retrofits and replacements, capital projects, and construction and retrofit of County or municipal facilities, providing cost and environmental/GHG impact analysis where appropriate.
- Promote Grey County as a climate leader and sustainable organization, networking with related local, regional, and international organizations, actively contribute to sustainability initiatives by representing Grey County and member municipalities.
- Recommend policies and procedures directed toward supervision and management of energy conservation and sustainable corporate operations; develop annual objectives and strategies to support sustainability.
- Work with departments to maintain systems, processes, and plans for reporting on and analyzing corporate energy expenditures, GHG inventories including carbon footprint reduction or increase and related key performance indicators, staying abreast of new developments in sustainability within the province, Canada, and globally.
- Work with departments to format energy usage reports, investigate building energy usage on request, analyze anomalies, and recommend solutions.
- Assist with utility data gathering processes, creation of reports to facility managers and senior management, and meeting any Provincial requirements.

- Work with departments to oversee all sustainable operations initiatives that are directed by Council and supportive of the goals, mission, and vision of the CCAP.
- Coordinate sustainability initiatives by organizing, administering, and facilitating multi-stakeholder meetings and teleconferences.
- Work with staff to support internal green initiatives on request and coordinate the collection of energy and GHG savings data derived from said initiatives.
- Maintain an awareness of current energy market trends and potential impacts on the County, make recommendations on annual utility budgets and provide feedback to senior management and Finance throughout the year on potential impacts to those budgets.
- Work with Communications staff to develop and implement promotional, awareness, educational materials and opportunities for the County, municipalities, and stakeholders on sustainable operations.
- Provide support for renewable energy projects within County or municipal operations, including but not limited to investigating opportunities with regard to solar rooftop installations and providing analysis and business cases on request.
- Lead research into federal, provincial, and private sector funding for energy and sustainability projects, oversee applications for funding, and manage progress and financial reporting requirements.
- Ensure accuracy of GHG output and energy use usage calculations as required e.g. in the case of vehicle or equipment upgrades, and report on all savings and cost avoidance achieved by the County's CCAP implementation efforts.
- Provide support to the County's member municipalities and their respective Councils, County Council, senior management, staff, and vendors with regard to energy management and sustainable operations programs.
- Provide support or lead sustainable operations related projects across the corporation e.g. reduced use of plastics within County facilities, composting, and office supply re-use programs.
- Provide support with regards to green building and green fleet initiatives as required.

## Other Duties

- Prepare program reports for management and Council and participate in committees as assigned.
- Performs other related duties as assigned by the Director of Planning and

Development.

- Comply with Provincial and County occupational health and safety legislation, regulations, policies, and procedures.
- Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

## Working Conditions

Usual hours of work are thirty-five (35) per week, Monday to Friday. Overtime is required to deal with the demands of the position, such as evening meetings that are convened for the public and committees' convenience, plus normal operational and statutory deadlines, and peak periods.

Occasional off-site meetings are required; must have a personal automobile available for travel.

## Contacts

### Internal Working Relationships

Discusses plans, priorities and receives general policy direction from the Director and other senior staff outside the Planning department. Works with staff and/or department heads in other County Departments. Prepares and presents reports to Committee of the Whole or associated task forces.

### External Working Relationships

Staff and Council of member municipalities, neighbouring counties/municipalities, as well as Provincial Ministries, Conservation Authorities, farm organizations, and business associations. Solicitors, consultants, developers, contractors, special interest or user groups, businesses, and the general public.

## Knowledge and Skill

- Well-developed leadership skills and demonstrated ability to foster collaboration and consensus
- Four-year university degree in Environmental Resource Management, Environmental Science, Sustainability, Geography, Planning, Engineering, or a related field.
- Minimum of four years' experience in a related area, preferably in a municipal setting.

- Up-to-date knowledge of climate change issues and sustainable development principles and practices.
- Working knowledge of solar, wind and geothermal energy systems, greenhouse gas and carbon measurement concepts, electric vehicle charging units and other green energy concepts.
- Familiarity with the *Electricity Act* and the broader public sector reporting requirements, as well as any other related legislation with regard to carbon tax and carbon pricing.
- Excellent organizational, analytical, investigative, report writing, communication, presentation, and public speaking skills.
- Demonstrated presentation, project management and administrative skills with ability to develop recommendations for a wide range of climate change initiatives.
- General knowledge of public policy, practices and current issues affecting local government with a broad understanding of the two-tier municipal governments.
- Ability to respect confidentiality, and to communicate effectively and courteously with all levels of staff, external government agencies/authorities, elected officials, media, the development community, business groups, farm organizations, special interest or user groups and the general public.
- Proficiency in Microsoft Office products.
- Working knowledge of Geographic Information Systems software or web applications.
- Experience with asset management planning or software would be beneficial.
- Experience with GHG software and conducting GHG inventories would be an asset.
- Interdisciplinary background is an asset as the position requires working across many departments and sectors.
- A valid driver's license (minimum G2 Class) and access to a reliable vehicle.

## Impact of Error

Judgement errors could cause potential harm to the public image through failure to exercise diplomacy when dealing with the public or government officials. Errors in judgement, miscommunication and breach of confidentiality would result in unfavourable relations between staff, council, and the public and a loss of trust in the County's Climate Change Action Plan. A misinterpretation of County policies or provincial guidelines could directly impact public safety or the natural environment.

Technical errors could lead to higher legal and administration or materials costs. Errors in judgement or data interpretation may place the County in a position of liability from a financial and environmental perspective.

Staff management errors could reduce departmental and program effectiveness, increase costs or liability, decrease employee involvement or morale, lead to negative public relations, and inconvenience the public, businesses, or farm organizations.