

INCREASE IN STAFFING REQUEST FORM

DATE OF REQUEST: October 2023
POSITION TITLE: Climate Action and Sustainability Co-ordinator
CLASSIFICATION: Non-union
DIVISION: Chief Administrative Officer
DEPARTMENT: Chief Administrative Officer
LOCATION: Township Administration Office
REPORTS TO: Chief Administrative Officer
STATUS: Full-time (35 hours per week)
SUPERVISION: None

General Purpose:

Reporting to the CAO, this position will implement climate action and sustainability initiatives and projects for the Township to reduce municipal green house gas (GHG) emissions and to successfully achieve previously endorsed reduction targets. The position will play a critical role in advancing the Township's strategy to implement the Transform WR Climate Action Plan in addition to other sustainability projects.

Primary Responsibilities:

- The position will provide key strategic leadership, oversight, and coordination to support the Townships corporate and community climate change transition, and to meet the future emission targets and sustainability goals.
- Implement the TransformWR Action Plan and energy management strategies for municipal facilities, operations and infrastructure, to meet previous Council approved greenhouse gas (GHG) reduction targets of 50% by 2030, and 80% reduction by 2050.
- Consult, collaborate and build consensus throughout departments to implement the 45 climate transition actions identified in the Transform WR strategy adopted by Woolwich Council in 2021.
- Assist the Township to become a more resilient low-carbon community through the transition off fossil fuels and to identify means to develop and produce clean and renewable energy.
- Implement changes to Township policies, procedures and physical assets that will lead to GHG reductions, long-time financial impacts, and reduced vulnerability to climate change impacts. Advise of strategies that focus on embedding climate change in the management of municipal assets, fleet, and operations.

- Coordinate training for Council, senior management, and municipal staff, to raise awareness and understanding about their collective role in climate change.
- Work collaboratively with Council, Senior Management, Township departments and community partners to build consensus for municipal sustainability projects.
- Cooperate with all departments to identify and implement corporate wide strategies in both operating and capital budgets to support initiatives such as renewable energy programs, net-zero buildings, green fleet initiatives, waste reduction, building retrofits and reuse of grey water.
- Provide leadership and build consensus with the public, agency partners, cross-departmental staff, community stakeholders and the public leading the development of corporate-wide strategies, oversight of measuring, monitoring, and communicating progress through analytics and updates to Council.
- Provide technical knowledge and skillsets, alongside community development experience for event planning, community engagement and working with various committees.

Green Build Development Standards

- Assist Development Services with policies related to development applications and Green Development Building Standards respecting energy opportunities, electric vehicle adoption, regenerative agriculture, new construction energy retrofit programs and policies.

Committee Support

- Township's representative on various committees including Climate ActionWR, SustainableWR and the Township's internal Green Team.
- Work with the region, neighbouring municipalities and third-party organizations such as SustainableWR and REEP to implement programs such as RetrofitWR that leverage upper-level government funding.

Project Management

- Assist with the development of annual budgets that incorporate energy efficiencies into municipal operations.
- Provide benchmarking, estimates with environmental sustainability and/or energy conservation benefits and provide updates to Council through the quarterly report.
- Research, apply and oversee grants for federal, provincial, and private sector funding for energy and sustainability projects.
- Promote Federal/Provincial grant programs available to residents and/or business for retrofits ie: (Green Building Grant Fund)

Community Engagement

- Develop public education, promotional materials and outreach programs to build community awareness and to promote corporate and community climate mitigation strategies.
- Provide municipal leadership to collaborative working groups including area municipalities, agencies, the community and stakeholder groups.
- Manages the development and coordination of marketing, promotion, media and public engagement activities to promote transformative climate action.
- Develop and host public Woolwich Climate Action events (EV, net zero home tours)

Reporting

- Provide regular updates to Council and SMT through the annual business plan, quarterly report, and annual budget process on project outcomes, consumption data, annual GHG reductions and community initiatives.
- Attend Council as required.
- Assist RCS with the Township's Conservation and Demand Management Plan (O. Reg 507/18)

Knowledge:

Education:

Degree or Diploma in Planning, Environmental Management, Environmental Studies, Sustainability, or related field

Certification/Designation:

Experience:

Demonstrated work experience, knowledge and understanding of sustainability and climate change mitigation strategies, statistical analysis, and data management principles, procedures and practices.

Skills:

The ability to communicate, lead, facilitate consensus building, represent the Township at different tables and negotiate project outcomes with stakeholders.

Solid understanding of municipal programs and services with respect to corporate and community energy use, emissions, and sustainability.

Experience with climate action financing approaches and programs, awareness of potential revenue sources.

Knowledge of policies, procedures, related legislation (Municipal Act, provincial climate legislation), federal and provincial plans, regional and area municipal plans, policies and relevant by-laws.

Ability to make effective recommendations and decisions regarding program approaches and policies, interpretation of legislation, regulations, guidelines.

Ability to write clear and comprehensive reports to Council, staff, community partners and the public.

Salary: **\$76,882 to \$96,103 (Level 5)**

Justification:

The Township has an Environmental Coordinator whose work focuses on trail development, maintenance, greening initiatives and healthy communities. In addition, this position provides support to various Township environmental committees and their annual work plan.

Other strategies are in place that staff in all departments have accommodated within existing work plans and budgets such as energy efficient upgrades to facilities, LED street light conversions, and transitioning from gas powered vehicles and equipment to electric.

In 2021, Woolwich Council endorsed the Transform WR Community Climate Action Strategy being the Region's community wide response to the climate crisis. This plan outlines our long-term strategy to achieve an 80% local GHG reduction target by 2050. Council also supported the ambitious and aggressive ask by the regional 50 by 30 group to reduce our emissions by 50% by the year 2030.

The TransformWR Action plan is a guiding document with 45 action items being the responsibility of the Township to implement. The Township faces a significant gap in dedicated staff resources, with the required knowledge and expertise for successful implementation of the plan, other sustainability initiatives, or community outreach and education.

Without additional resources, the Township will not be able to advance the TransformWR Action Plan and unable to meet previously endorsed GHG reduction targets. To make real and impactful operational changes to mitigate the adverse effects of municipal operations on climate emissions, Council needs to make a courageous decision to on-board a full-time staff person who will be pivotal in building the foundation in building the work plan and implementation strategy.

Advancing the position will confirm the Township's commitment to climate action, to ensure the Township applies a broad perspective to operations and capital planning. In addition to implementation of the TransformWR Action Plan, the position will research and capitalize on existing resources available in the Region to assist staff, Township Environmental Committees, the internal Green Team with cost-effective projects and retrofits, green building development by-laws, procurement, asset renewal, policy implementation, education, and sustainable operations. Continued facilitation of this additional but important work is not sustainable with existing staff resources, current workload pressures and core responsibilities.

Staff recommend that the position be funded by the Climate Action/Green Infrastructure Reserve Fund in 2024 and 2025 with staff reporting back during 2026 budget deliberations on future funding options.