

Municipal Planner

Overview

Community Energy Association (CEA) is seeking a Municipal Planner with 5 -7 years experience to join our quickly growing organization and support various projects, programs, and ideas which are aimed at reducing greenhouse gas (GHG) emissions in the transportation and building sector. This role will leverage technical planning skills, strong policy knowledge and project management skills to provide thought leadership and project management contributions primarily to the Transportation Service Area (80%) with support to the Built Environment Service Area (20%), both in the projects currently underway and initiatives of interest for future expansion.

The Transportation Service Area currently supports a variety of municipalities, First Nations, and local governments in electric vehicle adoption, EV infrastructure deployment, and low-carbon transportation planning. The Transportation Service Area is seeking to expand the range of projects and services we offer in the low carbon transportation space. This may include: expansion in active transportation planning; transportation demand management - including low carbon resilience and equity in transportation projects; and electric mobility hubs.

The Built Environment Service Area currently supports a variety of municipalities, First Nations, and local governments in applying technical solutions available to communities to lower emissions and build resilience in the built environment. The team identifies and implements low-carbon pathways for buildings and other local infrastructure that advances community priorities.

Some examples of our current work include:

- Accelerating electric vehicle (EV) adoption in underserved rural and remote communities across Canada through the facilitation of public EV charging infrastructure, the sharing of resources and best practices, and supporting capacity building in communities.
- Partnering with rural municipalities in British Columbia to design and implement holistic e-mobility solutions, aiming to provide communities with access to micromobility modes including e-bikes and e-scooters and encouraging a shift 'beyond the car'.
- Guiding local governments through Medium and Heavy Duty (MHD) EV adoption, by engaging with stakeholders to identify key barriers and provide targeted education and awareness to address knowledge gaps.
- Performing EV Gap Analysis for cities in Canada, using ArcGIS software to interpret varied datasets to ultimately identify gaps in public EV charging infrastructure.

- Learning from our First Nations and Indigenous collaborators to co-design Low Carbon Transportation Planning solutions, and supporting a better transportation landscape for all First Nations.
- Supporting Whistler, Squamish, and Rossland with operation of the Retrofit Assist program, aimed at reducing greenhouse gas (GHG) emissions in existing residential buildings.
- Capacity building initiatives for tradespersons working across the existing and new construction residential building sector
- Awareness, education, and implementation of Step Code

[Our team](#) of over 50 staff continually inspire each other by being profoundly committed, each day, to our shared purpose and delivering high-quality, impactful work. To continue to empower personal and organizational excellence, CEA respects and supports each staff as necessary, including work flexibility and professional development. To learn more about our policy on caring for clients, people and planet, you can read our report, [Going Beyond](#).

[Our work](#) includes developing and re-booting community energy plans, creating plans and drafting policy for local and Indigenous government operations, publishing research, educating local government staff and elected officials, celebrating local government achievements, assessing renewable energy opportunities, and deploying related infrastructure. Increasingly we are focused on scaling our work regionally, provincially and nationally.

[Our clients](#) include governments of all levels across all of Canada, with a focus in British Columbia. We pride ourselves in working especially with smaller, rural, remote, northern, and Indigenous communities to impact transformative change towards a resilient future.

Compensation

Experience-based compensation based on a 35-hour work week and would align with our C2 Salary Band: Project Manager:

- \$80,000 - \$85,000 dependent on qualifications and experience

Benefits

- 5 weeks' vacation, competitive benefits package through Pacific Blue Cross activated after a 3-month probation period
- Employment type: Permanent salaried staff

www.communityenergy.ca

CEA accelerates bold action by local governments and Indigenous communities related to climate and energy.

- Location: Flexible within Canada
- Workplace: Work from home with computer and home office allowance provided

Core Duties

As a certified planner (MCIP®) with experience in the transportation and land-use sector, you are familiar with the various policy levers, planning best practices, and urban design approaches that exist at the local government level to influence emissions associated with the transportation sector. This role will work alongside the Transportation Service Area team members to build on our work in low-carbon transportation planning, support the development of climate action plan recommendations in the context of land-use and transportation, and support the development of new opportunities for the Transportation Service Area. This role will also participate in strategic development of CEA's work in the transportation sector, both in terms of current and future offerings. This role will also support, as necessary, strategic development of CEA's work in the built environment sector.

It is the vision of the Transportation Service Area that CEA enable emission reductions in communities through effective active, zero emission and alternative transportation solutions, and through policy, enable smart community design and development.

Technical Planning Work – 50%

Lead technical planning work as it relates to the development and implementation of Transportation Service Area projects and climate action plans.

- Lead and manage low carbon transportation, active transportation, and electric mobility planning projects.
- Project management: work within a set budget and scope for project delivery; coordinate effectively with project team members.
- Lead or assist with project reporting requirements and production of project deliverables, including transportation-focused plans and strategies.
- Work effectively and develop trust and rapport with clients and funders, as well as internal team members.
- Support proposal scoping and preparation

Policy Analysis – 30%

Support the Transportation and other Service Areas within CEA in the analysis of transportation and land use policy mechanisms to achieve a decarbonized and resilient future.

- Support integration of enhanced transportation and land use policy into existing and future CEA products, including the Community Energy Planner, GHG Inventory, Big Moves Playbook, etc.
- Participate in Capacity and Leadership Development activities to support on relevant topics, as needed.
- Assist with or provide input into the modelling of policy outcomes.
- Undertake research and networking to remain familiar with the regulatory environment and supporting programs to decarbonize transportation in BC and across Canada.

Internal Operations – 20%

Participate in the collaborative decision-making on the evolution and expansion of the Transportation Service Area.

- Contribute to the visioning and strategic development of the Transportation Service Area.
- Identify opportunities to leverage projects to expand or replicate their outcomes and impact.
- Contribute to proposals and move toward leading on proposals.
- Provide expertise to and support across other CEA Service Areas as needed.

Desired Skillset

Required

- Currently registered as a member of the Canadian Institute of Planners (MCIP)
- Self-directed and comfortable with remote work
- Demonstrated project management experience
- Excellent verbal and written communication skills
- Proven contributions to strategic decision-making
- Ability to multitask and manage a diverse range of responsibilities
- Positive attitude and strong work ethic
- Thorough working knowledge of MS Office tools
- Degree from an accredited planning program or equivalent experience
- Experience supporting policy development throughout the policy cycle
- Policy analysis experience including measuring policy outcomes

Nice to have

- Indigenous community experience
- Rural, remote, or northern community experience
- Capacity to work in a dynamic environment with changing priorities
- Flexibility to provide varying levels of support across different projects as required
- Ability to multitask and manage a diverse range of responsibilities
- Ability to adopt a proactive approach to problem-solving
- Familiarity with GIS programs and processes
- Experience creating conceptual designs related to planning work
- Policy modelling experience

To Apply

Apply to HR@Communityenergy.bc.ca by **Friday August 30th 2024**. We thank all applicants for your interest. However, only candidates shortlisted for an interview will be contacted. No telephone inquiries please.

Send a **two-page maximum resume**, and contacts for at least **2 references**.

Provide a **1-2 page OR 3-minute video uploaded to YouTube** and link provided to us summarizing:

- Why you want this position, specifically working with CEA
- Why you will be a great fit for CEA
- Links to, or examples of, at least 3 projects that you are proud of either leading or contributing to
- A short blurb on what your vision for a complete, sustainable transportation system looks like in a rural/regional context with an anchor community of 10,000 people or less.
- 1-2 sentences to summarize why you believe policy to be an excellent lever to support climate action.