

Minimizing Negative Impacts of Waste and Recycling Sites-Officer Job Description

The following is the scope of work and job description that is being used in the recruitment of the Senior Planner who will serve as the officer leading the cross-departmental working group to investigate minimizing negative impacts of waste and recycling sites in Calgary. Council directed Administration through Notice of Motion PFC2021-0222 to create this officer position and present the job description to the Standing Policy Committee on Utilities and Community Services by 2021 Q2.

Scope of Work

Many companies in Calgary store and process waste, recycling and other materials. Some sites are effectively operating as unlicensed and unregulated landfills instead of operating as a temporary processing facility. As these sites do not currently have clear operating standards enforced upon them by The Province or The City of Calgary they have found a largely unregulated space in which to conduct their operations. Subsequently there is the possibility of operational practices that may increase Calgarians' exposure to risks and nuisances.

To address the concerns regarding these sites' operations, Administration has been directed to establish a work group, and to appoint an officer to lead the group in researching, analyzing and reaching (a) conclusions on administratively implementable solutions, and (b) recommendations for Council which may include advocacy to the provincial government for support in implementing any proposed solutions.

Specific direction is to:

- Examine the financial and environmental liability The City would incur in the case of these companies abandoning their sites, and the management of these sites;
- Develop an enforceable strategy for bringing all sites, that store and process waste, recycling and other materials into better compliance (pile height, screening, fire code, environmental, LUB, etc.), minimizing the potential risks they pose;
- Undertake research and outline an initial set of recommendations for how to create enforceable development and operating standards and an enforcement strategy for targeting problematic sites that store and processes waste, recycling and other materials; and
- Prepare a comprehensive list of recommendations on the tools available to Administration, should the enforcement strategy not be an adequate solution to managing the risk associated with these sites, minimizing the potential risks they pose.

Work on this initiative is envisioned to occur in phases:

| Phase | Content | Duration |
|-------|---------|----------|
|-------|---------|----------|

| | | |
|---|---|------------------|
| 1 | Kick-off, work group establishment | Underway |
| 2 | Situational assessment and research/ Stakeholder engagement | 3 months |
| 3 | Development of options and recommendations | 9 months |
| 4 | Reporting to committee and council | 3 months |
| 5 | Implementation of recommendations | 9 months |
| | | 24 months |

Because this initiative requires cross-departmental collaboration, understanding of legislative and land use aspects and stakeholder outreach, Administration has determined that the skillset of a Senior Planner can provide the base requirement for the officer. In addition to this base skillset, the successful candidate should also have additional expertise in waste management facility operations, policies, and related Provincial regulations.

The following job posting is being used in The City's recruitment process:

Senior Planner – Calgary Growth Strategies

If you are committed to public service and enjoy collaborating with others, sharing our values, and having a desire to learn and grow, join The City of Calgary. City employees deliver the services, run the programs, and operate the facilities that make a difference. We support work-life balance and offer competitive wages, pensions and benefits. Together we make Calgary a great place to make a living, a great place to make a life.

We are looking for a Senior Planner to lead an interdisciplinary working group to minimize the negative impacts of waste and recycling sites in the City of Calgary. While these sites provide critical services, The City of Calgary is working to establish sound operational practices and development rules to ensure they can be well integrated into the land uses of the city. The position offers professional opportunities for individuals demonstrating strong leadership and teamwork abilities coupled with proven analytical and policy formulating skills.

The ideal candidate will have experience in leading planning projects with a technical/operations focus related to policy, regulations and systems integration.

Primary duties include:

- Leading a cross-corporate project to minimize the negative impacts of waste and recycling sites
- Coordinating the investigation of an enforceable compliance strategy and development and operating standards, addressing nuisance, community standards, land use regulation and safety.
- Develop project plans, coordinate teams, set priorities, assign work to team members, provide progress reports and make recommendations on project delivery to management.
- Conduct research and technical analysis and formulate recommendations.
- Identify and coordinate with internal and external stakeholders to shape and communicate policies and build support for the implementation.

- Prepare planning policies and technical reports and present recommendations to the appropriate approving authority.
- Provide professional planning advice to internal and external stakeholders; explain planning policies and decisions.
- Coach, direct and train staff on project structure, processes, methods and content, and overall professional planning development.

Qualifications

- A planning degree recognized by the Canadian Institute of Planners (CIP) OR; a related degree and a minimum of six years of progressively more responsible and varied planning experience.
- Eligibility for membership in the Canadian Institute of Planners (CIP) is required.
- Working knowledge of planning legislation and experience in a major urban municipality involving a broad range of projects connected to other levels of government.
- Experience and working knowledge of planning and analysis software including ArcGIS.
- Experience in waste management facility operations, policies, and related Provincial regulations.
- Experience with municipal processes, such as legislation, policy, and report writing, is an asset.
- Proven project management experience; bringing a structured approach to problem-solving and identifying a project's key questions and risks.
- Proven leadership skills; able to motivate staff and adapt to a variety of work environments.
- Strong verbal/visual communication skills.
- Demonstrated ability to work in a customer-oriented and collaborative environment while adhering to tight timelines and changing priorities.

Pre-employment Requirements

Successful applicants must provide proof of qualifications.

- Union: Exempt
- Position Type: Temporary position (Up to 24 months)
- Compensation Level: Level E \$77,891 - 117,609 per annum
- Hours of Work: Standard 35-hour workweek
- Audience: Internal/External
- Business Unit: Calgary Growth Strategies
- Location: 800 MacLeod Trail SE
- Days of Work: This position works a five-day workweek with one day off in a three-week cycle
- Apply By: TBD
- Job ID Number: 0000000