

# Community Sustainability Committee

## 2024-25 Work Plan

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## 1 Committee Overview

### 1.1 Purpose

Parkland County's Long Term Strategic Plan 2040 and Beyond identifies Complete Communities and Respected Environment as Strategic Priority Areas. The purpose of this Committee is to consider matters relating to Complete Communities and Respected Environment, their alignment with the Strategic Goals set out in the Strategic Plan and advise Council of its recommendations.

## 2 Scope

The Committee has an advisory role with no decision-making authority.

### 2.1 Success Criteria and Key Outcomes

The Committee will be deemed a success if:

Success Criteria	Key Outcome
Committee support and services	Sufficient financial and administrative support and services available
Members are engaged	Members attend meetings prepared to participate and provide feedback.
Work plan expectations met	Accomplishing and reporting work plan deliverables
Deliver on time	On schedule
Advice and recommendation uptake	75% of committee advice and recommendations adopted by Council
Stakeholder satisfaction	Overall deliverable satisfaction identified during annual stakeholder survey

### 2.2 Stakeholders

Name/Department	Role
Council	Approve committee work plan annually
Chief Administrative Officer (CAO)	Advise Council on work plan development
Executive Committee	Recommend annual committee deliverables
General Managers	Advise committee on achieving work plan
Parkland County employees	Administratively support the committee
Parkland County residents	Provide feedback on deliverables
Parkland County businesses	Provide feedback on deliverables

### 2.3 Support Team

Name	Role	Business Area
Dave Cross	Executive Sponsor	Community Services Division
Lois Saumer	Administrative Support	Executive

2.4 Deliverables

Item	Description
<b>MUNICIPAL DEVELOPMENT PLAN</b>	Review best practices/policy development and apply member expertise, to develop advice and recommendations on community needs.
<b>LAND USE BYLAW OPTIMIZATION</b>	Apply member expertise to develop advice and recommendations on community needs.
<b>SOCIAL DEVELOPMENT PLAN</b>	Review Implementation Plan and apply member expertise, to develop advice and recommendations on community needs.
<b>NOT FOR PROFIT FUNDING PROGRAM AWARDS</b>	Review, adjudicate and make annual program award recommendations to Council.
<b>PUBLIC SAFETY</b>	Provide advice and feedback to Council and Administration on public safety initiatives.
<b>TRAILS PLAN/STRATEGY/IMPLEMENTATION</b>	Apply member expertise, to develop advice and recommendations on community needs.
<b>ENVIRONMENT PROTECTION FRAMEWORK</b>	Apply member expertise, to develop advice and recommendations on community needs.
<b>JOINT USE AGREEMENT</b>	Review and provide advice and feedback to Council and Administration on Joint Use Agreement
<b>COMMUNITY SERVICES DEPARTMENT ROLE CLARITY AND REFINEMENT</b>	As per the recently completed Organization Review, the Community Services Department will seek feedback and input from the Committee as part of its efforts to clarify its role and Strategic Direction
<b>COMMUNITY CONNECTIONS</b>	Discuss how Parkland County can encourage connections amongst residents, building a stronger, healthier, more vibrant community who help look after each other. Provide advice and feedback to Council and Administration.
<b>RURAL TRANSIT SUPPORTS</b>	Review and provide advice and feedback on rural transit programs to Council and Administration.
<b>BROADBAND</b>	Review and provide advice and feedback on Parkland County's broadband program to Council and Administration.
<b>COMMITTEE METRICS FOR SUCCESS ADVICE AND RECOMMENDATIONS</b>	Review and verify committee metrics of success to develop advice and recommendation on committee needs
<b>EMERGENT ITEMS FROM COUNCIL</b>	Apply member expertise, to develop advice and recommendations on emergent items Council seeks input on
<b>RECOMMENDATIONS FOR 2024-25 WORK PLAN</b>	Review Terms of Reference purpose and request Council provide 2023-24 Deliverables in keeping with the Purpose.

## 2.5 Milestones

Item	Description	Estimated timeline
Interim Report	Report Committee activities to Governance & Priorities Committee	End of Q2
Interim Report	Report Committee activities to Governance & Priorities Committ	End of Q3
Final Report	Provide Committee advice and recommendations to Governance & Priorities Committee	End of Q4

## 2.6 Reporting and Tools

The Committee will report through the Council Governance & Priorities Committee 2 to 3 times per year.

## 3

### Resources/Reference Documents

What other projects are underway that could affect this project?

## 4

### Risks

Description	Probability	Impact	Mitigation Factors
Council's expectations about the deliverable are not met	M	H	Interim and final reporting to Council of committee findings
General Manager's expectations are not met	M	H	Build risk-based thinking and behaviour
Resistance from stakeholders and committee members	M	H	Thorough stakeholder engagement and committee expertise

## 5 Resource Requirements

### 5.1 Staff

Name	Role	Time Commitment (Approximate Hours)
Dave Cross	Executive Sponsor	100
Lois Saumer	Administrative Support	100

### 5.2 Budget

Budget approval by Council with sufficient funds to administer member meeting per Diems, incidentals for hosting the meetings, along with training and conferences.

## 6 Approval

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Name:  
Title:

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Date

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Name:  
Title:

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Date

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Name:  
Title:

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Date