PROJECT PLAN: Integrated Community Sustainability Plan 2016

Project details

Project Name	Integrated Community Sustainability Plan
Project Team	Sponsor: Peter Vana Team Lead: Gabriel Clarke Team: Environment & Community Sustainability Staff Stakeholders: Council; Administration
Description & Purpose	Replace the current Integrated Community Sustainability Plan with an updated Integrated Community Sustainability Plan: • Update Vision Statement and Definitions of Community Sustainability • Undertake baseline analysis – assess current state of affairs • Develop goals and objectives • Develop targets and indicators • Develop action plan • Develop monitoring and reporting framework

Deliverables	• Updated Integrated Community Sustainability Plan
	   o Draft ICSP sections will be presented to Council on a quarterly basis for comment.
	   o The Draft ICSP will be presented to Council at the end of 2016.

Start date	January 4, 2016
Completion date	December 31, 2016
Decision maker	Council
Directive	Council's Strategic Plan 2016-20.
Resources available or required	• **17.5 hrs /week**: – Supervisor, Environment & Community Sustainability • **15 hrs /week**: Summer student (May-August 2016) • **8hrs total** per department/service area Hours identified are "dedicated hours" to the project.
Public Engagement Plan required	Will be required.

Project Work Plan

Step	Deliverables	Milestone date (s)
Council presentation: Overview of MDP update	• Project Work Plan • Consultation Plan • Approval of project vision • Content Outline (information purposes) • Council Presentation	March 8, 2016
Q1 Council update	• Approval of Draft Definitions of Sustainability for each community pillar	March 22, 2016

ICSP Drafting Phase 1 *(Q2 Council update)*	• Draft Introduction, Community Vision and Definitions section
	• Approval of Goals, Objectives and Targets for:
	   o Social and Cultural Pillar
	   o Environment Pillar
	   o Economy Pillar
	• Council presentation
		May 10,2016

ICSP Drafting Phase 2 *(Q2 Council update)*	• Approval of Goals, Objectives and Targets for:
	   o Built Environment Pillar
	   o Governance Pillar
	• Council presentation
		June 28, 2016

ICSP Drafting Phase 3 *(Q3/Q4 Council update).*	• Approval of Action Plan:
	   o Social and Cultural Pillar
	   o Environment Pillar
	   o Economy Pillar
	• Council presentation
		September/October 2016

ICSP Drafting Phase 4 *(Q4 Council update)*	• Approval of Action Plan:
	   o Built Environment Pillar
	   o Governance Pillar
	• Council presentation
		November 2016

Finalize draft ICSP	• Draft ICSP Adoption
	   o Final Draft ICSP text
	   o Final Draft Indicator section
	   o Final Appendices
	• Council Presentation
		December 2016

Out of scope

These activities are not part of the scope of the ICSP update:

- Research on topics not defined in the "ICSP 2016 content outline" document.
- Consultation not outlined in the "ICSP Consultation Plan".
- Updates to any policy, bylaw, plan, study or report that supports the ICSP.

Process and Communications

- Bi-weekly meetings: Team Lead and Project Sponsor.
- Quarterly meetings: Project Team.

- Council will be provided quarterly updates on the ICSP update.
- "Ad-hoc meetings" with administration will be required throughout the ICSP update.

Team meeting Schedule

Meeting	Objective	Outcome
1	- Review of ICSP project plan - Review of draft vision statement	ICSP project plan ready for Council presentation. Draft vision statement ready for Council presentation.
2	- Review of draft definitions of sustainability for 5 pillars	Draft definitions of sustainability are ready for Council presentation.
3	Review of draft goals, objectives and targets for: - Social/Cultural pillar - Environment pillar - Economy pillar	Draft goals, objectives and targets are ready for Q2 Council update.
4	Review of draft goals, objectives and targets for: - Built Environment Pillar - Governance Pillar	Draft goals, objectives and targets are ready for Q2 Council update.
5	Review of draft action plan for: - Social/Cultural pillar - Environment pillar - Economy pillar	Draft action plan is ready for Q3/Q4 Council update.
6	Review of draft action plan for: - Built Environment Pillar - Governance Pillar	Draft action plan is ready for Q4 Council update.
7	Review Draft ICSP	Draft ICSP for Council review.

Consultation Plan

Project Name:	Integrated Community Sustainability Plan (ICSP) Update 2016
Department Responsible:	Environment & Community Sustainability Services
Project Manager:	Gabriel Clarke
Project Participants:	Gabriel Clarke – project lead writer Environment & Community Sustainability Services staff
Project Description:	To replace the 2011 ICSP with a new (updated) Integrated Community Sustainability Plan.
Decision being made:	Approval of new Integrated Community Sustainability Plan.
Decision makers:	Council will make the final decision based on recommendations from Environment & Community Sustainability Services.
Scope of this decision:	Council will be asked to approve the updated ICSP. The ICSP will function as the County's sustainability roadmap.
Timeline for decision:	The Draft ICSP will be presented to Council in Q4 2016. Final decision will be requested in Q4 2016 / Q1 2017.
Reason for public consultation:	• To inform the public and stakeholders that the draft ICSP has been completed. • To seek feedback on various actions in the draft ICSP from the public and stakeholders.
Level of public consultation:	• The primary level of engagement will be **consult.** Public and stakeholders will be consulted of the various draft actions already prepared in the draft ICSP and asked to provide practical feedback on the actions. Administration will undertake changes to the draft ICSP <u>where</u> feedback on policies align with Council's overall direction as identified in the Council Strategic Plan, <u>and where</u> feedback aligns with the overall ICSP vision and Theme Areas.
Information being sought from the public:	• Feedback on draft ICSP actions.
How information from the public will be used in the decision-making:	• Comments gathered from the public and stakeholders on the draft ICSP actions will help shape the final document going forward to Council.

Strategy:
- Multiple consultations have occurred for this project as part of the Community Sustainability Development Plan (CSDP). These include public open houses and workshops, committee meetings, and on-line engagements. As such, the primarily focus at this time for the ICSP will be to consult with the public and stakeholders on draft actions developed for the new ICSP.

- Environment & Community Sustainability Services envisions <u>three structured open houses</u> throughout the County where residents and stakeholders will have the opportunity to review the draft ICSP actions and to provide feedback.

- Tentative schedules for open houses include:
  - Open House # 1: late September 2016
  - Open House # 2: mid-December 2016
  - Open House # 3: mid-January 2017

- ICSP open houses will occur simultaneously to public open houses for the Municipal Development Plan (MDP) update.

- Environment & Community Sustainability Services also envisions the <u>potential for</u> several, small focus group meetings with County Advisory Committees and select stakeholders to review the draft ICSP actions and to seek feedback on the actions.

- Administration will ensure that open house and focus group sessions occur after Council ICSP updates as outlined in the ICSP project workplan. This approach gives Council the first review of all ICSP actions prior to review by committees, stakeholders, and the public.

Q3 2016 Open House (late Q3)	• present interim action highlights to date • seek feedback on action sections to date
Q4 2016 Open House (late Q4)	• present key action highlights and to date • identify how feedback from open house 1 has been incorporated • seek feedback on missing sections of the draft ICSP
Q1 2017 Open House (early Q1)	• highlight the draft revised ICSP • identify how feedback from open house 1 and 2 have been incorporated
Q4 2016 potential focus groups (up to 4 max)	• Share specific ICSP actions with select stakeholders and seek feedback on specific policy areas

Approval

Project lead writer: _____   _____
                                    (*name*)   (*date*)

Manager: _____   _____
                        (*name*)   (*date*)

General Manager: _____   _____
                                (*name*)   (*date*)