

Community Sustainability Committee

2017 Work Plan

Document History

Version	Author	Date	Summary of Changes
0.1	Doug Tymchyshyn	January 10, 2017	Original version

Distribution

Name	Function

Table of Contents

1	Committee Overview	4
1.1	Purpose	4
1.2	Function	4
1.3	Objectives	4
2	Scope	4
2.1	Constraints	4
2.2	Success Criteria and Key Outcomes	4
3	Structure, schedule and governance	5
3.1	Stakeholders	5
3.2	Support Team	5
3.3	Deliverables	6
3.4	Milestones	6
3.5	Reporting and Tools	6
4	Related Projects.....	6
5	Risks	6
6	Resource Requirements.....	7
6.1	Staff.....	7
6.2	Budget.....	7
6.3	Costs	7
7	Approval	8

1 Committee Overview

1.1 Purpose

Parkland County's 2016-2020 Strategic Plan identifies Healthy Communities and Environment as Strategic Priority Areas. The purpose of this Committee is to consider matters relating to Healthy Communities and Environment, their alignment with the Strategic Goals set out in the Strategic Plan, and advise Council of its recommendations.

1.2 Function

The Committee will make recommendations to Council Committee of the Whole that help achieve Council's annual strategic priorities for the Committee. The annual strategic priorities will be determined at Council's annual strategic planning session. The Committee will provide advice to Administration regarding plans and concepts referred to it by Council. The Committee may recommend to Council changes to the Terms of Reference. Any scope change beyond paragraph 3.3 of this Work Plan must be approved by Council.

1.3 Objectives

The Healthy Communities Strategic objectives are:

- i. To inspire community-building through direct investment, community development expertise, and support to volunteers;
- ii. Create well planned parks, open spaces and recreational facilities that meet the needs of the community are interspersed throughout the County;
- iii. Provide residents opportunities to participate in meaningful public engagement opportunities;
- iv. To diversify housing options to attract and retain residents of all generations within the community; and
- v. Ensure resident access to programs, services and infrastructure that contribute to their wellbeing and quality of life opportunities for diversity, innovation and entrepreneurship;

The Environment related Strategic objectives are:

- i. To create a healthy landscape that sustains agriculture, wildlife and natural spaces;
- ii. To promote environmental stewardship through resident participation community education; and
- iii. Greenhouse gas emission reduction and energy efficiency improvement.

2 Scope

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

2.1 Constraints

The Committee does not have the power to:

- i. Enter into agreements;
- ii. Spend money;
- iii. Direct county employees; or
- iv. Bind or obligate the County in any other manner.

2.2 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
Stakeholder engagement	Stakeholder feedback obtained , evaluated and implemented through information and education campaigns

Work plan expectations met	Accomplishing and reporting work plan deliverables
Deliver on time	On schedule and on budget
Advice and recommendation uptake	75% of committee advice and recommendations adopted by Council
Stakeholder satisfaction	Overall deliverable satisfaction identified during annual stakeholder survey

3 Structure, schedule and governance

The Committee may have up to 9 members, up to 3 of which may be Councillors. Councillors will be appointed annually at the Council Organizational Meeting. Other Members will be appointed by resolution of Council for a term not to exceed 4 years.

Council will encourage applications from individuals with a diversity of experience and backgrounds. Individuals with experience or familiarity in areas including, but not necessarily limited to, youth and/or seniors organizations, the arts, environmental organizations, industry/business, earth sciences, agriculture or recreation will be encouraged to apply. Members are not required to be a resident of Parkland County.

Council may at its discretion, by resolution, revoke the appointment of any Member. Council may by resolution fill any vacancy that may arise during a term.

Members will be required to read and adhere to the Code of Conduct, Workplace harassment and Health & Safety policies of Parkland County while acting as members of the Committee.

Meetings will be open to the public and conducted in accordance with the Parkland County Meeting Procedure Bylaw 2015-06, except for as may be varied by the Terms of Reference. The Committee shall hold meetings 6 times per year, or as otherwise called by the Chairperson.

At the first meeting in each calendar year the Committee will elect a Chairperson and Vice Chairperson from among the public members. A majority of the appointed Members will be quorum. The majority vote of those Members present at a meeting shall constitute a decision of the Committee.

The Chief Administrative Officer will appoint an Administrative Representative to support the meetings of the Committee.

3.1 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

3.2 Support Team

Name	Role	Business Area
Dave Cross	Executive Sponsor	Community Services Division
Legislative Officer	Administrative Support	Legislative Services

3.3 Deliverables

Item	Description
Municipal Development Plan (MDP) & Integrated Community Sustainability Plan (ICSP) advice and recommendations	Review plans, obtain feedback from stakeholders, and apply member expertise, to develop advice and recommendations on community needs
Lake stewardship advice and recommendations <ul style="list-style-type: none"> Advice and recommendations on Watershed Plan Best practices advice 	Review lake stewardship practices and plans, obtain feedback from stakeholders, and apply member expertise, to develop advice and recommendations on community needs
Alternative Land Use Services (ALUS) and Green Acreages growth plan advice and recommendations	Review ALUS and Green Acreages programs, obtain feedback from stakeholders, and apply member expertise, to develop advice and recommendations on community needs
Educational review and best practices advice and recommendations	Review education and best practices, obtain feedback from stakeholders, and apply member expertise, to develop advice and recommendations on community needs
Committee metrics for success advice and recommendations	Review and verify committee metrics of success to develop advice and recommendation on committee needs

3.4 Milestones

Item	Description	Estimated timeline
Interim Report	Report Committee activities to Committee of the Whole	End of Q2
Interim Report	Report Committee activities to Committee of the Whole	End of Q3
Final Report	Provide Committee advice and recommendations to Committee of the Whole	End of Q4

3.5 Reporting and Tools

The Committee will report through the Council Committee of the Whole 2 to 3 times per year.

4 Related Projects

What other projects are underway that could affect this project?

- Completion of MDP and ICSP
- Future of Agriculture Study
- Land Use Bylaw Review/Refresh
- Circle Tours
- Geo Tour

5 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

Description	Probability	Impact	Mitigation Factors
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

6 Resource Requirements

6.1 Staff

Name	Role	Time Commitment (Approximate Hours)
Dave Cross	Executive Sponsor	100
Barb Williams	Administrative Support	50
Lois Tyerman	Administrative Support	50

6.2 Budget

Deliverable Phase	Approved Budget	% of Budget	Comments
MDP & ICSP advice and recommendations			
Lake stewardship and watershed plan advice and recommendations			
ALUS and Green Acreages advice and recommendations			
Educational advice and recommendations			
Committee metrics advice and recommendations			

6.3 Costs

Item	Description	Cost
Meeting Per Diem	2 Council and 7 public members attending 6 meetings	\$21,000.00

7 Approval

Name:

Title:

Date

Name:

Title:

Date

Name:

Title:

Date