



KEY COUNTY DOCUMENTS

FEBRUARY 2019

BACKGROUND

- Parkland County Administration has commenced and completed numerous plans, reports, and studies over the past several years.
 - These have been inventoried and presented to Council
- There is a need to ensure consistency, coordination, and tracking of these documents
 - Needs include: standardized process, guidelines for document development, understanding of next steps after council presentation, standardized approval and implementation process

BACKGROUND

- Council has been engaged a number of times on input related to plans, reports, and studies
- Key points from these discussions include:
 - EC and Council to identify what are the priority plans
 - More engagement when plans are developed
 - Need more time to review prior to presentation
 - More time to discuss plans, reports, studies in Council
 - Council to set direction; admin to implement
- Implementation
 - Supplemental to each document, administration needs to identify direction it will take with an implementation plan
 - ↳ Parkland County needs to develop implementation document based on recommendations

DEFINITIONS

Plans, Studies, Reports

Statutory Documents

Municipal
Development
Plan

Area
Structure
Plans

Land Use
Bylaws

Non-Statutory Documents

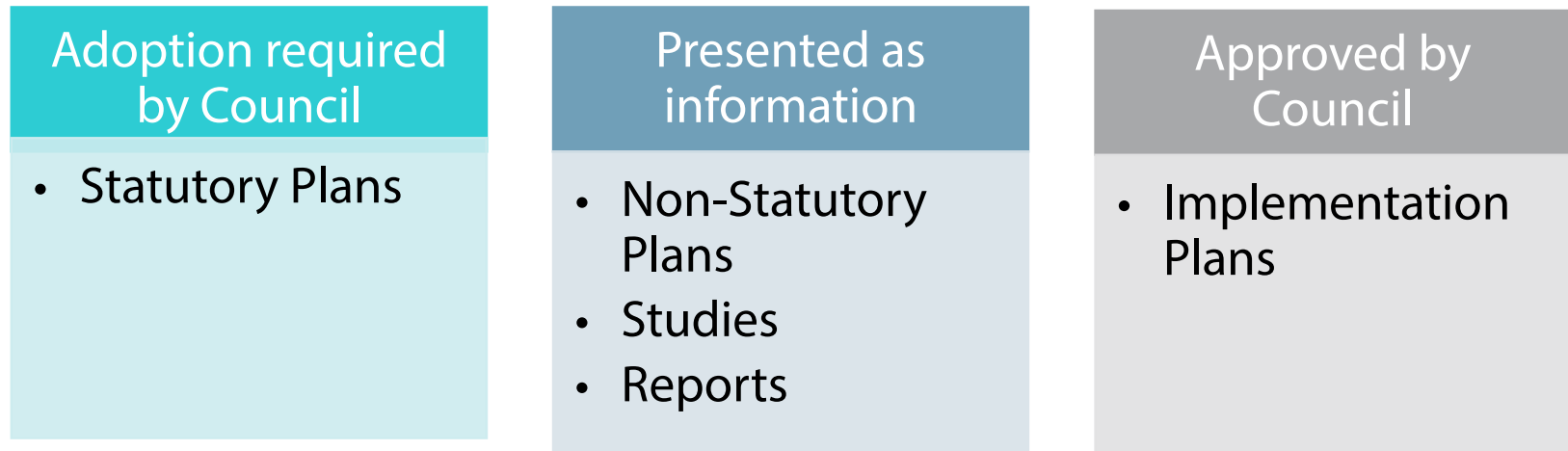
Policy Plans

Service Level
Plans

Studies

Reports

DEFINITIONS: COUNCIL APPROVAL



Once presented as information,
implementation should be
brought back for approval

DEFINITIONS

Plans

- Parkland County creates many different types of plans. These plans provide Council and staff with the necessary common focus, priorities, outcomes and strategies to be pursued over the short- and long-term.
- There are two types of plans: Statutory and Non-Statutory
- The council approval process is different depending on the type of plan

PLANS

Statutory Plans

- A statutory plan is a legal document that must go through three readings by Council and a public hearing before it is adopted. Once adopted by Council, legally the municipality, residents, and developers must follow the plan. These plans are required through and defined by the Municipal Government Act (MGA).

Non-Statutory Plans

- Non-statutory plans inform the preparation or changes to statutory documents, inform future policy decisions, or articulate operational goals for a particular area of service provision.
- Policy Master Plan example:
 - Parks, Recreation and Culture Master Plan
- Service Level Master Plan Examples:
 - ECC Master Plan
 - Fire Services Master Plan

Parkland County's Long-Term Strategic Plan

- While Parkland County's Long-Term Strategic Plan is not a statutory document, it was approved by Council and is considered a guiding document

OTHER NON-STATUTORY DOCUMENTS

Studies

- Studies provide vital findings and research that is required to implement the principles and policies of Council. Depending on the type of study, Council may adopt specific policies upon completion of this research.

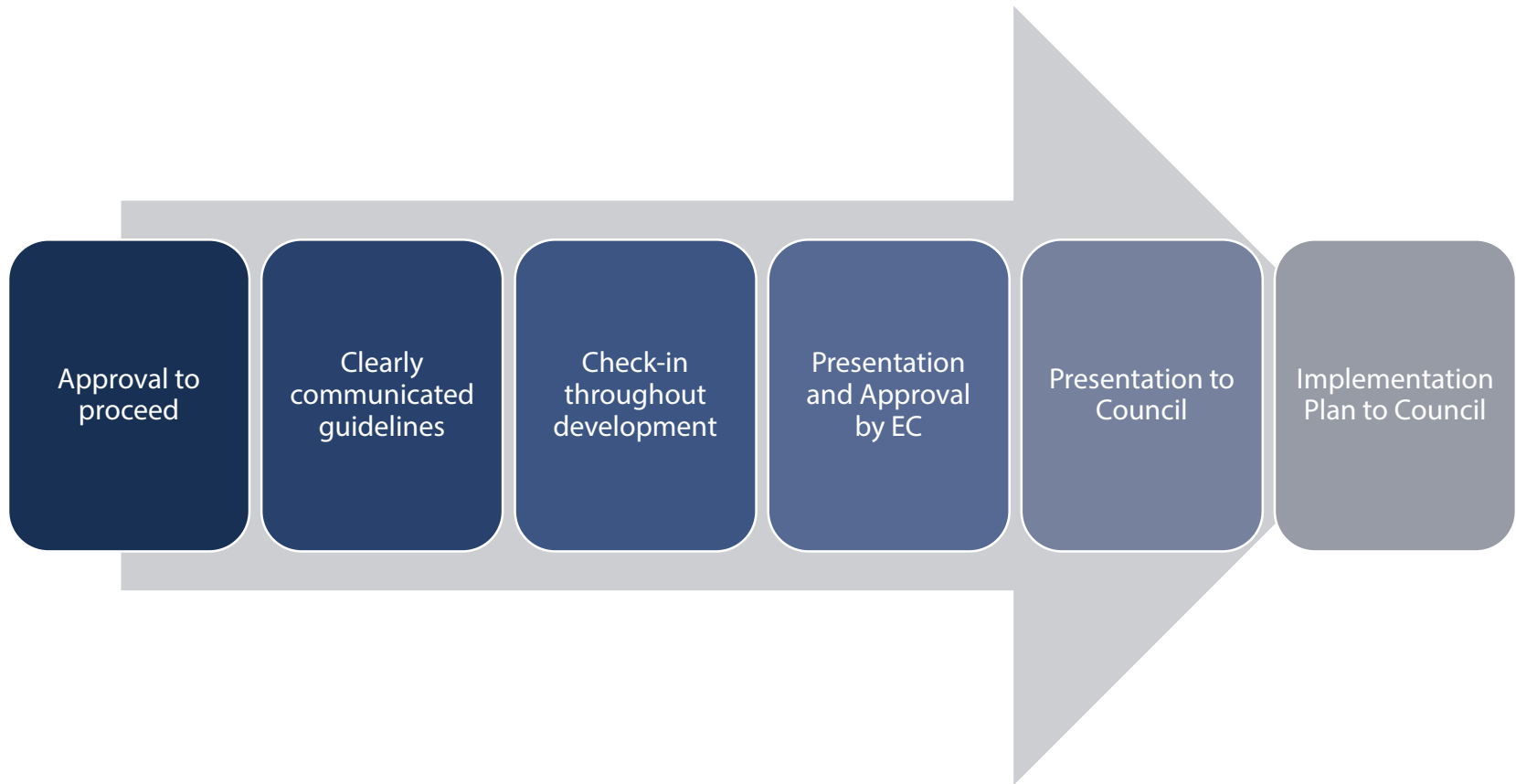
Reports

- Reports are a method of communication between staff and key constituencies, such as Council, senior administration, and the public. These reports provide vital information and recommendations to staff and Council to ensure that the best information is available on which to base current and future decisions.
- The content of reports vary significantly, based on the topic.

REGIONAL AND INTERGOVERNMENTAL COLLABORATION DOCUMENTS

- There are a number of regional bodies or collaborative initiatives between municipalities or the County and other levels of government that have plans or directives impacting Parkland County, its operations and direction to varying degrees. These include such groups as:
 - Regional Water Commission
 - Regional Wastewater Commission
 - Edmonton Metropolitan Region Board
 - North Saskatchewan Watershed Alliance
 - Intermunicipal Development Plans or Collaborative Frameworks

GUIDELINES FOR STAFF



IMPLEMENTATION

Implementation Plan

- With documents that include recommendations and require implementation, key implementation documents must be developed, following the presentation of the document
- Implementation plans should include costs, sources of funding, timelines, organizational impacts, and public impacts
- These plans must be presented to and approved by Executive Committee and by Council

Incorporation into budget and department plans

- Approved actions requiring resources (e.g. staffing and/or funding) should be brought to Council during the budget process for funding/approval prior to action and incorporated into Department work plans
- If approval is required outside of the budget process, this request should be brought to a regular Council meeting