

Key County Documents

Plans, Reports, Studies

DEFINITIONS

Plans

Parkland County creates many different types of plans. Plans often include an implementation component. These plans provide Council and staff with the necessary common focus, priorities, outcomes and strategies to be pursued over the short- and long-term.

Plans often include some or all of the following:

- Introduction/Context
- A vision
- Areas of focus
- Recommendations
- Implementation

There are two types of plans: Statutory and Non-Statutory

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). Examples include:

- Municipal Development Plan
- Area Structure Plans
- Land Use Bylaw

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.

These are often presented to Council for information purposes.

Policy Master Plan examples:

- Environmental Conservation Master Plan
- Integrated Community Sustainability Plan
- Parks, Recreation and Culture Master Plan

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

Service Level Master Plan Examples:

- ECC Master Plan
- Fire Services Master Plan

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.

Studies often include some or all of the following:

- Introduction/Context
- Current State/Background
- Analysis
- Areas of focus
- Implementation

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

BYLAWS, POLICIES, DIRECTIVES, PROCEDURES

These were not included in the scope of this document; however, an overview of these documents is in Appendix A

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:
 - A standardized process for engaging Executive Committee (EC) and Council in the planning and development of these documents;
 - Guidelines to follow when developing these documents;
 - Understanding of next steps when a document is presented to Council;
 - Understanding of when a document should be presented for information and when a document should be presented for approval; and,
 - When applicable, standardized implementation process for plans, reports, and studies, and timelines for follow-up with Council

ENGAGEMENT

- 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
 - Debate needed

IMPLEMENTATION

- Supplemental to each document, administration needs to identify direction it will take
 - Clear direction
 - Parkland County needs to develop implementation document based on recommendations
 - Staff should provide perspective on recommendations; cannot just take recommendations “as is”

Guidelines for Staff

APPROVAL TO PROCEED WITH DOCUMENT

- Plans, Reports, and Studies that are intended for Council review or that have significant organizational impacts must be approved by Executive Committee (EC) prior to their commencement
 - This includes Master Plans, major studies, and strategies
 - These should be identified at budget presentations
 - If required after budget presentations, this should be brought to EC for approval

GUIDELINES

- When working with consultants:
 - Guidelines must be provided to consultants to ensure the appropriate information is presented to Council and released to the public; this is especially important when recommendations are included
 - As part of these guidelines, it should be made clear that any recommendations are for administration and council's consideration and will not be implemented unless clearly outlined in an approved implementation plan

DEVELOPMENT

- EC should be engaged throughout the development of the document, with regular updates provided to the group
- The document should be approved by EC prior to being brought to Council for review and approval

PRESENTATION TO COUNCIL

- When documents are presented to Council, the report/analysis should be clearly separated from the recommendations
 - It should be clearly communicated to Council that they are simply accepting the plan for information
- The proposed motion should be "Council accepts the [insert document name] for information and directs administration to return with a proposed implementation plan for approval"
- If there are a large number of recommendations, administration and Council are required to work together to determine which recommendations should be addressed in a proposed implementation plan
- Council Request the following format for the presentation of plans, reports, and studies in meetings:
 - Why? (I.e. initial need, issue, direction)
 - What is it?
 - High-level overview of plan

- How? Methodology
 - Recommendations from plan
 - Administration recommendations/options for Council
- Implementation
 - This can be discussed in meeting if recommendations are clear; if further discussion is required, an implementation plan should be brought back at a later time

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

Appendix A: Bylaws, Policies, Directives, Procedures

BYLAWS

Bylaws protect:

- safety, health and welfare of people and property
- people and activities in public places
- people from nuisances
- transportation
- businesses
- municipal services
- public utilities
- wild and domestic animals

Parkland County is a municipality incorporated under the laws of the Municipal Government Act of Alberta. The Municipal Government Act states that a council may pass bylaws for its municipality respecting the above matters. These bylaws apply only inside the jurisdictional boundaries of Parkland County and are enforceable by Parkland County's Bylaw Enforcement officers as well as the local R.C.M.P.

COUNCIL POLICIES

Council approved policies set the standards for public services and programs for Parkland County, based on Council's values and priorities, and strategic directions. Council also establishes governance policies that pertain to their roles and responsibilities, and ethical conduct.

ADMINISTRATIVE DIRECTIVES

Administrative policies, otherwise referred to as administrative directives, set the standards and provide direction to staff regarding operational matters and internal administration. Administrative directives require approval by the Chief Administrative Officer (CAO).

ADMINISTRATIVE PROCEDURES

Administrative procedures establish processes that must be followed by employees, and are approved by the CAO.

"Council Policy" or "Policy" means written commitment and direction of Council regarding matters of governance, public services and programs, and standards of performance for the County, based on Council's values, priorities, and strategic directions.