

**Reference Guide for
Community Planning Projects
2004/2005**



community based – community driven

July 2004

Introduction

This Reference Guide summarizes a menu of community planning features that will be considered relevant for the planning projects:

- A. Community Planning Process
- B. Key Planning Areas

The Reference Guide is intended to be used as a frame of reference to help develop the project summary, and submit feedback reports including evaluating the project.

Note: A resource list is provided at the end of this document for examples of community planning processes and elements, and for technical information.

A. Community Planning Process

⇒ **Ongoing Phases:**

A community planning process can include elements that occur at various stages throughout the process, such as ongoing training and capacity development as well as community engagement in the process.

Training and capacity building

- Ongoing training of community planners and community members as required
- Training addresses both development and implementation of a community plan

Engage community input

- Develop and implement community consultation process
- Express community values, culture, traditional territory, collective goals for future
- Community assessment, analysis and discussions of all community planning elements
- Develop community priorities for action
- Ongoing review of progress on community plan

Phases one, two, and three are not meant to be in any particular order. Each community may decide to approach these community planning process elements in an approach that suites their needs. Note: where there are applicable guidelines and standards for processes, these will be used.

⇒ **Phase 1. Pre-planning**

- Decision to develop a community plan
- Community planning team
- Identify capacity and resources required to develop plan

- Determine accessible resources and expertise
- Determine possibilities for aggregation of work
- Determine linkages and partnerships that can support community in planning process and implementation
- Develop process for planning
- Establish framework for ensuring implementation of plan (such as policies and procedures, administrative law making, etc.)

⇒ **Phase 2. Background information gathering**

- Obtain available information, reports and statistics from available sources
- Develop community profile, including such items as: population statistics, demographics, location, economic activity, existing infrastructure (access roads, schools, community buildings, water, sewer, energy sources, etc.) and mapping.
- Conduct needs assessment and strategic analysis of all planning elements in community
- Consider potential linkages and partnerships
- Conduct analysis of past plans and activities
- Assess demographic, population and social trends
- Review existing land use, plans, maps, developments, cultural sites and resources, linkages to existing processes or plans. Consider whether new plans are required, or whether updating current plans will accomplish desired result

⇒ **Phase 3. Community visioning**

- Community develops collective vision of future. Develop vision statement and agree on guiding principles for developing community plan
- Communicate and promote vision for future within community
- Set priorities (economic development, education, infrastructure, housing, etc.)
- Community vision for future can include development of indicators

⇒ **Phase 4. Build plan elements (plan design)**

- Look at priorities that community has identified and range of problems that need to be addressed. Generate range of options (using background information, community input); select preferred solutions
- Use chosen best options to develop achievable goals and strategies to address community's planning elements (see C. Key Planning Areas below)
- Develop discreet and achievable goals
- Develop maps as required (traditional use, environmentally sensitive areas, current physical infrastructure, required technical maps, potential development areas, etc.)
- Develop technical and operational plans, as required, to achieve goals of community plan (e.g. business, land use, human resource, environmental, energy, capital, infrastructure, housing, economic development, health plans, education agreements, governance approach, etc.)

- Develop implementation plan, including resources
- Develop measurable outcomes and indicators
- Finalize community plan and obtain community approval
- Develop communications strategy for community plan

⇒ **Phase 5. Implementation of community plan**

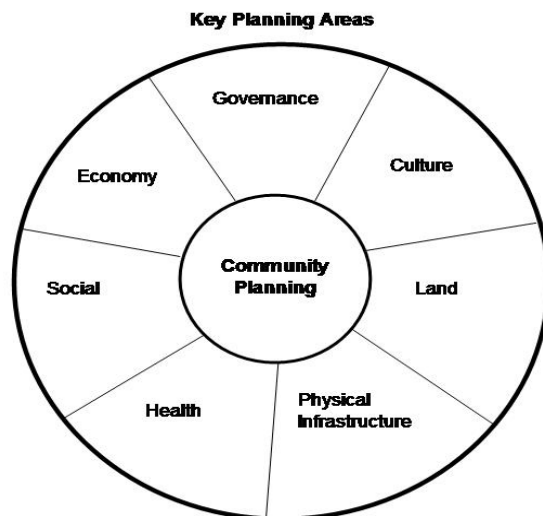
- Implement and communicate community plan
- Develop and implement related plans (e.g. prioritized 5 year capital plan, Long Term Capital Plan, as per INAC and other funding requirements etc.)
- Entrench portions of the plan as required through available mechanisms such by-laws, land codes, community processes, etc.
- Ensure resources for implementing community plan available; monitor resourcing expenditure and requirements
- Ongoing consultation process with INAC, other government departments, to implement community plan and other plans, as required

⇒ **Phase 6. Monitoring and evaluation**

- Set up process for ongoing monitoring and evaluation of community plan
- Ongoing monitoring and evaluation of operational and technical plans to ensure they support the priorities of the community plan
- Use community indicators to track progress toward goals of the community plan
- Review progress and results; adjust course as required; revise goals and strategies, implementation plans as necessary; adjust resource allocation as required

B. Key Planning Areas

As part of the project, a community planning process and plan may address a number of the following planning areas:



First Nations Community Planning – Resource Information

First Nations Community Planning Workbook (Dalhousie University 2003)

Website: <http://www.dal.ca/~ceunit/publications.html>; available from Dalhousie University (ph: 902-494-3926; email: ceu@dal.ca). Related documents include the First Nations Community Planning Model, and the recently completed community plans of four First Nations in the Atlantic Region.

Contains description of community planning elements including:

- Background information gathering
- Developing a community vision
- Building and implementing a community plan
- Monitoring and evaluation

Sharing the Story: Experiences of Six First Nations Communities (2003)

Website:

http://www.pwgsc.gc.ca/rps/inac/content/docs_governance_management_toc-e.html; available at INAC BC Region (ph: 1-800-665-9320; email: bcinfo@inac.gc.ca)

This document includes a description of community planning elements that may be useful to First Nations communities starting a planning process, including:

- An overview of comprehensive community planning
- Community visions, goals and planning
- Staffing, training and development
- Asset capital and O&M management
- Six case studies in First Nations communities across Canada

Community Planning Resources (draft, prepared for First Nations Community Planning Focus Group March 2003). Available at INAC BC Region (ph: 1-800-665-9320; email: bcinfo@inac.gc.ca)

This document was developed to provide an overview of current community planning capacity development information for First Nations communities who are interested in planning. The resource information included is specifically oriented for First Nations in BC, and is organized in the following sections:

- Community planning education programs
- Community planning references
- Funding and support
- Planning glossary

