

**APPENDIX 4: COMMUNITY ADVISORY COMMITTEE  
PROCESS WORKBOOKS**

## COMMUNITY ADVISORY COMMITTEE PROCESS

Each Community Advisory Committee (CAC) will utilize the same process. The Process begins with process training. Each CAC will have at least one facilitator from the technical team. The facilitator will organize the meetings, prepare the reports, complete research and provide planning support.

The major activity of the each CAC is to develop strategies to address policy topics and meet the vision statement and goals and objectives. A five-step process will be followed to develop strategies. The following questions will be answered:

- Step 1. What are the facts; that is, what is current policy, existing conditions and other information regarding the policy topic?**
- Step 2. What are the targets to meeting the goals and objectives, including obstacles to overcome or assets to enhance regarding current policy, current programs, missing information and/or existing conditions.**
- Step 3. What are the proven techniques to meet the targets; that is, conquer or minimize the obstacles and enhance the assets? (strategy options)**
- Step 4. What are the selected strategy options / recommendations?**
- Step 5. What are the actions needed to implement the strategy?**

The CACs will focus on the following policy topics:

### Physical Development CAC – Policy Topics

- ◆ Urban Growth Boundary / Growth Management
- ◆ Location of Land Uses / Land Use Classifications
- ◆ Agriculture Preservation
- ◆ Environmental Protection
- ◆ Design Guidelines to Support Other Topics

### Infrastructure Development CAC – Policy Topics

- ◆ Traffic Management
- ◆ Utility Management
- ◆ Linkages for Physical Development
- ◆ Linkages for Economic Development

### Economic Development CAC – Policy Topics

- ◆ Downtown Protection / Promotion
- ◆ Historic / Heritage Preservation
- ◆ Tourism / Special Events
- ◆ Industrial and Commercial Development
- ◆ Design Guidelines to Support Other Topics

### Community Services and Facilities Development CAC – Policy Topics

- ◆ Level-of-Cooperation Determination
  - ◆ Educational Services
  - ◆ Police Services
  - ◆ Fire Services
  - ◆ Ambulance Services
  - ◆ Public Works Department
  - ◆ Recreation Services
  - ◆ Library Services
  - ◆ Social / Fraternal / Non-profit Organizations
- ◆ Administrative Management and Funding
- ◆ Civic Infrastructure Development

### **Seven Rules for the CAC**

- 1. Complete meeting within two hours.**
- 2. Dress casually.**
- 3. Do not change goals / objectives or vision statement.**
- 4. Stay focused.**
- 5. Work from an agenda.**
- 6. Allow public observers (public comment at the end of the meeting is at the discretion of the Committee).**
- 7. Stop at impasses and make assignments for next meeting.**

### **The Region's Planning Process Goal and Objectives**

**Goal: To ensure the planning process leads to achievable outcomes and measurable results, where possible.**

- Turn recommendations into actions and provide evidence routinely of plan follow through by elected officials, appointed officials and community partners.
- Provide opportunities for the public to commit to the process.
- Develop strategies and actions, which are real and doable and not ethereal and philosophical.
- Develop a planning process which overall maintains or improves the quality of life and the community's character.
- Focus the planning process on Regional cooperation and coordination.

## Evaluation Criteria "Look for the Red Flags"

Use this quick check list when evaluating and selecting strategies, Steps 4 and 5.

1. Who is enabled to implement the strategy? Does the strategy incorporate a basic function of government? Identify track(s) for the strategy to follow:

A = Lititz-Warwick region

B = individual municipalities

C = advocacy (legal issue with state legislation)

D = partnership (agencies, non-profits, quasi-governmental organizations, businesses),  
specify

E = other, specify

2. Does the strategy meet the objectives?
3. Does the strategy meet the vision statement?
4. Will the strategy be publicly acceptable? If not, why?
5. How will the strategy be implemented? (quick and dirty work plan / action steps)
6. How will the strategy be funded? (laundry list of possible funding sources) *Note: no major research is required to identify possible funding sources.*
7. If the strategy is similar to or the same as current or past activities, what was the success rate of the similar activity? Use the rating scale below to make a quick assessment.

Rating scale:

- 0 = Failure (no impact and substantial use of resources or loss of investment)
- 1 = Poor (no measurable impact and some use of resources of some loss of investment)
- 2 = Fair (some impact and some use of resources or some loss of investment)
- 3 = Average (significant impact and some use of resources or minor loss of investment)
- 4 = Above Average (significant impact and minimal use of resources or loss of investment)
- 5 = Excellent (significant impact and minimal use of resources and no loss of investment)

8. Should the strategy be carried forward? What priority rating scale should be assigned to the strategy?

1 = Low

2 = Moderate

3 = High

4 = Highest

*Note: All strategies should not receive a rating of 4.*