Inventory of Rural Community Economic Development Tools and Guides in Alberta and British Columbia

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The Governments of Alberta and British Columbia are pleased to share with you their latest joint project. The *Inventory of Rural Community Economic Development Tools and Guides in Alberta and British Columbia* is the result of the Alberta – British Columbia Memorandum of Understanding on Rural Development, signed on October 1, 2008, that provides a framework for the provinces to share information and collaborate on common rural development initiatives.

A common goal shared by the Alberta and British Columbia governments is to provide rural communities and regions with information, tools and services that will assist them to become more competitive. This consolidated list of tools and guides produced and/or used in either province, will increase awareness of the array of resources available. Communities can choose the most appropriate tool or guide for their situation as they strive to be healthy and resilient communities.

Disclaimer

The material contained in the *Inventory of Rural Community Economic Development Tools and Guides in Alberta and British Columbia* is provided as general information only and is neither endorsed nor evaluated by the Governments of Alberta and British Columbia.

The Governments of Alberta and British Columbia reserve the right to discontinue, change or modify the inventory at any time without notice. Links to web sites or references to other organizations, products, services or publications do not constitute approval by the Governments of Alberta and British Columbia.

Any comments or questions may be directed to the following:

Rural Development Division
Alberta Agriculture and Rural Development
106, J.G. O'Donoghue Building
7000 – 113 Street,
Edmonton, Alberta T6H 5T6
Tel: (780) 427-2409
Email: ruralconnections@gov.ab.ca
Website: http://www.rural.alberta.ca

Rural BC Secretariat
B.C. Ministry of Jobs, Tourism and Innovation
4th Floor, 800 Johnson Street
Victoria, BC V8W 9N7
Tel: (250) 952-7466
Email: ruralbc@gov.bc.ca
Website: http://www.ruralbc.gov.bc.ca

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Document	Summary Description	For additional information
1. *Community Economic Development Toolkit,* developed by the Northern Alberta Development Council (NADC)	This economic development tool kit is an easy-to-use resource that provides relevant information to municipalities and organizations interested in bringing economic development to their community. Audience: economic development professionals, municipal managers and board members of community organizations.	http://www.nadc.gov.ab.ca/Toolkit/index.htm
2. *The Smart Growth Tool Kit (2001),* produced by Bernard LaRochelle and published by Smart Growth BC.	This reference manual is designed to assist citizens with their questions about smart growth issues and strategies. It provides information about smart growth principles and practices, showcases a number of innovative developments and citizen initiatives, and provides a framework for increasing the effectiveness of citizen participation in local community planning processes. Audience: citizens, community groups, local government, developers, business and other professionals.	Phone: (604) 915-5234 / 5236 Email:info@smartgrowth.bc.ca www.smartgrowth.bc.ca
3. *Tools & Techniques for Community Recovery & Renewal* (2003), developed by Canadian Centre for Community Enterprise	This catalogue provides a resource for citizens that are trying to strengthen or revitalize the economies of their towns, neighborhoods or regions. Over 60 specific methods that communities have used to enhance their economic and social well-being are highlighted. References that can provide further guidance are included. Audience: communities.	Centre for Community Enterprise Email:macnair@cedworks.com http://www.cedworks.com/
4. *Business Incubation Works in Alberta (BIWA) Resource Kit* (2009), developed by The Business Link	The *BIWA Resource Kit* is a self-assessment and how-to guide for rural Alberta communities considering business incubation. The Kit will help assess if a business incubator will bring long-term economic benefits to the community. It also highlights key steps when planning a business incubation initiative. Audience: rural communities of Alberta.	Phone: (403) 221-7802 Email: Katarina.Vasiljevic-Galic@canadabusiness.ab.ca http://www.vistaalberta.ca/
5. *You Can Make Smart Growth Happen in Your Community: Or, How to Start a Citizen Organization In Your Neighbourhood or Town(2009),* prepared by Smart Growth BC	This guide introduces the key steps to starting a local citizen organization, including learning about 'smart growth'. The key steps include finding fellow members, creating a vision, deciding on activities, forming the organization, obtaining funding, etc. Audience: citizens across BC.	Phone: (604) 915-5234 info@smartgrowth.bc.ca http://www.smartgrowth.bc.ca/Portals/0/Downloads/StartCommunityOrg.pdf

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6.	*The Business Vitality Initiative (BVI),* by The Centre for Innovative & Entrepreneurial Leadership (CIEL)	The Business Vitality Initiative (BVI) is a facilitated assessment and action process that measures the business friendliness of a community. The BVI gauges the perceptions of citizens and community leaders on 100 key indicators that are known to affect business. The findings are presented in an easy-to-understand graphic report. Communities then identify prioritize and focus on selected actions that build economic vitality and develop community entrepreneurship. Audience: communities wishing to encourage entrepreneurship.	Phone: (250)-352-1933 x105 or 1(800)-661-1395 x105 Email:**info@theCIEL.com**
7.	*The Communities Matrix*, by The Centre for Innovative & Entrepreneurial Leadership (CIEL)	*The Communities Matrix* is a quick 'first-step' assessment for communities. It allows for an 'eye-opening' realistic measure of a community's leadership, strategic capacity, entrepreneurship, sustainability, and community connections (social glue) through ten stages of development. The Matrix assists in linking the community to the best resources and tools, whether the community is considering a comprehensive community plan or struggling with entrenched conflict. Target audience: communities.	Phone: (250)-352-1933 x105 or 1(800)-661-1395 x105 Email:info@theCIEL.com
8.	*Starting Strong: Rural Community Economic Development Planning & Assessment Guide* (2010), prepared by CIEL	This guide provides a step-by-step approach to help communities identify strategies and tools that are tailored to their unique needs and to help communities use their resources to the best of their abilities. Although the focus is on small communities, the guide can be useful for larger communities that want to be economically resilient. Audience: individuals, groups, newly elected officials, new or experienced economic development practitioners in communities with population of 10,000 or less.	Phone: (250) 352-9192 http://www.ruralbc.gov.bc.ca/library/resource_corner/edd/gov_publications/CED%20Planning%20and%20Assessment%20Guide%20Final.pdf
9.	*Reality Check* (2010), prepared by CIEL	This tool helps to measure commitment, resources, leadership and whether the timing is right to undertake action surrounding community development. Audience: communities.	Phone: (250)-352-1933 x105 1(800)-661-1395 x105 Email:info@theCIEL.com
10.	*Community Check-up* (2011), prepared by CIEL	The *Community Check-up* is a fee-based service that uses an online questionnaire to collect perceptions of community members about their communities. The results are analyzed and the community is placed in one of the four Communities Matrix developmental phases. The Check-up reveals community strengths and weaknesses in seven key areas (e.g. leadership, community connections and community's infrastructure capacity). Facilitated discussions enable the community to identify future directions. Audience: communities.	Phone: (250)-352-1933 x105 1(800)-661-1395 x105 Email:info@theCIEL.com http://www.theciel.com/checkup.php

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11.	*Community Vitality Initiative -Beyond Economic Survival A Guide to Community Vitality* (July 2009), prepared by (CIEL)	The *Community Vitality Initiative (CVI)* measures a community's quality of life. Using a system of online surveys, questionnaires, live meetings, focus groups, and statistics, CIEL works with communities build a plan and identify concrete actions to attract new citizens, retain its existing ones, and inspire them all. Audience: communities (citizens and community leaders).	Phone: (250)-352-1933 x105 1(800)-661-1395 x105 Email: **info@theCIEL.com**
12.	*Integrated Community Sustainability Planning (ICSP) Toolkit* (2008), developed by Alberta Association of Municipal Districts & Counties (AAMDC)	The toolkit helps to build community capacity by providing the tools that will facilitate long-term, sustainable planning for communities, including tools to access funds under the New Deal for Cities and Communities. Audience: municipal governments.	Phone: (780) 955-3639 http://aamdc.com/icsp
13.	*The Community Development Handbook- A tool to build community capacity* (1999), prepared by Human Resources Development Canada (HRDC)	This handbook is an introductory guide that supports the understanding and effective application of community development and capacity building. Audience: those with an interest in community development seeking more information on the concept, the process or the resources available across Canada.	Phone: (819) 953-7370 Email: learningapprentissage.lmld-apmt@hrdc-drhc.gc.ca http://www.servicecanada.gc.ca/eng/epb/sid/cia/comm_deve/cdhbooke.pdf
14.	*Rural Community Leadership/CED Project Toolkit,* developed by Alberta Community and Co-operative -Association	The *Rural Community Leadership project* enhances the sustainability of rural communities in Alberta by developing and implementing a leadership program and developing and implementing a CED program. Audience: community economic development practitioners, community leaders, rural communities.	Phone: (780) 963-3766 Email: acca@acca.coop www.ccednet-rcdec.ca/files/ccednet/ACCA_Toolkit.pdf
15.	*Community Building Toolkit* (2003), prepared by United Way of Canada - Centraide (UW-C) Canada	This toolkit, which draws upon the community building stories and learnings of local UWs-Cs across Canada, is the first step in a long-term strategy to enhance organizational learning in this regard. It identifies the models, approaches and lessons of UWs-Cs as 'food for thought for the journey' and draws on lessons from United Way of America and/or local United Ways in the U.S. The materials in the toolkit reflect the collaborative, sharing tradition of UWs-Cs.	Phone : (800) 267-8221 Email:info@unitedway.ca http://www2.unitedway.ca/UWCanada/uploadedFiles/CommunityBuilding_2004-04_OnlineToolkit.pdf?n=4978
16.	*Tool Kit for Community*, developed by Family and Community Support Services For Sylvan Lake, Alberta	This toolkit offers information and resources about what's involved in setting up a nonprofit and what benefits it will bring. (e.g., getting active as a community group, how to organize events, where to find funding for events and where to find spaces for	http://www.sylvanlake.ca/pdf/Toolkit%20for%20Community%20Groups.pdf

activities, etc.). Audience: Communities.

17.	*The CED Tool Kit :A Step-by-step Manual on Community Development* (2008), produced by Victoria International Development Education Association and (VIDEA) and Greater Victoria Community Economic Development Corporation (CEDCO)	The *CED Tool Kit* provides guidance on all stages of starting a new venture, from mobilizing community assets to writing a business plan. This introductory guide to Community Economic Development (CED). Audience: economic developers, community organizations, First Nations and others grounded in a philosophy of sustainable communities.	Phone: (250) 385-2333 Email: info@videa.ca http://www.videa.ca/resources/community_development.html
18.	*A Bucket of CED Strategies* (1997), prepared by Simon Fraser University Community Economic Development Centre	This website contains descriptions of four basic community economic development strategies, including "Plug the Leaks," "Increase the Inflow," "Secure the Plugs," and "Strengthen the Bucket." Audience: communities seeking economic development.	http://www.sfu.ca/cscd/gateway/project/bucket.htm
19.	*Applying a Bucketful of CED Strategies* (1997), prepared by Simon Fraser University Community Economic Development Centre	This website asks a series of questions about CED in the community. The questions are based on the basic CED strategies defined in "*A Bucket of CED Strategies*" (see above). Audience: communities seeking economic development.	http://www.sfu.ca/cscd/gateway/project/applying.htm
20.	*Planning Samples e-binder* (library of resources), prepared by Fraser Basin Council	The *Planning Samples e-binder* is a compilation of planning documents from BC communities to be used as a starting point for a community to learn from and to inform the community planning process. Audience: those involved in community planning.	http://smartplanningbc.ca/spctools.html#ready
21.	*The Canadian CED Network Emerging Leaders: Youth in Community Economic Development final report* (2006), prepared by The Canadian CED Network	This document profiles youth CED initiatives from across Canada. Besides providing an analysis of effective and instructive practice by theme, it offers some examples and effective strategies. Audience: youth and individuals/groups wishing to involve youth in community economic development.	Phone: (250) 386- 9980 http://www.ccednet-rcdec.ca/files/ccednet/2006_EL_Youth_and_CED_Report_Final.pdf
22.	*First Nations Community Economic Development Toolkit*, developed by Alberta Aboriginal Relations	This toolkit is designed to help First Nations staff and leaders work on community economic development. This website uses primary and secondary research of First Nations economic development, the federal and provincial governments, the Harvard Project on American Indian Economic Development, Alberta Chamber of Resources and Economic Development Authority Alberta. Audience: Aboriginal communities.	Alberta Aboriginal Relations Phone: (780)-427-8407 Email: fnepi@gov.ab.ca http://www.aboriginal.alberta.ca/documents/GFS_Toolkit_June_22_FINAL.pdf

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23	*Community Futures British Columbia Aboriginal Engagement Toolkit* (March 2008), prepared by Community Futures British Columbia	This toolkit supports relationship and partnership development between Community Futures, which supports local and regional economic development, and Aboriginal People in BC. It also includes community economic development projects and highlights best practice. The goal is to create a greater understanding that will support relationship development and lead into working partnerships that will improve the economy of BC. Audience: Aboriginal communities.	Phone: (604) 685-2332 Email:info@communityfutures.ca http://www.communityfutures.ca/uploads/CFDA%20Aboriginal%20EngagementToolkit%20revised%20January%2008.pdf
24.	*Tourism Development Guide,* developed by Alberta Tourism, Parks and Recreation. This guide has been in existence since 1991 and has been through regular updates during this time.	The document provides information and guidance on navigating the regulatory and permitting processes related to land-based tourism development in Alberta. This guide has been prepared to assist anyone who is considering developing a tourism business in Alberta. Audience: first-time tourism operator, who may not be experienced with the development process in the Province of Alberta.	Phone: (780) 422-4991 www.tpr.alberta.ca http://www.tpr.alberta.ca/tourism/tourismdevelopment/pdf/tourismdevguides/1-Tourism%20Development%20Guide.pdf
25.	*Tourism Business Planning Guide*, developed by Alberta Tourism, Parks and Recreation. This guide has been in existence since 1991 and has been through regular updates during this time.	The document provides information on assessing a tourism development opportunity, and outlines the steps to be undertaken in order to prepare a successful business plan. This guide outlines twelve "tasks" to address as part of business planning efforts. Audience: tourism entrepreneurs and operators.	Phone: (780) 422-4991 www.tpr.alberta.ca http://www.tpr.alberta.ca/tourism/tourismdevelopment/pdf/tourismdevguides/2-Business%20Planning%20Guide.pdf
26.	*Green your Business: Toolkit for Tourism Operators* (2008), developed in collaboration between the Tourism Industry Association of Canada (TIAC), the Canadian Tourism Commission (CTC), Parks Canada along with Marr Consulting.	This best practices guide provides tourism operators with practical, user-friendly tips and guidance on greening their businesses. The suggestions in the toolkit are tangible and easy to implement, and targeted towards small and medium-sized enterprises. Audience: tourism owners, managers, tourism associations and destination marketing organizations that wish to disseminate some of these ideas among members.	Tourism Industry Association of Canada Phone: (613) 238-3883 Email: info@tiac.travel http://www.tourismvi.ca/pdf/best-practices/green_your_business_en.pdf
27.	*Partnering to Create Innovative Tourism Products* (2008), prepared by Tourism Research Innovation Project (TRIP)	This resource provides information on how packaging tours will increase business recognition and marketability. It provides information on the benefits of packaging tours, steps to putting packages together and examples from BC. Audience: tourism operators.	Phone: (250) 753-3245 Email:Nicole.vaugeois@viu.ca http://www.trip-project.ca/uploaded/how-to-manuals/packaging-%20unwrapped-new.pdf

28.	*Transforming Communities through Tourism: A Handbook for Community Tourism Champions*	This handbook provides practical guidance on community-based and/or destination tourism planning and development. As a general reference of introductory information on the tourism industry and tourism in BC, it can increase the knowledge and expertise of "tourism champions" in BC communities. Audience: organizations/individuals in small to medium-sized communities considering introducing or formalizing tourism as a focus for economic diversification; organizations/individuals interested in enhancing their understanding about tourism.	http://linkbc.ca/torc/downs1/TCTT_Web_a.pdf
29.	*Understanding your Visitors: A Manual to Collect and Use Research in Tourism Development Decisions* (2008), prepared by Tourism Research Innovation Project (TRIP)	This is a primer on how to collect visitor information and use it in marketing initiatives, developing products, satisfying funding institutions, and developing business plans. It includes methodological information, case studies and resources with examples of visitor survey questions. Target audience: rural tourism stakeholders, tourism committee advisor members, tourism operators, communities, festival or event organizers, or a local tourism associations.	Phone: (250) 753-3245 Email:Nicole.vaugeois@viu.ca http://www.trip-project.ca/uploaded/how-to-manuals/visitor-manual-%20final.pdf
30.	*Attracting and Retaining Immigrants- A tool box of ideas for smaller centre* (2nd Edition 2007), developed by A number of government and non-government immigration professionals from across Canada	The toolbox provides practical advice to small communities when developing a strategy to address attraction and retention of immigrant issues. The toolbox covers the breadth of issues and information necessary for diverse smaller centres to successfully implement their strategy. Audience: small communities and those unfamiliar with immigration and settlement practices and issues	National Working Group on Small Centre Strategies Phone: (250) 388-4728 Email:info@icavictoria.org http://www.icavictoria.org
31.	*Welcoming & Inclusive Communities Toolkit,* developed by the Alberta Urban Municipalities Association (AUMA)	This toolkit assists municipalities in Alberta wishing to take action to reduce racism and discrimination, and build welcoming and inclusive communities. It is a resource for municipalities pursuing a "Social Inclusion" and/or "Building Welcoming Communities" agenda and supports municipalities that join the Canadian Coalition of Municipalities Against Racism and Discrimination (CMARD) initiative. Audience: municipalities.	Phone: (780).989.7419 Email: mcolbourne@auma.ca. http://wic.auma.ca/digitalAssets/0/289_WICT_Toolkit.pdf
32.	*The Citizen Engagement Toolkit,* developed by Alberta Association of Municipal Districts & Counties (AAMDC) and the Alberta Urban Municipalities Association (AUMA)	This toolkit assists municipalities to engage their citizens in decision-making. The software-based tool uses guided questions to direct the user to appropriate engagement tools and captures the results in an engagement plan. Audience: municipalities.	Phone: (780) 955-3639 http://aamdc.com/citizen-engagement
33.	*Citizen's Guide to Participation in Municipal Decision Making* (2005), developed by Alberta Municipal Affairs	This guide provides the essential information necessary to be part of the municipal decision process and become an active citizen of a municipality. Audience: communities.	Phone: (780) 427-2225 www.municipalaffairs.gov.ab.ca

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34.	*Renewable Energy Toolkit for Economic Development* (June 2010), developed by Alberta Finance and Enterprise	Designed as a "self-assessment" aid, this toolkit provides a basic explanation of renewable energy and assists communities and community leaders when assessing possible projects. It also provides information on the due diligence process and provides basic guidance for screening various projects. Audience: communities and groups of communities.	http://www.finance.alberta.ca/economic-development/regional/community/renewable-energy-toolkit.html
35.	*Clean Energy for a Green Economy* prepared by the Community Energy Association (BC)	This guide provides an introduction to a wide range of clean energy strategies and green economy opportunities for rural communities in BC. Rural communities can realize substantial benefits by developing clean energy and energy efficiency, and transitioning the community to a green economy, resulting in significant greenhouse gas (GHG) reductions, which support local, provincial and global climate objectives. Audience: communities, economic development officers and others interested in clean energy and the green economy.	Phone: (604) 628-7076 http://www.communityenergy.bc.ca/resources-introduction/new-report-clean-energy-for-a-green-economy
36.	*Community Toolkit – Non Timber Forest Products,* prepared by Centre for Livelihoods and Ecology, Royal Roads University Victoria, BC	The *Non-Timber Forest Products* (NTFP) toolkit provides detailed questions that communities and individuals may have about NTFP development and management. The content is based on the experience of the authors and contributors who have worked in the field of NTFPs in Canada and elsewhere. Audience: anyone with an interest in the sustainable and equitable development and management of NTFPs.	Phone: (250) 391-2600 ext 4328 Email:cle@royalroads.ca http://cle.royalroads.ca/community_toolkit
37.	*The Canadian Social Enterprise Guide 2nd Edition* (2010)*,* prepared by Enterprising Non-Profits	This guide can be used as a primer to learn about social enterprise or as a workbook. Each section includes templates. Vignettes are included to show how different types of organizations and social enterprises have addressed fundamental challenges, and prepared themselves for success by committing significant effort to planning. Audience: project managers, executive directors, board members, and staff of organizations starting to develop or think about creating a new enterprise or expanding/formalizing their existing revenue-generating programs.	http://www.enterprisingnonprofits.ca/sites/www.enterprisingnonprofits.ca/files/uploads/INDD_SEGuide_V2_2Dec2010__Full_LowResolution.pdf
38.	*How To Understand The Cost Of Living In Your Community: A Guidebook On Conducting Affordability Studies* (2010), prepared by Social Planning And Research Council Of British Columbia	Topics in the Guidebook include how poverty is measured in Canada, affordability studies, and options for developing a community-specific affordability study methodology. The options take into consideration ranges in the resources available and the existing knowledge of the project team. Step by step instructions are provided for executing the various aspects of the proposed method. Target audience: community-based non profits and municipal planning departments.	Email:info@sparc.bc.ca http://www.sparc.bc.ca/community-social-planning-resources/71-tools-for-community-social-planning/208-january-2010-how-to-understand-the-cost-of-living-in-your-community