Introduction to CCRPC Board  
*September 16, 2015*

1. **Topics**
   - Being a Citizen Planner
   - Basic RPC and MPO Duties
   - Partners and Acronyms 101

2. **Why Plan?**
   The Board works to build **consensus**. This is accomplished by clarifying the following:
   - Goals (or issues) to address
   - Objectives that indicate success
   - Strategies to achieve goals
   - Actions to implement strategies
   - How to track progress towards achieving goals

3. **Planning Basics** (graphic)

4. **Being a Citizen Planner**
   Representatives are responsible to:
   - Communicate with the municipality/constituency that you represent, to inform them and be aware of their perspectives on proposed Commission decisions;
   - Participate in one or more CCRPC Committees to provide oversight of specific Commission programs/projects and to make recommendations to the full Commission; and
   - Participate in decisions of the full Commission (typically at CCRPC’s monthly meetings).

5. **Basic RPC Responsibilities**
   - Prepare studies, plans, and recommendations on a broad set of issues;
   - Retain staff and consultant assistance, hold public hearings, and require municipalities and the State to provide information;
   - Carry out, with the cooperation of member municipalities, programs for the appropriate development and use of the region’s physical and human resources; and
   - Perform other acts or functions that the RPC deems to be necessary or appropriate.

6. **RPC Duties**
   - Promote the mutual cooperation of member municipalities and cooperate with neighboring states, regions, counties, and municipalities;
   - Assist and advise municipalities in the preparation of plans, studies, and Bylaws regarding the appropriate development and use of the region’s physical and human resources;
   - Prepare a Regional Plan at least every five years;
   - Review proposed State capital expenditures for compatibility with the RPC’s Regional Plan and assist municipalities in assessing compatibility with municipal plans;
   - Appear before District Environmental Commissions to aid in Act-250 reviews and appear before the Public Service Board to aid in Section-248 reviews of proposed utilities; and
   - Confirm municipal planning programs and approve municipal plans.

7. **Basic MPO Duties**
   - The MPO has the authority of Federal law
   - It is a representative group of local stakeholders and leads the transportation planning process for the metropolitan area
   - It is the region’s policymaking organization responsible for prioritizing transportation initiatives
   - It carries out the metropolitan transportation planning process in cooperation with VTrans and transit operators

8. **Basic MPO Requirements**
9. **Role of Committees**
   - Committees are the Primary Reviewer of Issues
     - Focus attention on most critical issues
     - Present questions in their proper sequence
     - Ensure sufficient information to make a decision
   - Committees Recommend Proposed Actions to Full Commission

10. **Communicating Effectively & Promoting Mutual Respect**
   - Conduct regular outreach with the public
   - Seek input beyond board members
   - Convey the regional issues back to your local legislative body/organization and relay their perspectives back to the Board and the Committee if relevant
   - Provide constructive and timely feedback
   - Respect the diversity of thoughts and opinions
   - Speak for the Board only when authorized to do so

11. **Partners**
    - ACCD  Agency of Commerce & Community Development
    - ANR   Agency of Natural Resources
    - BIA   Burlington Int’l Airport
    - CCTA  Chittenden County Transportation Authority
    - DEC   Dept. of Environmental Conservation/District Environmental Commission
    - FEMA  Federal Emergency Management Agency
    - FHWA  Federal Highway Administration
    - FTA   Federal Transit Administration
    - GBIC  Greater Burlington Industrial Corp.
    - LCRCC Lake Champlain Regional Chamber of Commerce
    - VEM   Vermont Emergency Management
    - VHFA  Vermont Housing Finance Agency
    - VTrans Vermont Agency of Transportation