

ENVIRONMENTAL SCAN CHECKLIST

For each of the items indicate **Y** — it’s happening; **P** — partially underway; **N** — not yet begun.

POLITICAL STRUCTURES	STATUS	SPECIFY
1. Representation of equity groups on committees, commissions, and in municipal related enterprises is representative of the population		
2. Network of elected women		
3. Council-adopted policies or mandates on equity and inclusion		
4. Strategic priorities identify inclusion of marginalized populations		
5. Equity perspective applied to all decision-making, including the municipal budget		
6. Signatory to the Canadian Coalition of Municipalities against Racism and Discrimination (CCMARD) and development of an Action Plan		
7. Equity advisory council, commission, or committee within governance structure to monitor implementation of equity and inclusion policies		
8. Training in equity and inclusion for elected officials		
OPERATIONS	STATUS	SPECIFY
9. Services are designed to address barriers to participation		
10. Access to data is broken down by groups – disaggregated (sex, income, ability, etc.)		
11. Process in place to handle citizen requests and complaints		
12. Communications reach diversity of residents with inclusive images and messaging		
13. Policies and procedures promote equity and inclusion in services		
14. Scheduled review of all policies as they relate to equity and inclusion		

- Aboriginal peoples**
- Francophones**
- LGBTQ**
- Immigrants**
- Older Adults**
- Persons with Disabilities**
- Persons living in poverty**
- Racialized people**
- Rural residents**
- Women**
- Youth**
- Who else?**

PARTICIPATION AND PARTNERSHIP STRUCTURES AND MECHANISMS	STATUS	SPECIFY
15. Public consultation process with specific mechanisms to encourage the participation of equity groups		
16. City-wide civic education campaigns		
17. Committees or working groups on specific issues (safety, housing) include equity groups, and organizations working with them		
18. Awards for community leaders and organizations promoting equity and inclusion		
19. Celebrate special holidays of equity groups (Aboriginal Day, International Women’s Day, Gay Pride, etc.)		
HUMAN RESOURCES	STATUS	SPECIFY
20. Self-identification survey conducted on composition of staff at all levels of the organization		
21. Equity/Diversity Office (with adequate human resources and budget) located within central administration		
22. Annual equity action plan (goals, indicators, budget per department)		
23. Training in equity and inclusion for staff		
24. Mentoring program for members from under-represented equity groups		
25. Staff awards and recognition for equity work		
26. Other		
27. Other		
TOTAL POINTS		

Aboriginal peoples
Francophones
LGBTQ
Immigrants
Older Adults
Persons with Disabilities
Persons living in poverty
Racialized people
Rural residents
Women
Youth
Who else?

RESULTS OF YOUR EVALUATION – How many of these measures are taking place in your municipality?

Give yourself **2 points** for every time you answered **Y**. Give yourself **1 point** for every time you answered **P**.

Do not give yourself any points for answering **N**.

If you scored fewer than **19 points**, you need to get cracking and study what other cities are doing. You’re on the right track if you scored **between 20 and 34 points**. Keep up the good work and push initiatives forward. If you scored between **35 and 50**, Congratulations! But please don’t rest on your laurels.

(Adapted from Federation of Canadian Municipalities 2004,51-52)

For another scan tool check out: Alberta Urban Municipalities Association – Municipal Evaluation Tool: Measuring Inclusion

The Alberta Urban Municipalities Association (2014) has developed an online assessment tool to measure the extent to which a municipality is welcoming and inclusive. Use it to benchmark 15 different areas, such as Human Resources and Public Attitudes and Awareness. To use the tool, simply choose which areas you want to evaluate and check those that apply to your municipality. [You can check out the tool online.](#)