

# Appendix A: The City's Inclusion Tool Worksheet

Date worksheet initiated:

Staff initiating the worksheet:

City Division/Department:

Key responsible staff:

<b>1. Title of initiative</b>	<b>Assign a title to your initiative for ease of reference.</b>
<b>2. Type of initiative</b>	<b>Select the option that best describes the initiative:</b> Policy, Program, Procedure, Practice, Project, Service, Event, Budget Decision, Other (please specify in text box)
<b>3. Phase of initiative</b>	<b>Select the option that best describes the phase the initiative is in:</b> Conceptual, Development, Consultation, Implementation, Review/Revision, Evaluation, In Operation, Other
<b>4. What prompted the initiative? What inclusion opportunities exist?</b>  Key Inclusion Lens questions to ask: <ul style="list-style-type: none"> <li>• Who is being excluded?</li> <li>• What's contributing to their exclusion?</li> <li>• What can we do differently to ensure inclusion?</li> </ul>	Describe what prompted the initiative.  Include any relevant and helpful information (dates, staff involved, questions, consultations, improvements... etc.)  Describe existing inclusion opportunities (refer to the Inclusion Lens questions).
<b>5. What will the initiative aim to achieve?</b>  Strive for best practices in inclusion. Use READI and the Ontario Human Rights Code as key guiding principles.	Provide a brief summary of your goal. It may be helpful to start considering what you hope to use as measures for your indicators of success.
<b>6. Who will be impacted by the initiative?</b>	<b>Select any specific groups that will be directly impacted:</b> 2SLGBTQIA+ Communities, Black Communities, Indigenous Communities, Newcomers, Persons with Disabilities, Persons with Low Income, Racialized Communities, Religious Minorities, Seniors, Unhoused or Underhoused Persons, Women and Girls, Youth, Community at Larger, Other (please specify, ex: survivors of gender-based violence, lone parents, international students, persons with low literacy, persons without immigration status... etc.)  <b>Select all groups that may be indirectly impacted:</b> Use same options as above.
<b>7. What factors will contribute to the success of the initiative?</b>	Consider communication, human and financial capacity and resources, training and education opportunities, engagement and consultation, policies and procedures, and current service delivery models.
<b>8. What are the real and perceived challenges and risks to overcome?</b>	Use the same considerations as in question #6. For risk assessment, consider the frequency and impact of each risk and include risk mitigation strategies.

<p><b>9. What are the anticipated outcomes? Describe the change that will happen.</b></p>	<p>Write outcomes statements that describe the resulting changes that are anticipated from implementing the initiative. Outcomes statements often start with verbs in the past tense that describe a measurable change in relation to the process. Ex: reduced, improved, increased, enhanced, strengthened, empowered, prevented, mitigated... etc.</p>
<p><b>10. How can the resulting changes or outcomes be measured?</b></p>	<p>Consider tools and mechanisms that will generate both quantitative and qualitative measures (ex: pre and post surveys, feedback loops, pre and post engagement, interviews and focus groups... etc.).</p>
<p><b>11. What actions will you take to help achieve your outcomes?</b></p>	<p>Think about your “to-do” list for this initiative. Consider the factors in question #7. What will your next steps look like? How do those align with the timeline for the initiative? Try to generate at least some of the immediate actions that you must take to get the initiative started.</p>
<p><b>12. What specific supports are needed from the READI Team? (optional)</b></p>	<p>Ask the READI Team any questions that will help you with your initiative. Include your questions here, use the “Ask Us” feature on this page, book a consultation, email your questions, or request specific information. The READI Team is here to help.</p>
<p><b>13. Additional comments.</b></p>	<p>Use this space for any additional comments or considerations that have not been covered by other sections in this Tool.</p>