

SELF ASSESSMENT CHECKLIST & PLANNING GUIDE

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everyone. active. every day.

**AN ACTIVE COMMUNITY IS ONE THAT PROMOTES AND SUPPORTS,
THROUGH A COORDINATED STRATEGY, A WAY OF LIFE IN WHICH
PHYSICAL ACTIVITY IS VALUED AND INTEGRATED INTO DAILY LIFE.**

SELF ASSESSMENT CHECKLIST & PLANNING GUIDE

This self assessment tool has been developed to help you determine the areas requiring attention in establishing your plan to promote and support active lifestyles. Recognizing that communities will have differing strengths

and weaknesses in the planning process and/or be at various stages of development, the tool is divided into three sections.

1 GETTING STARTED

Assessing your state of readiness to plan and deal with the issues necessary for building commitment for the plan.

2 DEVELOPING THE PLAN

Ensuring that the seven indicators that characterize an Active Communities Plan are present in your plan.

3 IMPLEMENTATION AND EVALUATION

Continuously assessing the plan's effectiveness and ensuring that the plan's elements are monitored and evaluated.

The checklist has been structured to meet your needs regardless of where you are in the planning process. If your community does not have an existing Activity Plan, work your way through the checklist from the beginning.

If you are expanding or building on an existing plan, Sections Two and Three will be of most interest, as they will help you focus on numerous key features found in successful Active Community Plans. However, when time permits, you may also wish to check out the **Getting**

Started section to ensure that you have adequately addressed elements necessary for a strong and sustainable plan.

Each section of the checklist includes an area for you to record actions required to respond to deficiencies in the plan or the planning process. To help you establish concrete actions, refer to the related section in the Active Communities Workbook for suggestions, examples and other helpful hints to get you on your way.

SECTION 1

GETTING STARTED

Complete this checklist while planning to develop your Active Community Plan. The list includes elements necessary to build commitment for the plan and initiatives that will help in preparing to initiate the planning process. Indicate if each item has been addressed (Yes), is under

way (U/W), or has yet to be addressed (No). For each response in the “under way” or “no” column, record an action item that is required to adequately address the issue. For helpful hints, refer to the **Getting Started** section of the Active Communities Workbook.

BUILDING COMMITMENT

ELEMENT	YES	U/W	NO
Council has officially accepted the 20% Physical Activity Challenge.			
Senior Management/Council has endorsed the need for an Active Community Plan.			
Plans for facility development, land acquisition, greenways and bikeways are included and endorsed within the Official Community Plan.			
Policies are in place that support positive active lifestyles as well as positive health and environmental practices.			

ASSESSING THE ENVIRONMENT

ELEMENT	YES	U/W	NO
There is an inventory of facilities and programs to support physical activity in the community.			
There has been a needs assessment regarding physical activity programs and facilities.			
There has been an analysis of the gaps between the needs and the existing facilities and programs.			

SECTION 2

DEVELOPING THE PLAN

Complete this checklist throughout the planning process of your Active Community Plan. The list includes elements of the seven indicators that characterize an Active Community Plan. There may be items that are repeated from Section One of this checklist because they are important for both the planning and development process

of the plan. Indicate if each item has been addressed (Yes), is under way (U/W), or has yet to be addressed (No). For each response in the “under way” or “no” column, record an action item that is required to adequately address the issue. For helpful hints, refer to the related sections of the Active Communities Workbook.

PLANS AND POLICIES

ELEMENT	YES	U/W	NO
The Active Community Plan is a comprehensive multi-sector plan that encourages and supports people to be more active.			
Municipal policies support active lifestyles.			
Municipal policies recognize and support provincial plans and policies as well as initiatives from key ministries supporting the development of active communities.			
The Active Community Plan takes advantage of programs, initiatives and other supports available through the Active Communities Initiative.			

OPPORTUNITIES AND PARTICIPATION

ELEMENT	YES	U/W	NO
The proportion of the population that is active is increasing.			
The proportion of the population that is active is more active on a regular basis.			
There are opportunities aimed at helping inactive (sedentary) individuals to become active.			
There are opportunities to participate in physical activity targeting persons of all ages in the community.			
There are opportunities to learn new skills targeting individuals of all ages in the community.			

SUPPORTIVE ENVIRONMENTS

ELEMENT	YES	U/W	NO
There is a plan in place for the development of indoor and outdoor facilities that support active lifestyles.			
Indoor facilities offer a broad range of spaces that support both programs and independent activities.			
Open spaces are planned for structured activities and informal participation as well as family usage.			
Facility schedules are balanced to allow both structured and informal, independent use.			
There is a plan in place to acquire and/or develop more open space to accommodate community growth.			
There is a network of greenways and bikeways to encourage active transportation and recreational use.			
Major parks have a system of pathways for active recreation and enjoyment of nature.			
Neighbourhoods are linked to promote walking.			
Sidewalks and medians are safe and accessible.			
Safety is a key consideration in designing indoor and outdoor environments.			

COMMUNICATION AND EDUCATION

ELEMENT	YES	U/W	NO
There is a high degree of awareness within the community about the benefits of physical activity.			
The plan involves a comprehensive marketing plan including social marketing initiatives and other activities to promote active lifestyles.			
There is a media plan promoting physical activity.			
There are opportunities for participants and leaders to learn new skills.			
There are guides to link people with the community's opportunities that support physical activity such as trails, programs and facilities.			
People are aware of how to get started and sustain an active lifestyle.			
There are initiatives or programs that reinforce and support changes towards being more physically active.			

COMMUNITY IDENTITY AND INVOLVEMENT

ELEMENT	YES	U/W	NO
Council receives regular updates regarding the progress of the Active Community Plan.			
Community members take pride that their municipality is recognized as an active community and that it supports active lifestyles.			
There are visual reminders throughout the community about taking personal responsibility to be active.			
Community events and festivals celebrating active living and that provide activity opportunities regularly occur.			
Family, friends and neighbours are encouraged to engage in informal activities together.			
The public is involved (to a high degree) in the planning of the community initiatives and amenities.			

COLLABORATION AND PARTNERSHIPS

ELEMENT	YES	U/W	NO
There is a high degree of collaboration between all related community partners – municipality, school district, health region, transportation authority, private enterprise, regional district, volunteer sector, not-for-profit agencies, etc.			
The plan includes coordinated initiatives for the use of both community and school facilities.			
The plan includes initiatives to recruit and retain partners to become involved in the planning and implementation of the plan.			
Partners' contributions to both the planning and implementation of activities are recognized and valued.			

ACCESSIBILITY

ELEMENT	YES	U/W	NO
The plan includes both initiatives and policies to ensure that the economically challenged have opportunities to engage in physical activity.			
Disadvantaged children and youth have opportunities within the plan to learn skills and participate in physical activities.			
People with disabilities feel welcome and are able to access and utilize a broad range of indoor and outdoor facilities.			
People engaged by the plan reflect the age, gender, ethno-cultural and economic demographic of the community.			

SECTION 3

IMPLEMENTATION & EVALUATION

Complete this checklist throughout the implementation of your Active Community Plan and at various milestones such as at the conclusion of a major component of the plan. The list includes activities that will be important for monitoring and evaluating the progress and success of the plan. Items on the list refer to outputs – meaning the immediate results of an initiative (such as the number of participants in an event) – and outcomes – meaning the

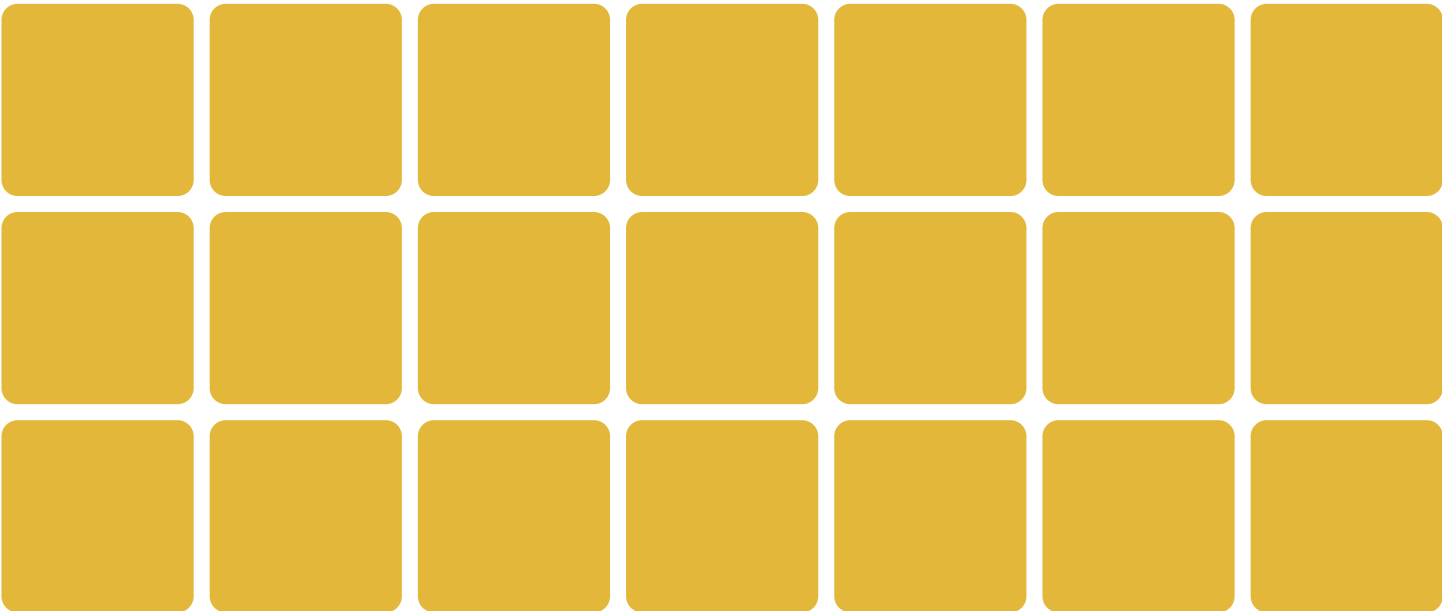
long term effect of the initiative (such as the proportion of the population that has become active). Indicate if each item has been addressed (Yes), is under way (U/W), or has yet to be addressed (No). For each response in the “under way” or “no” column, record an action item that is required to adequately address the issue. For helpful hints, refer to the related sections of the Active Communities Workbook.

MONITORING

ELEMENT	YES	U/W	NO
There are mechanisms to monitor the output success of programs and initiatives.			
There are tracking protocols in place to determine the demographic profile of participants influenced by the plan.			
Monitoring mechanisms are available to and understood by community leaders and partners.			
The plan includes output targets linked to the plan’s objectives.			

EVALUATION

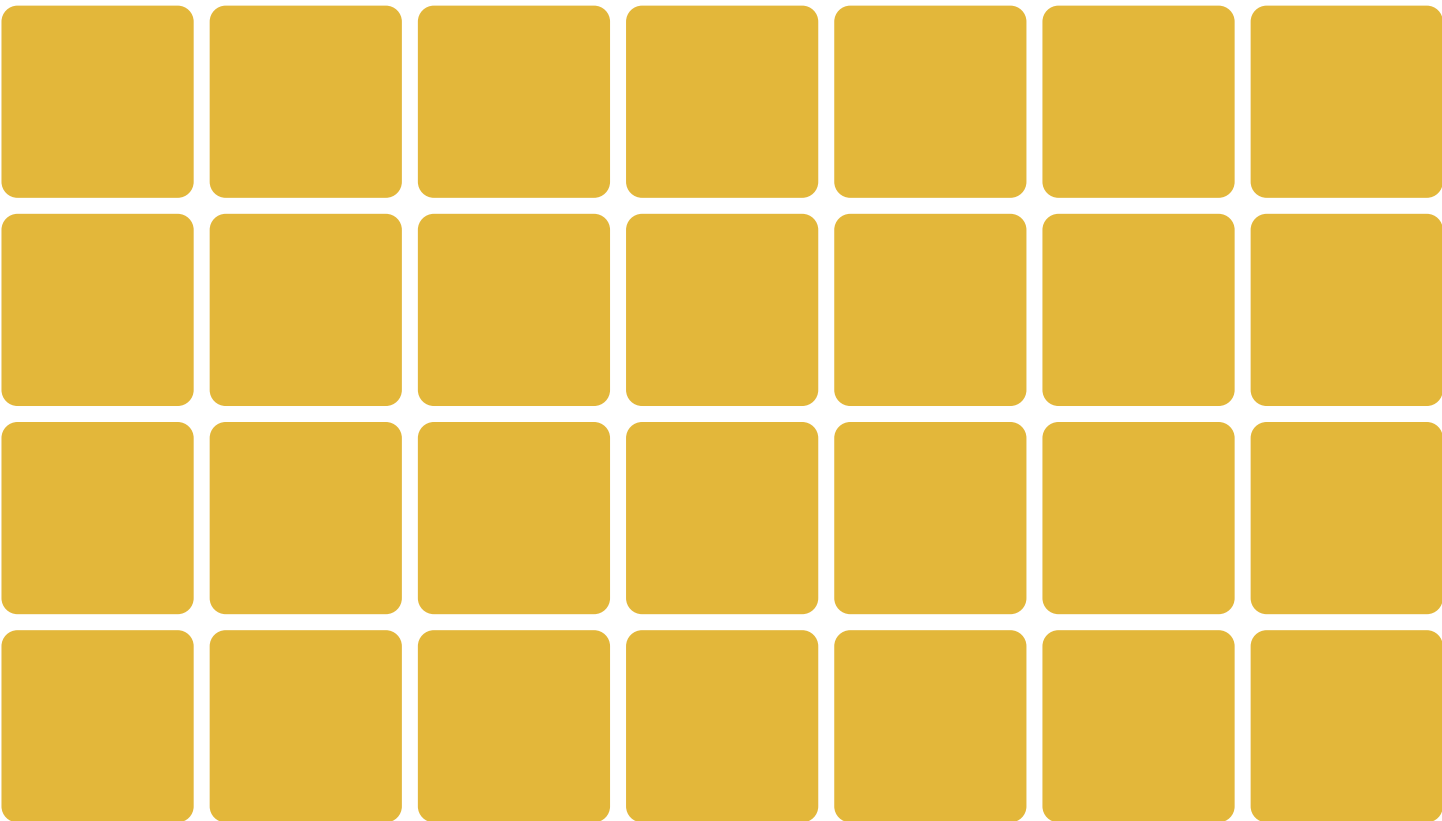
ELEMENT	YES	U/W	NO
There is a mechanism to establish a physical activity baseline for the community.			
There is an approach to comparing the demographic profile of individuals affected by the plan with the demographic profile of the community.			
There is a mechanism to determine and evaluate the incidence of physical activity uptake within the community.			
There is a mechanism to determine the incidence of sustained physical activity adherence within the community.			
The evaluation mechanism is flexible enough to be adjusted to accommodate refinements to the plan.			



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