



# HOW ARE WE DOING AS A COMMUNITY?

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# Community Check-In: Full

Asking the question - "How are we doing?" - and the conversation that follows are the first steps in building the kind of vibrant and thriving neighbourhood, community and region we want to live in. This simple assessment tool will help you discover untapped potential and find ways of working, creating solutions, and building hope together.<sup>1</sup>

## Instructions for using the tool:

How does your community or region tend to engage in public discussions, come to collective decisions and work together? Each of the statements in the tool on the following pages reflect a key quality, capacity or practice that contributes to a community's or region's civic health and resilience – its ability to come together and effectively address problems and tough challenges.<sup>2</sup>

**Read each of these statements and, for each statement, place a checkmark in the response column that most closely reflects your observations and experiences. NOTE:** This tool and the following discussions work best if you respond based on your personal perspective. Do not try to anticipate or assume "what most people will say" about each quality as you choose your response.

The tool is divided into nine short sections, each with 2-3 questions. At the end of each section, you can add additional comments to further explain or illustrate your responses.

When you are done, hand your responses to a member of the facilitation team. They will compile and share the collective responses back to the full group. The combined response will be used to inform the group's discussions about opportunities to enhance the region's capacity to work together effectively and actions you can take to create a thriving region. **{NOTE:** You are not required to put your name on your response sheet. However, if you would like us to return your individual responses to you at the end of the workshop, please write your name somewhere on the first page.}

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<sup>1</sup> - The Community Check-In Tool was developed with the support and guidance from leadership of CBDC-Trinity Conception and Legendary Coasts of Eastern Newfoundland. In addition, we thank the dozens of community leaders from across Newfoundland and Labrador who reviewed earlier versions, participated in a pilot community workshop, and provided feedback on this toolkit. The process for developing the Community Check-In Toolkit was made possible by the financial support of Memorial's Office of Public Engagement Quick Start Fund for Public Engagement.

<sup>2</sup> - The following list of qualities is based upon and drawn from the following two leading resources for understanding and assessing a community's "civic capacity": National Civic League's Civic Index, 4th edition (<https://www.nationalcivicleague.org/resources/civicindex/>) and the Civic Capacity Index (<https://thriving.us/deep-dive-belonging-civic-muscle/>).

<b>A. Community leadership is broadly defined &amp; practiced</b>	<b>This is a real strength</b> <i>– “I see this often in my community/ region.”</i>	<b>We are getting better</b> <i>– “I see this some of the time in my community/ region.”</i>	<b>We need improvement</b> <i>– “I rarely see this in my community/ region.”</i>	<b>We really need to work on this</b> <i>– “I’ve never seen this in my community/ region.”</i>
<b>1.</b> We have a wide range of organizations (municipalities, business associations, community non-governmental organizations, councils, etc.) actively engaged in our communities and region.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>2.</b> A wide range of community members, as well as government or organizational leaders, play meaningful and ongoing leadership roles in our communities and region.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>3.</b> Our leaders work to build bridges between groups, develop consensus and set aside personal agendas to focus on getting things done for the whole region.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>(Optional) List 1-2 examples of things the community or region has done well related to the above practices:</b>				

<b>B. Utilizing the full range of community assets – past and present</b>	<b>This is a real strength</b> <i>– “I see this often in my community/ region.”</i>	<b>We are getting better</b> <i>– “I see this some of the time in my community/ region.”</i>	<b>We need improvement</b> <i>– “I rarely see this in my community/ region.”</i>	<b>We really need to work on this</b> <i>– “I’ve never seen this in my community/ region.”</i>
<b>4.</b> We acknowledge, respect, and seek to learn from the full diversity of knowledge and experience in our communities and region.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>5.</b> We take the time to understand and honor our region’s story, and the contributions made by different people and groups over time.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>6.</b> We seek to identify and build upon existing resources in our communities and region (e.g., physical assets, social connections, natural resources, skills and talents, etc.).	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>(Optional) List 1-2 examples of things the community or region has done well related to the above practices:</b>				

<b>C. Community members are engaged</b>	<b>This is a real strength</b> – “I see this often in my community/ region.”	<b>We are getting better</b> – “I see this some of the time in my community/ region.”	<b>We need improvement</b> – “I rarely see this in my community/ region.”	<b>We really need to work on this</b> – “I’ve never seen this in my community/ region.”
7. Local government and others engage, involve, and collaborate with community members on a regular basis, and not just when they need buy-in or quick feedback.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
8. We make an extra effort to ensure opportunities to engage in public decisions and community activities are flexible, meeting the needs of diverse audiences.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
9. We create and encourage opportunities for community members to learn, develop and practice leadership and community action skills.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>(Optional) List 1-2 examples of things the community or region has done well related to the above practices:</b>				

<b>D. Effective communication and information sharing</b>	<b>This is a real strength</b> – “I see this often in my community/ region.”	<b>We are getting better</b> – “I see this some of the time in my community/ region.”	<b>We need improvement</b> – “I rarely see this in my community/ region.”	<b>We really need to work on this</b> – “I’ve never seen this in my community/ region.”
10. There are many ways to communicate with and get information from government (i.e., local, provincial, indigenous, federal).	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
11. We have many reliable and trusted sources of civic-minded information in our communities and region, making it easy to stay informed about locally and regionally relevant news and activities.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
12. We have places – both virtual (e.g., online platforms) and physical/in-person – where people from different parts of our communities and region gather, discuss community matters and share information.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>(Optional) List 1-2 examples of things the community or region has done well related to the above practices:</b>				

<b>E. Promoting shared success and shared accountability</b>	<b>This is a real strength</b> <i>– “I see this often in my community/region.”</i>	<b>We are getting better</b> <i>– “I see this some of the time in my community/region.”</i>	<b>We need improvement</b> <i>– “I rarely see this in my community/region.”</i>	<b>We really need to work on this</b> <i>– “I’ve never seen this in my community/region.”</i>
<b>13.</b> We have a shared sense of direction that inspires hope and commitment.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>14.</b> As we work together, we ensure there are clear ways to define “success”, share both credit and accountability, and celebrate progress.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>15.</b> We strive to create public processes that are perceived as fair and trustworthy, with participants feeling that they are respected and valued.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>(Optional) List 1-2 examples of things the community or region has done well related to the above practices:</b>				

<b>F. Tackling tough issues &amp; challenges</b>	<b>This is a real strength</b> <i>– “I see this often in my community/region.”</i>	<b>We are getting better</b> <i>– “I see this some of the time in my community/region.”</i>	<b>We need improvement</b> <i>– “I rarely see this in my community/region.”</i>	<b>We really need to work on this</b> <i>– “I’ve never seen this in my community/region.”</i>
<b>16.</b> We are not afraid to raise, discuss and work openly together to address tough issues, including those that may involve past injustices.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>17.</b> If “business as usual” is not working, people in our communities are willing to challenge the status quo and try new approaches to create outcomes that benefit all.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>(Optional) List 1-2 examples of things the community or region has done well related to the above practices:</b>				

<b>G. Working together across boundaries</b>	<b>This is a real strength</b> <i>– “I see this often in my community/region.”</i>	<b>We are getting better</b> <i>– “I see this some of the time in my community/region.”</i>	<b>We need improvement</b> <i>– “I rarely see this in my community/region.”</i>	<b>We really need to work on this</b> <i>– “I’ve never seen this in my community/region.”</i>
<b>18.</b> We work with other communities to address local and regional challenges	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>19.</b> Local government, community organizations, educational institutions and businesses collaborate effectively to solve community and regional problems.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>20.</b> When partnering, we seek to develop effective working relationships based on mutual respect, open communication and fair giving and receiving of benefits.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>(Optional) List 1-2 examples of things the community or region has done well related to the above practices:</b>				

<b>H. Learning together</b>	<b>This is a real strength</b> <i>– “I see this often in my community/region.”</i>	<b>We are getting better</b> <i>– “I see this some of the time in my community/region.”</i>	<b>We need improvement</b> <i>– “I rarely see this in my community/region.”</i>	<b>We really need to work on this</b> <i>– “I’ve never seen this in my community/region.”</i>
<b>21.</b> As we work together, there is a shared focus on asking questions and learning; leaders do not presume they already know the answers.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>22.</b> We seek and rely upon credible information from both content experts and “context experts” (those with lived experience related to the issue).	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>23.</b> Local and regional institutions openly share knowledge and expertise with community members and look for ways to support effective collaborative efforts.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>(Optional) List 1-2 examples of things the community or region has done well related to the above practices:</b>				

<b>I. Connections &amp; caring for both people and place</b>	<b>This is a real strength</b> <i>– “I see this often in my community/region.”</i>	<b>We are getting better</b> <i>– “I see this some of the time in my community/region.”</i>	<b>We need improvement</b> <i>– “I rarely see this in my community/region.”</i>	<b>We really need to work on this</b> <i>– “I’ve never seen this in my community/region.”</i>
<b>24.</b> We have a strong sense of attachment to and pride in our communities and region.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>25.</b> There are many social or community networks that actively seek opportunities to engage and partner with others in community activities.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<b>26.</b> We make an extra effort to ensure newcomers are invited and supported to engage in local social networks and civic activities.	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>	Community <input type="checkbox"/> Region <input type="checkbox"/>
<p><b>(Optional) List 1-2 examples of things the community or region has done well related to the above practices:</b></p>				