



CONSEIL FÉDÉRAL DU QUÉBEC
QUEBEC FEDERAL COUNCIL

PROJECT ANALYSIS TOOL FOR SUSTAINABLE COMMUNITY DEVELOPMENT

A tool to assist decision-makers

**Interdepartmental Round Table on
Sustainable Community Development
of the
Federal Interdepartmental Group
on Sustainable Development**

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This publication is also available on the Quebec Federal Council's Intranet Site

It is strongly recommended that the User Guide be used as a support tool throughout the analysis process. The Guide includes explanations and comments pertaining to each part of the tool.

PART I - SUSTAINABLE COMMUNITY DEVELOPMENT

Sustainable Community Development (SCD) is an approach that includes a mechanism for enabling communities to participate actively in modelling their present and their future to ensure a better quality of life for existing and future generations by pursuing a shared and integrated vision of social, cultural, economical and environmental component.

When communities seek sustainable development, they are in the best position to govern that development. To support them in their endeavours, the federal government wants to raise awareness of SCD among Canadians, including federal employees.

PART II - PRESENTATION OF THE PROJECT ANALYSIS TOOL

The Quebec Federal Council (QFC) is presenting a tool to assist in developing projects in a way that fosters the community's sustainable development. First, this tool is examined in terms of the key conditions relating to the community's organizational capacities and to project planning that are required to ensure that projects are successful. Second, an analysis chart is provided to take into account all the components of sustainable development by integrating the socio-cultural, economical and environmental aspects.

This tool is intended for individuals who develop, analyse or approve projects, both for government and for the community or private sectors.

Users of the tool must approach it with an open mind, and take into account the fact that no one has answers to all the questions it raises. This means that users should feel free to consult the Guide or their colleagues to support the decisions they make. Sustainable development objectives are wide-ranging and projects will move toward this new paradigm. Users should see their own judgement as qualitative. The quantitative aspects are there only to keep the objective in mind and facilitate decision making.

The *Project Analysis Tool for Sustainable Community Development* **does not replace an environmental impact assessment process**. It would be inappropriate to use the tool for that purpose, given that the environmental impact assessment involves in-depth environmental investigation and does not necessarily address the socio-cultural and economical components that are essential to sustainable development.

PART III - REVIEW OF CONDITIONS FOR PROJECT SUCCESS

Sustainable Community Development (SCD) does not exist in absolute terms. It is a process of ongoing improvement resulting from a group’s motivation to effect change by taking into account a wide range of knowledge and concerns about meeting the multiple needs of a population over time.

Through consultations with communities which have implemented various initiatives fostering sustainable development, conditions that are key to the success of such initiatives have been identified. Some conditions relate to the community’s organizational capacity, and others relate to project development and planning.

THE COMMUNITY’S ORGANIZATIONAL CAPACITY

Based on experience, development efforts will probably be more successful in a community that has taken the following actions. What about the community in question?

REQUIRED CONDITIONS	Yes	No	In part	Do not know
Does it share a common vision of its development?				
Is it willing to take charge and is it motivated to make positive changes?				
Does it have leadership and joint action mechanisms?				
Does it have a development and follow-up plan?				
Is it able to make decisions that incorporate every aspect of sustainable development?				
Comments:				

PROJECT DEVELOPMENT

Based on experience, development efforts will probably be more successful if the project is properly developed and planned. What about the project in question?

REQUIRED CONDITIONS	Yes	No	In part	Do not know
Does it meet a need and is it a mobilizing initiative?				
Is it unique?				
Does it have the resources and expertise required to succeed?				
Does it enrich the community?				
Does it take potential obstacles into account?				
Does it have multi-year funding?				
Comments:				

PART IV - ANALYSIS CHART

The analysis chart has two functions. First, it is a reference tool that can be used to ensure that all the aspects and objectives of sustainable development are taken into account during the project development phase. Second, it can be used to determine the degree to which each sustainable development objective listed in the chart is relevant to this type of project, and to assess the project's performance against each sustainable development objective.

RELEVANCE

- **The relevance of the sustainable development objective**

For each objective, ask these questions: Is the objective relevant to this type of project? If yes, what is its degree of relevance?

Assign a value of 0 to 3 to each objective listed in the analysis chart.

- **The relevance of the component**

To calculate the overall relevance of each component, add the relevance values assigned to the component's objectives, divide by 30 and multiply by 100. This percentage reflects the degree to which the type of project is relevant to the sustainable development of that component.

PERFORMANCE

- **Positive performance**

For each objective relevant to the type of project in question (objectives assigned a relevance value other than 0), ask this question: What is the project's performance with respect to this objective, or in other words, how does the project respond to this objective?

Assign a value of 0 to 3 to each objective listed in the analysis chart.

- **Negative performance**

Once the sustainable development objectives have been identified and their performance has been evaluated, it is important to assess the negative impacts that the project may have on the various elements of society, environment and economical activity. For non-relevant objectives (those with a relevance value of 0) and the objectives with no planned activity (those with a performance value of 0), ask the following question: Is there a chance that the project will negatively impact the components of this sustainable development objective?

Assign a value of -3 to 0 to each remaining objective.

ADDITIONAL SHEETS

Comments by the tool's users and areas for improvement can be listed on additional sheets, where necessary.

SOCIO-CULTURAL COMPONENT

A community will develop and thrive in sustainable fashion as a result of the living conditions it provides, the flexibility and relevance of its social organization, and the civic involvement of its members. This means ensuring that each person enjoys a healthy lifestyle and providing the conditions that will allow each person to achieve a feeling of personal harmony. All projects should foster equal opportunity for all. The following chart can be used to determine the degree to which the socio-cultural component is taken into account in the project.

Sheet No.	Objectives	Relevance of the objective 0 to 3	Performance of the project	
			Positive 0 to 3	Negative -3 to 0
SC1	Ensures the health of individuals			
SC2	Increases the level of education and basic training in the population			
SC3	Ensures equal access to housing for each person			
SC4	Ensures personal safety			
SC5	Encourages healthy lifestyles			
SC6	Fosters demographic and cultural balance within the community			
SC7	Fosters equal access to recreation			
SC8	Fosters equal access to and proximity of services			
SC9	Increases the sense of belonging to the community			
SC10	Develops a balance between individual freedom and individual responsibility to the community			
	Total	= _____ (A)		
	Relevance of the component	(A/30) x 100 = _____ %		

ENVIRONMENTAL COMPONENT

The environmental component deals with preservation of the natural habitat quality and resource sustainability needs. Its goal is to preserve natural resources in a sustainable manner and preserve biological diversity. The following chart can be used to determine the degree to which the environmental component is taken into account in the project, from a local, regional and global perspective.

Sheet No.	Objectives	Relevance of the objective 0 to 3	Performance of the project	
			Positive 0 to 3	Negative -3 to 0
EN1	Fosters the careful use of renewable resources			
EN2	Limits the use of non-renewable resources			
EN3	Promotes the production and use of recyclable, reusable or biodegradable materials and the recovery of those materials			
EN4	Reduces pollutants that affect air, water and soil quality and the biosphere in general			
EN5	Limits factors that constitute nuisances or affect the quality of life or health			
EN6	Preserves biological diversity of wildlife and fauna and their habitats and fosters the recovery of endangered species			
EN7	Fosters the health and integrity of ecosystems and landscapes			
EN8	Adopts the precautionary principle with respect to environmental and health risks			
EN9	Manages residual materials from human activities in a way that respects the environment			
EN10	Where possible, mitigates or minimizes environmental impacts			
	Total	= _____ (A)		
	Relevance of the component	(A/30) x 100 = _____ %		

ECONOMICAL COMPONENT

The economical component responds to the material needs of as many individuals as possible. A project will be economically sustainable if the products or services provided correspond appropriately to the actual needs of the population through effective use of the materials, energy and human resources needed to produce them. This component can be used to determine the project's ability to contribute to the community's sustainable development in terms of human resources, functionality of businesses and flow of materials and resources among the regions. The following chart can be used to determine the degree to which the economical component is taken into account in the project.

Sheet No.	Objectives	Relevance of the objective 0 to 3	Performance of the project	
			Positive 0 to 3	Negative -3 to 0
EC1	Seeks profitability from a perspective of viability			
EC2	Tends toward balanced work force supply and demand			
EC3	Develops and promotes professional competencies			
EC4	Offers a positive work environment and healthy working conditions and fosters participative management by employees			
EC5	Promotes the development and use of sustainable technological innovations			
EC6	Ensures the quality, viability and safety of products and services			
EC7	Offers complete information on products and services and provides recourse and feedback mechanisms for consumers			
EC8	Encourages buying locally and hiring local people			
EC9	Fosters diversification of the industrial structure			
EC10	Fosters the emergence of related businesses			
	Total	= _____ (A)		
	Relevance of the component	$(A/30) \times 100$ = _____ %		

ADDITIONAL SHEET

Sheet No.: _____

Project: _____

Objective: _____

Planned activities: _____

Anticipated impacts: _____

Comments and/or areas for improvement: _____