



Niagara Region

Health Impact Assessment

Guidebook **2023**

APPENDIX

Appendix A – Project Summary Sheet

Project Name		
Project Number		
Project Manager		
Brief Project Description		
Key Project Actions		1.
		2.
		3.
Step 1 – Screening Summary	Is it recommended that this project completes an HIA? (Yes/No)	
Step 2 – Scoping Summary	What level of an HIA will be completed for this project?	
Step 4 – Recommendations	What are the top three recommendations for this project?	

Appendix B – Screening Tool

CAMRA Risk Categories	Determinants of Health	Score (from – 3 to +3)	Comments. Please provide further details if item scores a 3 or -3, or a -1
Natural Environment: The extent to which any change or disturbance to the natural environment is perceived to be deleterious or undesirable. Includes negative impacts to soil, air or water, habitat and species of flora, fauna, or aquaculture, most especially endangered species or their habitats.	Environment - air, noise, odour		
	Environment - water, soil, waste		
	Natural environment – climate change, land attributes and topography, habitat and animals, protected lands (i.e. wetlands)		
	Cultural environment - natural heritage (archeologically or historically significant land, buildings or structures)		
Health and Safety: Principles intended to keep people safe from injury, disease and mental distress, and health and safety impacts to the public and staff	Transportation - active transportation, public transit, road safety, others		
	Housing - access, healthiness, safety, others		
	Working Conditions - physical and mental conditions		
	Neighbourhood safety - crime rates, neighbourhood violence and drug use, access to alcohol, tobacco, marijuana, and other substances		

CAMRA Risk Categories	Determinants of Health	Score (from – 3 to +3)	Comments. Please provide further details if item scores a 3 or -3, or a -1
Well Being: Refers to perspectives of health, quality of life and prosperity, and continuity of service delivery including or especially social and health equity programs, and all as not otherwise considered elsewhere in other criteria	Education - access to education, level of education, skills development, literacy, others		
	Access to public services - social services, emergency services, public works, recreation/community services & access to public health and health services - primary and acute health care services, tobacco and alcohol cessation support, support for healthy eating and exercise, support for safe sexual behaviours, access to employment		
	Built environment – landscaping, urban design, green spaces, connectivity, safe environments, road networks, accessibility, others		
	Social supports - social connection/community support, community structure, self-esteem, acculturation, sense of security, discrimination due to race, ethnicity, sexuality, gender, others		
	Family - child development, family ties, work-life balance, support services, others		
	Food security – access to healthy and nutritious food choices, others		
	Economic development - job creation, distribution of wealth, income and income distribution, others		
All - Populations	Considering all the determinants of health, are there health impacts that may be greater for disadvantaged groups (low income, new immigrants, Indigenous Peoples, LGBTQ2S+, migrant workers, older adults, persons with disabilities, people who are racialized, rural residents, women, youth/children)		

Appendix C – Condensed HIA Template

Health Impact Assessment

A Health Impact Assessment (HIA) is a combination of procedures, methods and tools by which a policy, program or project may be judged as to its potential effects on the health of a population. HIAs evaluate potential positive and negative public health impacts prior to the implementation of a project.

Project Description

Within the scope of the HIA Assessment, the following project actions were considered:

- Project action
- Project action

HIA Screening

The HIA screening yielded a project score of _____. The determinants of health that were seen to be impacted can be seen in Table 1.

Table 1. *Determinant of Health Scoring*

Determinant	Description	Score

Based on discussion with the project team, _____ determinants were selected to be the focus of the assessment.

-

The following priority populations were selected for focus:

-

Community Profile

Describe the geography.

Figure 1. Study Area Key Map

Demographic Information

Table 2 depicts indicators related to the area of study.

Table 2. *Demographic Information*

Indicator	Regional Data	Municipality

Table 3. *Priority Populations*

Populations Impacted	Considerations

Health Outcomes

The following health outcomes were selected to be the focus of the Health Impact Assessment:

- Health outcome
 - ▶ Connection

See Appendix ____: Logic Model

Assessment

Table 4. *Health Outcomes*

Proximal Health Outcomes	Distal health Outcomes

Paragraph reviewing assessment of each health outcome.

Recommendations

Table 5. *Recommendations*

Recommendation Category	Recommendation	Target Audience

Monitoring and Evaluation

- Level of monitoring and evaluation for a condensed HIA to be determined by the HIA team. See Step 5 of the Health Impact Assessment Guidebook for evaluation frameworks.

Appendix D – Completed Scoping Tool

Scoping template			None	Negligible	Minor	Moderate	Major	Transformative	
Scoping	Weighting	Score (0-5)	0	1	2	3	4	5	Comments
What is the estimated cost of the project?	15	4	N/A	Less than \$10,000	Less than \$100,000	Less than \$1,000,000	Less than \$10,000,000	More than \$10,000,000	Use consequence scale values with net solution cost
Stakeholders	20	4	No stakeholders	One or two individuals, politicians or community groups are interested	Multiple community or politician interest from one or two sectors	Moderate community and political interest from different sectors	Multiple sectors, community groups and politicians interested	The majority of interest groups and politicians are interested	Use Project Tiering entry from Stakeholder Question
How extensive is the geographic extent of the potential impacts of the project?	5	3	No impact	One Neighbourhood	Multiple Neighbourhoods	City or Town	Multiple cities or towns	Entire Region or more	
How many people would be potentially impacted by the project?	5	5	No impact	less than 500 persons	More than 500 and less than 5,000 persons	More than 5,000 and less than 50,000 persons	More than 50,000 and less than 500,000 persons	More than 500,000 persons	Social Extent
To what extent would people be affected by the impacts of the project?	5	4	No Impact	Negligible injury not requiring medical attention	Injury requiring minor or routine medical treatment	Injury requiring medical treatment in health-care setting	Injury or partial disability that requires hospitalization	Injury resulting in a fatality, dismemberment or total disability	Health & Safety Scale

Scoping template			None	Negligible	Minor	Moderate	Major	Transformative	
Scoping	Weighting	Score (0-5)	0	1	2	3	4	5	Comments
			No Impact	Very minor reduction of injury risk	Minor reduction of injury risk	Moderate reduction of injury risk	Significant reduction of injury risk	Complete reduction of injury risk	
	5	4	No Impact	Negligible impact on physical or mental illness or chronic condition	Physical or mental illness requiring minor or routine medical treatment	Physical or mental illness or chronic condition requiring medical treatment	Significant, extensive mental or physical illness or chronic condition that requires hospitalization	Physical or mental illness or chronic condition that results in a fatality, dismemberment or total disability	
			No Impact	Very minor reduction of physical or mental illness or chronic condition	Minor improvement of physical or mental illness or chronic condition	Moderate improvement of physical or mental illness or chronic condition	Significant improvement in physical or mental illness or chronic condition	Healing from physical or mental illness or chronic condition	
What are the potential health/populations impacts of the project? Significance?	50	2	0-11	12-18	19-25	26-32	33-39	40 or more	Use the total score answers from the screening sheet
Total Score	30								
What is the type of HIA to be conducted (rapid [score range 5-24], intermediate [score range 25 - 39], or comprehensive [score range above 40])?	Intermediate								

Appendix E – Terms of Reference Template

Health Impact Assessment (HIA) Team Terms of Reference

Purpose/Mandate

The mandate of the HIA Project Team is to provide input and offer expertise to:

- provide project specific feedback and expertise into the HIA process;
- assist in the identification of current and potential issues, opportunities and constraints relative to the health impacts of the project; and
- share information relevant to the HIA from other project planning processes when applicable and feasible.

Membership

All members have key technical expertise to support the Health Impact Assessment. The membership will be determined by the project lead. At the kick-off meeting, the membership list will be reviewed and confirmed. Roles and activities will be assigned to members based on their expertise.

Membership*

*Additional members may be included as applicable for the project.

In addition to the members detailed above, the following parties will be consulted with on an as needed basis to provide context specific information:

-
-
-

Attendance and Alternate Members

Members will make every effort to attend all meetings. Alternate members may be identified where there are potential scheduling conflicts or other barriers to consistent participation. Alternate members are invited to attend all meetings in order to provide continuity.

Roles and Responsibilities

Staff Lead

- Primarily responsible for the completion of all HIA steps and creation of any necessary HIA tools
- Coordinate team members for meetings, set agendas, chair meetings, disseminate minutes and action items
- Work with project team to complete each step of the HIA, write the report and outline the communication and dissemination of the report
- Direct project, manage project progress and resolve issues where necessary
- Coordinate data sharing between team members
- Create HIA schedule, with regular updates and amendments
- Liaise with external partners, stakeholders and community members as necessary

Support Team Member

- Aid in the completion of all HIA steps and creation of any necessary HIA tools
- Review all HIA work
- Monitor project progress and performance
- Liaise with external partners, stakeholders, and community members as necessary
- Provide project leadership and content expertise to guide team members

Project Manager

- Provide input during the development of the scoping and assessment of the project
- Share technical expertise, information and knowledge of the area
- Comment on background information
- Provide input throughout the HIA process
- Aid in completion of HIA steps that require project-specific inputs
- Provide direction on the criteria to be used for selecting recommendations
- Attend team meetings, workshops and public/stakeholder meetings, where possible
- Complete other tasks as assigned

Communication and Decision Making

Members of the HIA Project Team will work together collaboratively to ensure a full discussion, which values different perspectives. HIA Team members shall work co-operatively towards the satisfactory resolutions and strive to achieve general consensus on project issues, where feasible. While opinions and ideas may differ, the HIA Project Team will respect and listen to other members' opinions, concerns and ideas. HIA Project Team members will have an equal opportunity to share and express ideas and opinions.

Members are encouraged to talk with their colleagues to identify any additional issues or concerns and bring them to the HIA Project Team, as necessary. This input will be evaluated along with input from the data collection. The Project Lead will make the final recommendations for the HIA, with input from the team.

Media requests and requests from members of the public should be filtered to the Project Lead for response.

Staff Resources

-
-

Meeting Dates, Times and Locations

Meeting format and schedule.

Commitment to this project would involve attending meetings per the agreed schedule, plus additional personal research and review time as needed.

Core HIA Project Team

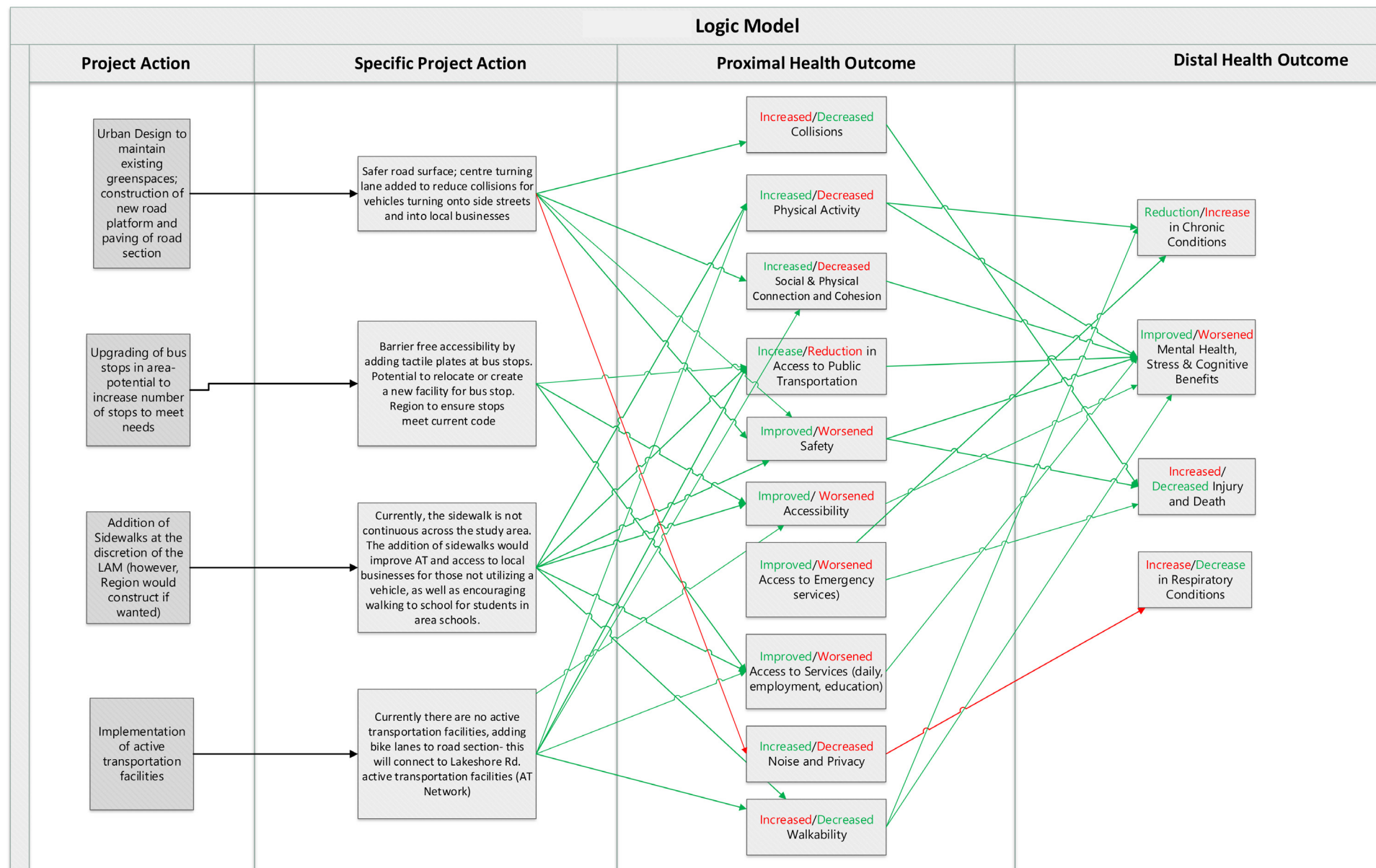
- Meeting Frequency:
- Meeting Duration:

The Project Lead will provide meeting materials to the team members, including an agenda and background materials, prior to the meeting date via email. Members are asked to review notes and background materials in advance of the scheduled meeting. Members and staff may place any item on the agenda. Hard copies of materials may be made available at the meetings, if requested.

Term

The HIA Team will determine the term in alignment with the project timelines.

Appendix F – Completed Logic Model





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