



GBA PLUS CHECKLIST

In the coming years, **IRCC will increasingly rely on GBA Plus while assessing service and program proposals and making funding decisions.** For more information on the GBA Plus analytical framework and its applications, please refer to the resources on the Government of Canada website here: [What is Gender-based Analysis Plus - Women and Gender Equality Canada](#)

Alignment with the principles of GBA Plus is one of the key assessment criteria used by IRCC when considering proposals for funding. IRCC is looking for SPOs, LIPs, and other funded agencies to demonstrate how their internal policies and procedures as well as their client-facing services and programs meet the diverse needs of equity deserving groups. Additionally, IRCC will assess how agencies plan to partner with Indigenous groups to advance Truth and Reconciliation work and ensure newcomers receive factual information on the ongoing legacy of colonization in Canada.

Groups your organization may want to consider when assessing policies and services for GBA Plus readiness include (but are not limited to):

- People who identify as 2SLGBTQQIA+
- People with physical and mental disabilities (incl. invisible disabilities like learning disabilities and autism)
- People seeking mental health supports and resources
- Women
- Racialized people

- Indigenous peoples (incl. Elders, Knowledge Keepers, Survivors of Residential Schools, the Sixties Scoop and communities impacted by Missing and Murdered Indigenous Women and Girls)
- People from diverse linguistic and religious backgrounds
- Francophones
- Seniors (65+)
- People who are un- or under-employed
- People living in small centers and rural areas
- Youth, children and families
- People who are currently houseless or may be facing houselessness

To support our members in applying the principles of GBA Plus in their workplaces, SAISIA has put together a checklist that agencies can use to assess the GBA Plus readiness of their proposals.

GBA Plus CHECKLIST

Your organization has in place or is working on the following...

Anti-Racism and/or Anti-Oppression (ARAO) Policy

Anti-Harassment Policy (incl. language that outlines zero-tolerance for Gender-Based Violence as well as sexual harassment and violence)

****As of June 2023, it is mandatory under the Saskatchewan Employment Act for all employers to have an Anti-Harassment Policy****

Anti-Violence Policy

****As of May 2024, it is mandatory under the Saskatchewan Employment Act for all employers to have an Anti-Violence Policy****

Respectful Workplace Policy

Inclusive Workplace Policy

Communications Policy (incl. language on how your organization's website, social media, newsletter(s), program materials and other channels will share the experiences and accommodate the needs of equity deserving groups)

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- Indigenous Engagement and Outreach Strategy** (incl. language on how your organization plans to engage in Truth and Reconciliation work and create opportunities for relationship-building between newcomers and Indigenous peoples)
- Land Acknowledgment** that is tailored to your specific local context and the Treaty territories you operate on. See further details in the “Reflections” section below.
- Decision-making matrix for selecting nominees to your Board of Directors (BOD)** (incl. language that ensures diversity at multiple levels and a provision for candidates to stay on the BOD beyond their term limit if their specific lived or professional experience regarding equity will otherwise be absent from high-level decision making)
- Your organization’s onboarding process for new hires includes an overview of equity and accessibility considerations in place and/or in progress in your workplace.**
- Inclusive language in job postings and descriptions.** See further details in the “Tips” section below.
- Internal committees committed to advancing EDI, anti-racism, gender equality, accessibility and universal design, decolonization and Indigenous traditional knowledge.**
- Reporting and Evaluation Templates that take stock of your organization’s progress on advancing equity and articulate how you will make changes to improve in the future.**
- Support documents and other materials given to clients as part of their participation in your services and programs use inclusive language.**
- Support documents and other materials given to clients as part of their participation in your services and programs proactively address service gaps and areas where accommodations may be needed.**
- A clearly communicated process by which clients can make suggestions or provide feedback on how services and programs can further integrate equity-related considerations.**
- Racially, culturally, and linguistically diverse staff and volunteers, including in senior leadership and other decision-making positions.**

Resources, events, and programs that share with newcomers the realities of the impacts of colonization and racism on Indigenous peoples.

Partnerships with First Nations, Métis, Elders, and Knowledge Keepers that seek to enhance communication and relationship-building between Indigenous peoples and newcomers.

Your organization offers resources and/or programs that help to advance the full participation of women in education, the workforce and society more generally, or can make a referral to an organization that offers such supports.

Up to date materials and resources for newcomers in both English and French or can make a referral to an organization that offers such supports.

Resources, services, and/or referrals for newcomers experiencing or who SPO staff have a reasonable basis to suspect are experiencing Gender-Based Violence (including verbal abuse, sexual violence, and intimate partner violence).

Your organization offers virtual and/or hybrid services and programs so that those unable to attend in-person can still benefit. (If you responded “yes” to this question, use this opportunity to create an inventory of your virtual and hybrid programs and assess where there may be gaps in service.)

Your organization consults, collaborates with, supports, and/or is a member of the following kinds of community organizations outside of the traditional newcomer serving sector.

- Ethno-cultural associations and multicultural councils
- Reconciliation agencies
- Organizations representing First Nations, Inuit and Métis peoples
- Aboriginal Friendship Centres
- Organizations supporting victims of GBV
- Food banks and other organizations that combat hunger and poverty
- Transition housing agencies and shelters for the unhoused
- Rehabilitation centers and other organizations that support those struggling with addiction
- Services and supports for people living with disabilities
- Mental health service providers

Questions to reflect on when incorporating GBA Plus into your organization's policies, materials, services and programs

1. How are GBA Plus, equity, diversity, and inclusion reflected in your organization's policies and procedures?
2. Do all staff understand how your organization's strategic planning language and documents are brought to life in your organization's policies and procedures as well as in client-facing processes and services?
3. Are your staff aware of the areas in your services and programs where accommodations can be made? Do staff feel comfortable discussing these accommodations with clients?
4. Do your organization's communications materials include both the initiatives you have undertaken to advance equity considerations?
5. Do your organization's communications materials include learning and professional development opportunities for your clients and/or members on equity-related topics?

Tips on Policies, Procedures, and Strategic Planning...

Tips for Creating Indigenous Engagement Strategies and Working with Survivors

It is a best practice for your Indigenous Engagement and/or Outreach Strategy (as well as its component parts, for example, a land acknowledgment) to be created in extensive consultation with Indigenous peoples, leaders, and/or their representative bodies. In Saskatchewan, this might look like working with:

- Office of the Treaty Commissioner
- Specific, local First Nation(s)
- Representatives from one of the 12 provincial Métis Regions¹
- Elders and Knowledge Keepers
- Reconciliation Saskatoon, Reconciliation Regina, or another local Reconciliation-oriented community group²
- Indigenous researchers and instructors at a university or other post-secondary institution, including the First Nations University of Canada and Gabriel Dumont Institute
- Staff and volunteers at an Indigenous cultural and/or historical site, including (but not limited to) Wanuskewin Heritage Park, Batoche National Historic Site and Regina Indian Industrial School Cemetery

When working with Indigenous groups, it is important to co-create objectives, content and deadlines and to be mindful of capacity. Many Indigenous community groups are approached

¹ For more information, visit: [Métis Regions of Saskatchewan | SaskMétis Business Directory \(saskmetisworks.ca\)](#)

² As of the time of writing, there are additional active Reconciliation community groups in Swift Current, Yorkton, the Battlefords, and Lloydminster and area.

constantly with requests to share their time, teachings and cultures. Taking the time to check in frequently with project partners will ensure that everyone remains on the same page and that expectations for deliverables remain reasonable.

When working with Survivors (for example, Holocaust Survivors, Rwandan Genocide Survivors, and Survivors of Residential Schools), it is important to be mindful when asking people to educate others by sharing personal stories. Re-living these experiences and discussing them with others may (re)-trigger trauma. Before reaching out to ask a Survivor to speak at an event or share their story as part of a project, conduct research and put supports in place to ensure your organization is operating from a **trauma-informed perspective**. Saskatchewan Health Authority has information and resources on working from a trauma-informed perspective at the links below.

Trauma-Informed Practice Training Instructions: [CS-G-0128 Trauma Informed Practice - Online Learning Access Instructions \(saskhealthauthority.ca\)](#)

Trauma-Informed Engagement: [Trauma-Informed Engagement | SaskHealthAuthority](#)

It is a best practice when working with Survivors to offer funds to cover transportation costs, in addition to giving an honorarium in appreciation for their time and knowledge.

It is a best practice when working with Residential School Survivors to have culturally sensitive mental health supports available during both the planning and delivery of an event or project. **The Resolution Health Support Program** was established as part of the 2006 Indian Residential School Settlement Agreement. The Program provides cultural and emotional support, as well as mental health counselling services to Survivors of Residential Schools and their families. These services are delivered by trained Resolution Health Support Workers, many of whom are Residential School Survivors themselves or impacted by the inter-generational effects of the abuse and violence that were perpetrated.

For more information on the Program, visit the Government of Canada website here: [Indian Residential Schools Resolution Health Support Program \(sac-isc.gc.ca\)](#)

To access this program in Saskatchewan, contact the offices of Indigenous Services Canada, First Nations and Inuit Health Branch in Regina at 1-866-250-1529.

Tips for Creating and/or Modifying Job Postings and Descriptions

When writing GBA Plus-aligned job postings and descriptions, it is a best practice to use inclusive language that promotes diversity in your hiring processes. For example, in a job posting, your organization could...

- Encourage racialized peoples to apply, especially if you are posting a leadership role.
- Encourage women to apply, especially if you are posting a leadership role.
- Use “they/their” pronouns in addition to he/she.

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- Mention aspects of accessibility and universal design that are present in your workplace (for example, if you have a ramp or elevator in your building, if you have staff who know American Sign Language, if you have processes in place to accommodate those on the autism spectrum, such as the ability to dim lights in shared workspaces)
- Mention successful past initiatives that have allowed members of equity deserving groups to feel safe and accurately represented at your organization.
- Mention ongoing services and programs at your organization that make accommodations for and meet the needs of equity deserving groups.

Make Sure Everyone Is On The Same Page

When it comes to drafting or editing policy, procedural and planning documents, your organization needs to ensure it clearly articulates its objectives relating to anti-racism, equity, diversity, decolonization, and anti-oppression. These objectives need to be integrated into your organization's mandate, mission and vision statements, as well as the strategic plan. **When writing, avoid the use of complex and/or highly academic language.**

- If your organization already has some of the documents and language included in the checklist in place, ensure that **all staff** are clearly able to articulate where and in which ways your policy and strategic planning documents incorporate equity.
- Do all staff understand how your organization's strategic planning language and documents are being operationalized in your staff-facing policies and procedures as well as client-facing processes and services? Are staff able to clearly explain how this operationalization is taking place?