



## AP 159 Community Engagement

### Background

Community engagement is a process by which the KTCEA communities' concerns, needs, and values are incorporated into decision-making. Community engagement or participation involves two-way communication with the overall goal of improved quality of decisions, supported by the KTCEA communities. Participation processes may be a single event or they may be embedded in long-term system activities or partnership processes. Community engagement increases the level of transparency and may help to improve actualization of policies and procedures by:

- Informing and educating participants;
- Incorporating KTCEA values, vision, mission, and preferences into decision-making;
- Helping administrators balance opposing interests;
- Identifying unintended effects and practical problems; and
- Providing a quality check on the administration's assessment of costs and benefits.

Community engagement processes also can enhance voluntary compliance for two reasons; first, because changes are announced in a timely manner and there is time to adjust to changes, and second, because the sense of legitimacy and shared ownership developed through consultation may motivate affected parties to embrace the ultimate decision. These processes can be instrumental in improving the knowledge and understanding of the issue among stakeholders.

### Guidelines

1. Guiding Principles for Engagement:
  - 1.1 KTCEA communities are capable and willing to participate.
  - 1.2 KTCEA employees will participate as required.
  - 1.3 The purpose of the community engagement process, the design of the process, the role of the participants, and the level of decision-making are all made explicit. The process enables participation and builds competency of the participants.
  - 1.4 All participants have equal access to Cree language translation if needed, relevant, accurate information and support a mutual learning environment.
  - 1.5 All participants are accountable for feedback and communications to their stakeholder constituents and to the process where applicable.
  - 1.6 All participants promote shared ownership of the process.
  - 1.7 KTCEA utilizes input from the communities.

## 2. Levels of Participations

The levels of participation are described below. For each level, the objective and the communication flow are described. Who makes the decision is also delineated. The lowest level is characterized by one-way flow of information, while interaction and two-way information exchange characterize the higher levels.

<b>Level</b>	<b>Aim</b>	<b>Pledge</b>
1. Inform	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	KTCEA will keep the public informed.
2. Consult	To obtain public feedback on analysis, alternatives and/or decisions.	KTCEA will keep the public informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.
3. Involve	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	KTCEA will work with the public to ensure that concerns and aspirations are directly reflected in the alternatives developed, and provide feedback on how public input influenced the decision.
4. Collaborate	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	KTCEA will look to the public for advice and innovation in formulating solutions and incorporate the public's advice and recommendations into the decisions to the maximum extent possible.
5. Empower	To place final decision-making in the hands of the public.	KTCEA will implement what the public decides.

#	Procedures	Roles and Responsibilities
1	Determine if the issue is consistent with the guidelines.	Communications Manager/ Appropriate Personnel
2	Determine if a community engagement process is warranted.	Communications Manager/ Appropriate Personnel
3	Develop a detailed plan If the overall analysis in steps 1 and 2 leads to “yes”, then a community engagement plan must be developed.	Communications Manager/ Appropriate Personnel
4	Seek approval. Submit a proposal to the appropriate decision-making body.	Communications Manager/ Appropriate Personnel

**Definitions:**

N/A

**References:**

Policy 2 - Role of the Board  
 Policy 12 – Role of the Superintendent

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Superintendent’s Office/Communications Manager.