



**COMMUNITY CONSULTATION POLICY**

<b>Policy Type:</b>	Governance	<b>Initially Approved:</b>	February 13, 2023
<b>Policy Sponsor:</b>	Communications	<b>Last Revised:</b>	
<b>Primary Contact:</b>	Director of Comms	<b>Review Scheduled:</b>	
<b>Band Council Motion:</b>	Chief and council by BCM WFN – 22/23-02-398		

**A. PURPOSE**

Wahnapitae First Nation (WFN) is fully committed to actively engaging in the formal process of community consultation in cases where Chief and Council and the administration determine that member discussion and feedback is required to advance with a specific decision, project, strategy or service.

This process allows for effective governance by considering community needs, interests and aspirations in their decision-making process – all while providing a strong voice to the members of WFN. Sometimes, community consultation is carried out to ensure that specific projects are shaped by the direct views of WFN members; in other cases, it's to conform with regulatory or legislated requirements.

In all cases, it helps WFN to ensure that members have a voice in decision-making to ensure that decisions made at the Council level are sustainable and reflect the common good.

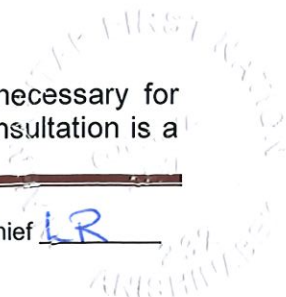
Community consultation also increases trust and transparency in WFN's decision-making processes. Well-developed, well-implemented community consultation helps to inform council decisions, while creating an understanding of the full scope and implications of those decisions.

For effective consultation to occur, members need to be informed and engaged. This occurs when there is equal access to information as well as an ongoing flow of information, consultation, and participation between Chief and Council, and the community.

This policy is therefore intended to clarify for members, administration, and Chief and Council as to when community consultation can and should occur, and what considerations should factor into those efforts.

**B. POLICY STATEMENT**

This policy has been enacted to dictate the situations and processes necessary for engaging the WFN community in meaningful consultation. Community Consultation is a



valuable part of the governance process and therefore the creation of policy to ensure it's properly conducted signals WFN's dedication to engaging with members.

## C. SCOPE

I. Under the terms of this policy, community consultation at WFN is to operate with the following understanding:

I. There is a clear distinction between community consultation (which has many forms) and community engagement sessions (which is one of those forms of community consultation), as defined in Section 2.

It is therefore crucial to note that this policy includes separate processes for community consultation which does require community engagement sessions (Section 5.1), and for community consultation which does not require community engagement sessions (Section 5.2).

Please refer to the appropriate section as required.

II. Community consultation is to assist and inform Chief and Council decisions, and not override them.

III. As such, this policy does not alter, impact, or subvert Chief and Council's mandate as decision-makers as provided by duly elected by the members.

As part of their mandate, Council may in some instances decide to enact an empowering model of decision-making, and place certain decisions relating to certain matters in the hands of the community.

Community consultation may also at times assist and inform the decisions of administrative staff.

a) As per the organizational structure as approved by Chief and Council, staff are empowered to make operational decisions as relating to their department, for the benefit of WFN members.

b) Staff are also often privy to confidential information or expertise that may allow for greater protection of the community in cases where more open-ended engagement may be less effective at guarding WFN interests. As such, they may determine that community consultation may be inappropriate or inadvisable.

IV. This policy excludes any responsibilities associated with the "duty to consult," as identified by UNDRIP, which should be handled as its own process as to be determined by Chief and Council outside the scope of this policy.

a) There are instances where Chief and Council may determine that community consultation may not be appropriate, which include (but are not limited to);



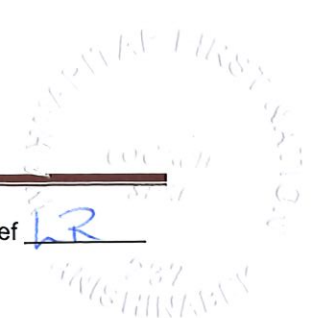
- b) When Chief and Council have not yet had the opportunity to determine whether the relevant decision requires community feedback;
- c) When Chief and Council have determined that proceeding with a decision or community engagement would be against the best interests of WFN and its members;
- d) When the size, nature, or sensitivity of the decision is such that consultation or community engagement would not be cost-effective, proportionate, reasonable, or in accordance with privacy policies.
- e) When time constraints surrounding a decision mean that Council cannot conduct consultation without harming WFN's interests;
- f) When a decision is purely administrative in nature (i.e. within the existing, direct authority of specific staff, including departmental directors) and where community feedback is not necessary; and
- g) When WFN is already required by other laws, regulations, policies, or commitments to operate in a particular way that may run contrary to this policy.

VI. There are many different means of conducting community consultation within the scope of this policy. These include but are not limited to the following, and may be expanded upon over time:

- a) Community engagement sessions – in-person, virtual, or hybrid
- b) Committees
- c) Surveys
- d) Social media outreach/posts
- e) Website outreach/posts
- f) Mass email campaigns
- g) Community newsletter

Use of these tools for purposes outside of this policy does not constitute “consultation” in and of themselves; these are merely avenues through which this process can sometimes occur, and their day-to-day use may fall under other governmental/departmental purposes as applies under other policies. For more details, please see Appendix C.

VII. Any conflict between this policy and any other WFN policies/laws is to be resolved by referring instead to those policies/laws.



## 1. Guiding Principles for Community Consultation

- a) When WFN seeks to engage members through community consultation, it must operate as much as possible in the spirit of the Seven Grandfather Teachings. This means that consultation efforts must be designed by staff with the following principles in mind:
- **Inclusiveness:** WFN is to encourage participation by those who will be affected by a decision by building constructive relationships through a range of tools designed to engage varied audiences.
  - **Early Involvement:** WFN is to involve members as early as possible in the community engagement process so they may have time to learn about the issue and actively participate.
  - **Access to Decision Making:** WFN is to design processes that will give members the opportunity to influence decisions.
  - **Coordinated Approach:** WFN is to coordinate community engagement activities to use community and its resources effectively.
  - **Transparency and Accountability:** WFN is to design processes that are open and clear, where members will understand their role, the level of engagement, and the outcome of the process.
  - **Open and Timely Communication:** WFN is to provide information that is timely, accurate, objective, easily understood, accessible, and balanced.
  - **Mutual Trust and Respect:** WFN is to engage the community in a fair and respectful way that fosters understanding between diverse views, values, and interests.
  - **Evaluation and Continuous Improvement:** WFN is to commit resources to evaluating engagement processes to ensure engagement activities are effective.
  - **Equitable Engagement Process:** WFN is to design engagement processes that allow all members a reasonable opportunity to contribute and to develop a balanced perspective.

## 2. Processes for Community Consultation

### 2.1

- a) Community Consultation – All Members

Chief and Council must explicitly approve any community consultation (i.e. community engagement session, survey, etc.) which seeks feedback from all WFN members.



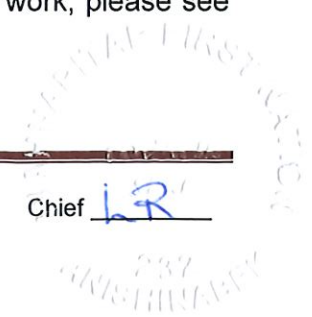
This includes, but is not limited to, the following cases:

1. When Chief and Council specifically require feedback from all members so as to inform their deliberations for a decision,
  2. When WFN administrative staff specifically require feedback from all members on any issue, (If WFN administrative staff require feedback from only a subset of members for the purpose of regular departmental operations, see Section 5.2.)
  3. When regulation (i.e. law, internal policy, or agreement) specifically requires feedback from all members for any reason.
- b) If the need for community consultation is identified by and approved through Chief and Council as per 2.1.a.1., the work will be assigned to a department as determined by the Executive Director.
- c) If the need for community consultation is identified by department-level staff and conforms to the criteria as identified in 5.1.a.2. or 5.1.a.3., the request must first be forwarded to and approved by the relevant Departmental Director, followed by the Executive Director, at which point it is to be advanced to Chief and Council for their review and approval.
1. Any request made to Chief and Council through this process should identify the purpose of the consultation, the format in which the consultation will be sought, the general timeline in which it will be undertaken, and the plan with regards to post-consultation follow-up.
- d) Staff are to coordinate with other departments to ensure that community consultation efforts will not unduly overlap.
- e) Staff are to coordinate their own resources to arrange for whatever avenue of community consultation as deemed appropriate and approved.

For example, this includes working with Administration to ensure venues are available, or working with Communications to promote the event (or issue emails/social media posts/website posts) and obtain any Zoom licenses as necessary.

- f) Hosting of any events for the purpose of community consultation is to be coordinated through the requesting/relevant department whose project or issue is connected to the request for community consultation. This includes any organizational efforts (catering, technology/moderation, etc.), which are to be handled by the relevant departmental staff.

For more information on checklists and policies relating to this work, please see Appendices A-C.



- g) As follow-up, the results of the community consultation – and how it will be used going forward – will then be advanced to Chief and Council, as well as the community if appropriate.

## 2.2 Community Consultation – Subset of Members

- a) The process as outlined below should apply in the following cases:
1. Where community consultation is being sought by staff on an issue that only applies to a specific subset of members relating to the operation of a specific department outside of the scope of 5.1. (i.e. **a community engagement session is not required** and/or does not conform to the criteria per that section), and
  2. Where the material being gathered relates to operational work by the administration and does not relate to any direct decisions to be made by Chief and Council.
- b) Approval for community consultation under 5.2. requires approval from the Departmental Director, followed by the Executive Director.
- c) Staff are to coordinate with other departments to ensure that community consultation efforts will not unduly overlap.
- d) Staff are to coordinate their own resources to arrange for whatever avenue of community consultation as deemed appropriate and approved.
- e) Hosting of any events for the purpose of community consultation is to be coordinated through the requesting/relevant department whose project or issue is connected to the request for community consultation. This includes any organizational efforts (catering, technology/moderation, etc.), which are to be handled by the relevant departmental staff.
- f) For more information on checklists and policies relating to this work, please see Appendices A-C.
- g) Staff are to work with their Departmental Director to create a plan as to how the results of the community consultation will be used internally going forward.
- h) Staff will ensure that the initiation and results of this process will be reported to the Executive Director through the Departmental Director.

**D. DEFINITIONS**

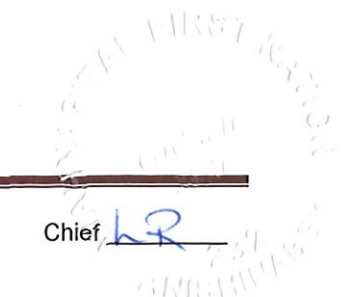
- (1) **Policy:** means the Community Consultation Policy
- (2) **Band:** Means Wahnapiatae First Nation
- (3) **Community:** Means Wahnapiatae First Nation members, regardless of physical / geographic location.
- (4) **Consultation** Means the formal process by which Chief and Council, operating through the administration’s relevant staff, engage with Wahnapiatae First Nation members for their perspective on specific issues as needed or desired. The process itself can take many forms, ranging from surveys and emails to in-person engagement sessions.
- (5) **Community Engagement Session:** Means community engagement session is one avenue through which community consultation can occur. It is a meeting held either in person or virtually, open to all WFN members, and hosted by WFN administrative staff for the purposes of gathering feedback and/or sharing information so as to advance WFN initiatives on their behalf.

**E. RELATED POLICIES**

- WFN Governance Policy

**F. REVISION HISTORY**

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)





## Appendix A

<b>Event Organizer:</b>			
<b>Department:</b>			
<b>Date submitted:</b>			
<b>Topic:</b>			
<b>Date of event:</b>			
<b>Time of event:</b>			
<b>RSVP required:</b>	Yes	No	RSVP Date:

<b>Format:</b>	In-person	Virtual	Hybrid	Live-streaming
	If virtual, hybrid, or live-streaming, will it be recorded?		Yes	No
	If yes, does it need to be posted to WFN's Members Only section of the website?		Yes	No
<b>Link/location:</b>				
<b>Room:</b>	Maan Doosh Gamig		Elders Lounge	Gazebo
	Tipi		Pow-Wow Grounds	
<b>In-person/hybrid:</b>	Have you already booked the room?		Yes	No

<b>Intended audience:</b>	Members only	Members and Non-Members
	<p>If members only, participants should be asked to register at least a week in advance of the event date so as to confirm participants with the appropriate administrative staff. If the event is virtual/hybrid, an email with the event link must be issued to members once they have registered and are confirmed.</p> <p>If the event is in person, membership must be confirmed prior to entry into the room.</p>	

<b>Features:</b>	Q & A portion	Presentation by Staff		Presentation by Partner
	Host	Name:		
	Moderator	Name:		
	Guest Speaker	Name:		
<b>Room set-up:</b>	Chairs	Yes	No	# required:
	Tables (rectangular or round)	Yes	No	# required:
	Tablecloths	Yes	No	# required:
	Meal	Yes	No	# required:
	Refreshments	Yes	No	# required:
	Set-up required	Yes	No	When:
	Tear down/clean-up required	Yes	No	When:
	Screen required	Yes	No	
	Projector required	Yes	No	
	Speakers & microphone	Yes	No	
	Whiteboard	Yes	No	





<b>Room set-up:</b>	Chairs	Yes	No	# required:
	Tables (rectangular or round)	Yes	No	# required:
	Tablecloths	Yes	No	# required:
	Meal	Yes	No	# required:
	Refreshments	Yes	No	# required:
	Set-up required	Yes	No	When:
	Tear down/clean-up required	Yes	No	When:
	Screen required	Yes	No	
	Projector required	Yes	No	
	Speakers & microphone	Yes	No	
	Whiteboard	Yes	No	
<b>Event description (purpose,</b>	Please provide as much detail as possible			
<b>General Planning Notes:</b>	<p>A meal includes hot food, salads, desserts, beverages, cutlery, cups/mugs, napkins. Refreshments include desserts/snacks, beverages, napkins.</p> <p>Set-up should take place no later than 1 hour prior to the event start time. Please plan accordingly.</p>			



## Appendix B

### Marketing Considerations

#### Planning

There are multiple avenues through which WFN can connect with members, and their success is dependent in part on effective marketing. To that end, staff are to connect directly with Communications staff to engage in a manner in line with any relevant policies (as outlined in Appendix C).

For maximum success in marketing their events, staff should be sure to plan appropriately – at least one month of “advertising” to their audience will greatly increase their odds of success.

Staff are encouraged to use the planning calendars provided by the Communications department to help plan their events. Those calendars have all newsletter deadlines, office closures, and dates of significance to help with planning and marketing efforts.

These will also assist staff to plan for the appropriate amount of “lead time” before the day of the event to allow for appropriate rollout of these events for inclusion in the vehicles as outlined below.

For the most up-to-date version of the planning calendar, please contact the Communications Department.

#### Marketing vehicles

NOTE: This is for **planning purposes only**, and is intended to assist staff in determining what they may need to consider as they prepare for their events.

This will also assist staff in thinking about the information required as they engage with other departments in order to successfully carry out their event.

Planning staff are individually responsible for notifying any other departments or staff as necessary to conduct this work in line with other WFN policies and procedures.

<b>Newsletter</b>	Yes	No	When:
<b>FaceBook</b>	Yes	No	When:
<b>Email</b>	Yes	No	When:
<b>Mailout</b>	Yes	No	When:





## Appendix C

### Related Policies

Below is a brief list of existing WFN policies which oversee the undertaking of other communications means through which consultation can occur.

As of the current date, the following are the relevant policies which connect through the individual procedures for advancing with specific avenues of communication with members, through which community consultation can occur:

- Videoconferencing Policy
- Corporate Digital Media Policy
- Mass Email Communications Policy
- Committee Policy

