COMMUNITY ENGAGEMENT AND PARTNERSHIP POLICY

[Organization Name] believes that community engagement and partnerships will improve transparency and camaraderie in the way the organization operates and serves the people of [insert community name]. [Organization Name] will gain people's trust and confidence through this and other means.

This policy outlines what [Organization Name] hopes to accomplish through increased community engagement and partnership, and how the organization intends to accomplish it in practice.

POLICY

[Organization Name] has adopted the Public Engagement Principles of Canada to ensure that the organization's engagement and partnership is as effective as possible and carried out to a high standard. This will guide [Organization Name] in how we consult, communicate, and engage with the people of [insert community name].

Community engagement and partnership is an essential component of an effective, open, and transparent organization. Engagement can take many forms, ranging from on-going collaboration to large-scale consultation on complex issues.

When engaging and partnering with the community, [Organization Name] pledges to uphold the following principles:

**Transparency**

[Organization Name] informs community members about engagement and partnership opportunities. We communicate information about the purpose of the engagement and how their feedback will be used.

Thus, [Organization Name] considers factors such as:

* Providing accurate and timely information.
* Making certain that people have enough time to prepare and participate.
* Publishing summary reports available online.

**Relevance**

[Organization Name] listens to and converses with interested and affected communities about issues that are important to them. When we gather participants, we are clear about what will be discussed and the scope of change that is possible.

Thus, [Organization Name] considers factors such as:

* Explaining how members of the community are affected by an issue.
* Getting involved when there is a chance to influence decisions.
* Connecting people who are interested in the issue with ways to get involved.
* Encouraging a shared sense of purpose in the pursuit of a better outcome.

**Inclusiveness**

[Organization Name] interacts with people who hold a variety of viewpoints and perspectives that reflect the community's diversity. We remove physical, cultural, geographical, linguistic, digital, and other barriers to participation. We provide a number of channels and methods for engagement.

Thus, [Organization Name] considers factors such as:

* Working in a variety of settings.
* Providing information in both official languages that is clearly written.
* Offering information in a variety of formats and languages.
* Creating processes with the intended audiences in mind.
* Adjusting to the needs and preferences of the participants.
* Going where the conversations are taking place.
* Listening without passing judgment.
* Establishing and maintaining relationships.

**Accountability**

[Organization Name] vows to share what we learn from the community and our partners. We explain our decisions, along with how input was used.

Thus, [Organization Name] considers factors such as:

* Reporting back to participants shortly after our discussions.
* Communicating and listening throughout the process.
* Committing resources to doing what we say we will do.
* Exemplifying the worth of participants' time by displaying what has changed as a result of their contributions.

**Adaptability**

[Organization Name] is dedicated to learning and adapting our methods. Throughout the community engagement and partnership, we promote a culture of engagement, consultation, and collaboration. We build on our successes, learn from our mistakes, and share what we've learned.

Thus, [Organization Name] considers factors such as:

* Defining success from the start, then measuring and adjusting.
* Experimenting with new methods and tools to find the best fit for the situation.
* Collaborating with experts from other industries to learn from them and build capacity.