

<b>Community Engagement &amp; Public Consultation</b>	
Adopted: May 21, 2019	Last Reviewed/Revised: June 21, 2022
Next Scheduled Review: 2024-2025	
<p><b>Associated Policies &amp; Procedures:</b></p> <p><a href="#">VI-58 Parent/Guardian Notification System</a></p> <p><a href="#">VI-63 Social Media Procedure</a></p> <p><a href="#">I Governance of Policy</a></p> <p><a href="#">I-06 Delegation to the Board</a></p> <p><a href="#">I-07 Protection of Privacy</a></p> <p><a href="#">VI-81 Privacy Procedure</a></p> <p><a href="#">I-09 School Accommodation Review – Consolidation and Closure</a></p> <p><a href="#">VI-35 School Accommodation Review – Consolidation Closure</a></p> <p><a href="#">I-15 School Name Selection</a></p> <p><a href="#">I-29 School Boundary Review Process</a></p> <p><a href="#">VI-88 School Boundary Review Process</a></p> <p><a href="#">I-37 Community Planning &amp; Facility Partnerships</a></p> <p><a href="#">VI-78 Community Planning &amp; Facility Partnerships</a></p> <p><a href="#">I-44 Strategic Planning Process</a></p> <p><a href="#">II-33 Safe Arrival at School Program</a></p> <p><a href="#">VI-18 Safe Arrival at School Program</a></p> <p><a href="#">II-41 School Uniform Dress Code/School Dress Code</a></p> <p><a href="#">II-51 Optional French Programming (French Immersion and Extended French)</a></p> <p><a href="#">VI-53 Optional French Programming</a></p> <p><a href="#">II-45 Equity and Inclusive Education</a></p> <p><a href="#">VI-54 Equity and Inclusive Education</a></p> <p><a href="#">VI-46(e) Monitoring &amp; Feedback on Accessible Customer Service</a></p>	

## Purpose

To provide a framework and a model for community engagement and public consultation across the Halton Catholic District School Board (HCDSB).

## Application and Scope

This policy pertains to all school and board community engagement practices that apply to HCDSB internal and/or external stakeholders.

## References

[Halton Police – School Board Protocol](#)

[International Association for Public Participation \(IAP2\)](#)

## Definitions

**Collaborate** – engaging a group or advisory committee of stakeholders to work together to develop options and solutions. As much as possible, the advice, feedback and/or recommendations will be incorporated into final decision.

**Community Engagement** – an interaction process between HCDSB and its internal and/or external stakeholders that provides an opportunity to share information, gather feedback, and inform decision-making. The level of engagement undertaken depends on the goal: *inform, consult, involve, or collaborate*.

**Consult** – gathering feedback from stakeholders on policies, options and/or decisions.

**External Stakeholders** – including, but not limited to, parishes, Catholic ratepayers, community partners and organizations, Ministry of Education and other government ministries, municipalities, etc.

**Inform** – sharing of information with stakeholders to increase awareness and understanding.

**Internal Stakeholders** – staff, students, parents/guardians, and trustees.

**Involve** – working with stakeholders to ensure feedback is understood and reflected in the options developed and/or decisions made.

**Stakeholder** – any individual or group who can affect or is affected by decisions made by HCDSB.

## Principles

At HCDSB, we value relationships and partnerships, recognizing that student success and well-being are reflective of the healthy and vibrant partnerships we hold with staff, parents/guardians, parishes and members of the broader community.

At HCDSB, we are committed to effective public participation that provides a means for facilitating understanding; incorporating stakeholder feedback into decisions that affect them; and improving decision-making. This includes:

- relaying accurate, timely information on matters affecting stakeholders;

- providing open, inclusive, and meaningful feedback mechanisms that encourage two-way communications with our stakeholders;
- ensuring equity of opportunity and access by identifying and removing barriers to engagement;
- sharing results of feedback collected through public consultation to foster a culture of transparency and trust.

## Requirements

### I. Sharing Information with Stakeholders

Accurate, timely information will be relayed about changes to policies, programs, legislation, decisions, or issues requiring immediate attention.

- New policies or changes to current policies will be shared with stakeholders in accordance with *HCDSB Policy I – Governance of Policy*.
- Information around the implementation of new programs will be shared in advance of implementation with stakeholders (staff, parents/guardians, trustees) who are directly impacted.
- Stakeholders directly impacted by potential changes to existing programs will be notified that the program is under review and will be provided with pertinent information as it becomes available, and prior to a decision being made.
- Changes to legislation will be shared in advance of implementation with stakeholders who are directly impacted.
- Decisions that directly impact on the day-to-day activities or operations at the school and/or system level will be shared with stakeholders in advance of implementation. Details around the implementation of decisions will be communicated as they become available. Whenever possible, changes to program locations will be communicated to parents/guardians one academic year in advance of implementation.
- Issues requiring immediate attention, such as lockdowns, emergencies, school closures, power outages, etc., will be communicated in accordance with the applicable policy, procedure, protocol or practice.

### II. Engaging Stakeholders in a Public Consultation Process

HCDSB will notify internal and external stakeholders of consultation opportunities in a manner that is consistent, timely and transparent.

- All system-level public consultations will include a plan that provides:
  - a. the purpose of the consultation;
  - b. the desired outcomes (goals);
  - c. the Stakeholder Decision Impact & Communication Matrix (Appendix A), which lists stakeholder groups impacted and the level of engagement (inform, consult, involve, or collaborate);
  - d. a description of the communications methodology, timelines and strategies.



- All reports emanating from a public consultation process will contain a summary of the process and a summary of feedback received, with a description of any steps taken to address public concerns in arriving at a recommendation.
- All active public consultations will be posted on a designated Public Consultation page on the HCDSB website.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*

## Levels of Engagement



### Inform



### Consult



### Involve



### Collaborate

GOAL	Increase awareness and understanding.	Gather feedback on policies, options and/or decisions.	Work together to ensure feedback is understood and reflected in the options developed and/or decisions made.	Work together to develop options and solutions.  As much as possible, the advice, feedback, and/or recommendations are incorporated into final decision.
EXAMPLES	Email Website Media Social media	Surveys  Focus groups	Town halls  Public information sessions	Advisory committees  School Boundary Review Committees  Accommodation Review Committee

\*Adapted from IAP2 Public Participation Spectrum.

## Stakeholder Decision Impact & Communication Matrix

Stakeholder Group	Level of Engagement			
	Inform	Consult	Involve	Collaborate
	<b>SAMPLE</b>			