

Consultation Plan

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

DATE:	October 16, 2018
PROJECT: (Project name, Letter of Transmittal, etc.)	Consultation Plan for the Development of the OCDSB Strategic Plan 2019-2023
CONTACT / PROJECT LEAD (Name, telephone, email):	Michèle Giroux, Executive Officer, Corporate Services (ex. 8607)
WHAT?	
<p>1. WHAT IS THE PURPOSE OF THE CONSULTATION? (Describe project scope, nature of consultation, decision to be made, and any relevant information)</p> <p>The purpose of the consultation is to engage, inform and to gather input from stakeholders for the development of the OCDSB Strategic Plan 2019-2023. The information obtained through an active engagement process will guide and shape the content of the strategic plan and the indicators of success. It is anticipated that the consultation will deliver priority areas for focus, in a new plan that is responsive to stakeholders.</p> <p>A key objective of this process is to increase the level of public input into the development of the plan. Therefore, this process will entail a multi-media strategy, allowing for a range of audiences to provide input into the process.</p>	
WHY?	
<p>2. WHY ARE YOU CONSULTING? (Check all that apply)</p> <p><input checked="" type="checkbox"/> To seek advice, informed opinion or input for consideration prior to decision-making?</p> <p><input checked="" type="checkbox"/> To share information and/or create awareness about a subject/potential recommendations/decision yet to be made?</p> <p><input type="checkbox"/> To share information and awareness about a subject/recommendation/decision that has been made?</p> <p><input checked="" type="checkbox"/> Other? (Please explain)</p>	

Consultation is important to allow all parties concerned to have a voice, to generate interest in public education, to generate ideas, and to facilitate engagement (which is one of the priorities of the current strategic plan). Consequently, consultation allows stakeholders to feel a sense of ownership with the final product, and creates a willingness to be partners in the plan's execution.

3. HOW DOES THIS CONSULTATION LINK TO THE OCDSB STRATEGIC PLAN, DISTRICT IMPROVEMENT PLAN, BUDGET, ANNUAL DISTRICT GOALS AND OBJECTIVES AND/OR RELEVANT MINISTRY / OCDSB POLICIES OR PROCEDURES (if applicable)?

This consultation is to inform the development of the new Strategic Plan, 2019-2023. All costs associated with the development of the plan will be within regular operating budgets. The Board Improvement Plan and Director's Work Plan will not be impacted at this time. However, once the new plan is completed, these documents will be shaped by the new Strategic Plan. OCDSB policies and procedures will guide the consultation process.

WHO?

4. WHO WILL BE CONSULTED? (Key stakeholders) (Check all that apply)

<u>OCDSB Community</u>	<u>Internal to OCDSB</u>	<u>External / Other (please identify)</u>
<input checked="" type="checkbox"/> Students	<input type="checkbox"/> Trustees	<input checked="" type="checkbox"/> Agencies/associations
<input checked="" type="checkbox"/> Parents/guardians	<input checked="" type="checkbox"/> Superintendents	<input checked="" type="checkbox"/> Community groups
<input checked="" type="checkbox"/> School council(s)	<input checked="" type="checkbox"/> Principals and/or Vice-principals	<input checked="" type="checkbox"/> General Public
<input checked="" type="checkbox"/> OCASC	<input checked="" type="checkbox"/> Managers	<input checked="" type="checkbox"/> Other governments
<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> District staff	<input checked="" type="checkbox"/> Federations
<input checked="" type="checkbox"/> Advisory committees (Specify below)	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Special Education Advisory Committee, etc.		

There are four audience streams for the consultation:

Audience streams	Participants
Staff	Senior staff, school-based staff (principals, vice-principals, teachers, administrative and support staff), and centrally-located staff
Parents and Public	Everyone in the community who has a child enrolled in a school, and

Particular focus on engaging: - groups traditionally less engaged; and - groups identified by advisory committees.	those interested in public education (including community partners and business community)
Students	Elementary and secondary students (including student council members, student senate, and student trustees)
Community Partners	Community stakeholders, education sector partners, municipal partners, community groups, not-for-profit associations, social services and health care agencies, community associations, community foundations, and the business community.

Community Partners include (but not limited to):

Ottawa Network for Education, Conference Board of Canada, City of Ottawa, Ontario College of Teachers, Ottawa Public Health, School Volunteer Network, United Way, Ministry of Education, Ottawa-Carleton Education Network Inc., Ottawa Student Transportation Authority.

Other partners (but not limited to):

Wabano, Ottawa Inuit Children's Centre, Tungasuvvingat Inuit, Odawa Friendship Centre, Ottawa Aboriginal Coalition, Metis Nation of Ontario, University of Ottawa, Carleton University, Algonquin College, Ottawa Community Immigrant Services Organization, Ottawa Centre for Research and Innovation, Other Ontario and Ottawa school boards, Jaku Konbit, Catholic Centre for Immigrants, Ottawa Local Immigrant Partnership, Arab and Lebanese Social Services, Somali Family Services, Young Leaders Advisory Council, Nyansapo, Rainbow Service Providers Network, Community Care Access Centres, ACORN, Social Planning Council, Education Foundation of Ottawa.

Committees:

Parent Involvement Committee, Advisory Committee on Equity, Special Education Advisory Committee, Indigenous Education Advisory Committee, Alternate Schools Advisory Committee, Advisory Committee on the Arts, Environmental Education Steering Committee, Advisory Committee for Extended Day and Child-Care Programs.

Federations/Unions:

Elementary Teacher's Federation of Ontario (ETFO), Canadian Teacher's Federation (CTF), Ontario Secondary School Teacher's Federation (OSSTF), Canadian Union of Public Employees (CUPE)

5. HAVE ANY OF THESE STAKEHOLDERS BEEN INVOLVED IN INFORMAL CONSULTATION AS PART OF THE DEVELOPMENT OF THIS PLAN?

In accordance with section 4.3 of Policy P.110.GOV, it is expected that informal consultation has taken place with representative stakeholders to obtain their suggestions prior to finalizing this plan. Please describe below. (If this informal consultation did not take place, explain why it was not feasible.)

Informal consultation with staff, parents, students and other stakeholders has been taking place on an ongoing basis throughout the implementation of the current strategic plan. Suggestions and comments received will be used to guide the planning process. Feedback received from Director's Executive Council and Trustees on the measurement reports, written submissions by stakeholders to Trustees, and issues brought forward by delegations to the board meetings, will also be used to inform the consultation plan.

Consultation reports on the International Baccalaureate program, 50/50 Bilingual Kindergarten, Elementary and Secondary School Frameworks, and Accommodation Reviews also provided information that will be useful for the strategic planning process.

HOW?

6. HOW WILL STAKEHOLDERS BE MADE AWARE OF THIS CONSULTATION PROCESS? (Check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Media advertisement (print and/or radio) | <input checked="" type="checkbox"/> School newsletter |
| <input checked="" type="checkbox"/> Letter distribution | <input checked="" type="checkbox"/> Website (schools and/or OCDSB sites) |
| <input checked="" type="checkbox"/> School council(s) | <input checked="" type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Ottawa Carleton Assembly of School Councils | |

Please describe how stakeholders will be made aware of the consultation process and any special requirements for consultation (translation, alternate formats, etc.)?

The OCDSB will inform key audiences of the consultation process through District, and school websites; through electronic, written, and face to face communications to all board staff, schools, parents, community partners, and the general public.

Additionally meetings with Advisory Committees (will be conducted to identify strategies for securing attendance of community groups at the face-to-face sessions; to choose locations for the public engagements; to identify approaches to conducting the sessions; and to secure participation in the online consultation.

The Board of Trustees will also promote engagement and work with staff to build opportunities for engaging groups, especially those traditionally less engaged.

Translation will be required to ensure we engage communities for which their first language is not English.

7. HOW WILL THE CONSULTATION BE CARRIED OUT? (Check all that apply)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Focus groups | <input checked="" type="checkbox"/> Ottawa Carleton Assembly of School Councils |
| <input checked="" type="checkbox"/> Interviews | <input checked="" type="checkbox"/> Public meetings |
| <input checked="" type="checkbox"/> Mail-out or email circulation | <input type="checkbox"/> Survey / questionnaire |
| <input checked="" type="checkbox"/> Open houses / workshops / cafes | <input checked="" type="checkbox"/> Web-based notice / Web-based comments |
| <input checked="" type="checkbox"/> School council(s) | <input checked="" type="checkbox"/> Other |

The primary methods for receiving input are as follows:

- Online Consultation (Thoughtexchange);
- Parent/Public Forums (including community partners);
- Student Forum; and
- Staff Forum.

About Thoughtexchange:

Thoughtexchange is an online collaborative tool that will be used to collect, collate and prioritize the ideas of stakeholders. A stakeholder can access the Thoughtexchange site on their own or within a focus group setting. The Thoughtexchange application will be used to support and enhance the input obtained from focus groups, by encouraging interaction and feedback.

Limitations

The following are limitations to be considered:

- Restrictions in terms of feasible number of forums, meetings, and focus groups;
- The total number of days for consultation;
- The number of locations where meetings/and forums can be held.

WHEN?

8. PROJECT PLAN FOR CONSULTATION (KEY ACTIVITIES AND COMMUNICATIONS)¹:

¹ Outline provides information on the minimal number of activities proposed, which may be amended to intensify the process if required. Further information on the overall project/initiative and the specific consultation plan and process can be provided in the Letter of Transmittal to Board.

i.e. Identify plan approval dates; Timelines for awareness of consultation; Specific consultation initiatives; Timelines for analysis; Date for Committee/Board deliberation; Evaluation of consultation	
TARGETED DATE FOR FINAL DECISION:	June 24, 2019
PROJECTED DATE(S)	ACTIVITY/MILESTONE
10/16/18	Consultation Plan presented to Board of Trustees at Committee of the Whole This would be a two-phased process for engaging the Board of Trustees on the consultation plan: (i) vote on consultation plan; and (ii) further discuss consultation with incoming Board
10/17/18 10/18/18 10/24/18 10/25/18 11/01/18 11/14/18	Preconsultations with Parent Involvement Committee OCASC and with Indigenous Education Advisory Committee Advisory Committee on Extended Day and Child Care Programs Advisory Committee on Equity Student Senate Special Education Advisory Committee (SEAC) To obtain advice on: <ul style="list-style-type: none"> • strategies to engage groups, especially those traditionally less/not engaged • consultation logistics, barriers faced by groups and strategies for mitigation To share and get feedback on the questions to be asked during consultations; To provide preparation tips for community engagements. For those committees who do not have a scheduled meeting in this period, a reach out will be done by email and wherever possible, the consultation process will be added to a future agenda. Staff is contacting the federations to arrange an opportunity for input.
10/30/18	Board Approval of the Consultation Plan To obtain further input on consultation plan and approval

11/16/18	Launch District-wide Thoughtexchanges (Students, Staff, and Parents/Community) To obtain ideas from across the District for informing the content and priorities for the new strategic plan; announced in advance on school and OCDSB websites, emails, Facebook, and Twitter; media release
12/14/18	Close District-wide Thoughtexchanges (Parents and Community, Staff, and Students)
12/18/19	Discussion report to new Board and Director To give an overview for new board members on: <ul style="list-style-type: none"> the strategic planning process, measurement reports, updates on consultations, and; next steps for consultations and the strategic planning process; To indicate how consultation results will be explored at Board/Senior Staff Retreat (e.g. refining of priority areas and strategies).
01/10/19	Student Discussion Forum * (date and format to be confirmed) Student forum to be held at the Student Senate Meeting, and with Student Presidents Council <ul style="list-style-type: none"> Explore and build on feedback from online consultation, and define strategies for achieving identified goals/priorities; Discussion questions to be provided at session; Advanced information on strategic plan engagement to be shared with all students (grade 7-12).
01/11/19	Summary report to community Email to Thoughtexchange participants; Thoughtexchange 'Discover page' highlights posted on OCDSB website and in newsletters
01/15/19	Report on Thoughtexchange results to COW Summary reports will be produced based on emerging themes; Environmental scan will be presented.
01/17/19 01/21/19 01/23/19	Discussion Forum with Parents and Community Partners (evening session) Explore and build on feedback from online consultation, and define strategies for achieving identified goals/priorities; Thoughtexchange app to run during sessions, results will be discussed; Information to support the consultation process (Thoughtexchange questions/topics etc.) may require translation
TBC	Discussion Forums Community Partners (daytime session for business partners and community agencies) Explore and build on feedback from online consultation, and define strategies for achieving identified goals/priorities Thoughtexchange app to run during sessions, results will be discussed;

	Information to support the consultation process (Thoughtexchange questions/topics etc.) may require translation
**/01/19	Staff Input – Forum/Feedback – date and format to be confirmed Discussion on: <ul style="list-style-type: none"> the input received/reports from the Thoughtexchange; challenges/issues, opportunities, emerging priorities/goals, strategies, objectives; mission, vision and values assessment; implementation, organizational capacity assessment; Ongoing discussion of the strategic plan could take place at regular staff meetings, (i.e., school/department meetings, operations meetings).
2/1/-2/2/19	Board/Senior Staff Retreat with new Board of Trustees, Director of Education, and Director’s Executive Council Results of the forums/focus groups and Thoughtexchanges will be presented for discussion; Review and comment on discussion report, and solidify priorities and strategies.
05/03/19	Present results of consultations and draft strategic priorities to COW and public for comment Results of all consultations (i.e. online, retreat, and forums) will be made available on OCDSB and school websites, via Trustees, Advisory Committees, and Student Senate
06/04/19	Present revised Strategic Plan 2019-2023 to COW Draft plan to be communicated to Board of Trustees, Staff and all other stakeholders
06/24/2019	Board of Trustees’ Approval of Strategic Plan 2019-2023

9. HOW WILL THE RESULTS OF THE CONSULTATION AND THE RATIONALE OF THE FINAL DECISION BE COMMUNICATED TO ALL CONTRIBUTORS TO THE PROCESS? (Check all that apply)

☒ Email circulation
☒ School / principal communications / newsletter
☒ Letter distribution
☒ Website (schools and/or OCDSB sites)
☒ Letter of Transmittal to committee/Board
☒ Media reports
☒ Other

Please describe:

The results of the consultation will be conveyed through reports posted on OCDSB and school websites, at staff meetings,

forums, at committee and board meetings, through media reports, on social media, through Senior staff, Principals and Vice-Principals, the Board of Trustees, Advisory Committees, and email communication to the participants.

OTHER

10. ESTIMATED COSTS FOR THE CONSULTATION* (i.e. advertising, facilities, translation, materials):

Cost items:

- 1) Translation services;
- 2) Facilities rental (for hosting of forums, when applicable);

Proposed facilities/locations* : Wabano Centre for Aboriginal Health; Rideau Community Hub/former Rideau High School; Gloucester High School; Sir Robert Borden High School; Ridgemont High School; Saratoga Place; South East Ottawa Community Health Center; Pinecrest-Queensway Community Health Center.

*subject to availability and confirmation

- 3) Advertising: printing and publishing;
- 4) Forum/focus group facilitators;
- 5) Thoughtexchange software (for which the District already has a purchased license agreement);
- 6) Print materials.

Estimated cost to be covered by current operating budget.

** Note that the consulting body bears responsibility for the costs of the consultation.*

11. EVALUATION:

Please specify the method(s) you plan to use to assess the effectiveness and success of this consultation process. (e.g., outcomes/results, satisfaction of participants, debriefs, questionnaires/evaluation sheet collected from participants, peer review, school council meeting discussion with date, etc.)

To assess the effectiveness and success of this consultation the following methods would be used:

1. Feedback obtained by email (on the consultation process);
2. Stakeholder interest in reviewing and commenting on the draft plan;
3. Online feedback on the strategic plan 2019-2023;

4. Record of attendance/representation from all stakeholder groups (at public forums, hits online, Thoughtexchange participation rates, attendance at COW, meetings at schools, and comments on social media).