OTTAWA-CARLETON DISTRICT SCHOOL BOARD

CONSULTATION PLAN

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

DATE:	January 2019
PROJECT: (Project name, Letter of Transmittal, etc.)	New Fernbank Elementary School Study – Consultation Plan Approval
CONTACT / PROJECT LEAD (Name, telephone, email):	Michael Carson, Chief Financial Officer, (613) 596-8211 ext. 8881, Michael.Carson@ocdsb.ca

WHAT?

1. WHAT IS THE PURPOSE OF THE CONSULTATION?
(Describe project scope, nature of consultation, decision to be made, and any relevant information)

The consultation will serve to implement recommendations regarding the opening grade structure, program, and attendance boundary for a new elementary school to be opened in the Fernbank development area once capital funding for the project is received from the Ministry. The consultation process is expected to include four elementary schools: John Young Elementary School; Bridlewood Community Elementary School; Westwind Public School; and A. Lorne Cassidy Elementary School. Other schools may be added as required.

WHY?

2. WHY ARE YOU CONSULTING? (Check all that apply)

__√_ To seek advice, informed opinion or input for consideration prior to decision-making?
__√_ To share information and/or create awareness about a subject/potential recommendations/decision yet to be made?
____ To share information and awareness about a subject/recommendation/decision that has been made?
____ Other? (Please explain)

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)?

The consultation will seek to recommend an opening grade structure, program, and attendance boundary for a new Fernbank elementary school.

The opening of a new elementary school within the developing Fernbank Community will serve to provide students with improved access to learning environments and optimize the use of District resources. This is consistent with the stewardship objectives of the 2015-2019 Strategic Plan.

CONSULTATION PLAN

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

WHO?

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

OCDSB Community	**Internal to OCDSB**	**External / Other (please identify)**
_____ Students	__√__ Trustees	_____ Agencies/associations _____
__√__ Parents/guardians	__√__ Superintendents	__√__ Community groups _____
__√__ School council(s)	__√__ Principals and/or Vice-principals	__√__ General Public _____
_____ Ottawa Carleton Assembly of School Councils	_____ Managers	_____ Other governments _____
_____ Advisory committees (Specify below)	_____ District staff	_____ Other _____
_____ Special Education Advisory Committee, etc	_____ Federations	
____ Other _____	_____ Other _____	

Please describe or expand on who will be consulted and any partners in the consultation:

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.)

Yes, the local Trustees, the Superintendent of Instruction for involved schools, and the Chief Financial Officer.

HOW?

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

__√__ Media advertisement (print and/or radio)	__√__ School newsletter
__√__ Letter distribution	__√__ Website (schools and/or OCDSB sites)
__√__ School council(s)	_____ Other
_____ 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)?

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

____ Focus groups	_____ Ottawa Carleton Assembly of School Councils
____ Interviews	__√__ Public meetings
__√__ Mail-out or email circulation	_____ Survey / questionnaire
____ Open houses / workshops / cafes	__√__ Web-based notice / Web-based comments
__√__ School council(s)	_____ Other

Please describe:

CONSULTATION PLAN

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

WHEN?		
8. PROJECT PLAN FOR CONSULTATION (KEY ACTIVITIES AND COMMUNICATIONS)[1]: **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**		
TARGETTED DATE FOR FINAL DECISION:	**January 2019**	
PROJECTED DATE(S)	**ACTIVITY/MILESTONE**	**NOTES****
January 2019	Board Approval of Consultation Plan and Timeline	
Late January 2019	Formation of Working Group	
February 2019	Working Group Meeting #1	
March 2019	Working Group Meeting #2	
April 2019	Working Group Meeting #3	
May 2019	Public Consultation Meeting	
June 2019	Regular Committee of the Whole Meeting – Presentation, Debate, and Recommendations	
June 2019	Regular Board Meeting – Final Decisions	

**In filling out this chart, please note:

- **the materials, reports or resources that will be distributed to stakeholders, either in advance or at the session;**
- any constraints such as necessary deadlines, availability of stakeholders; and
- the timelines for communicating the outcome/related decisions reached to those consulted.

9. HOW WILL THE RESULTS OF THE CONSULTATION AND THE RATIONALE OF THE FINAL DECISION BE COMMUNICATED TO ALL

[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.

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:

OTHER

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

Consultation costs will be managed within existing departmental budgets.

** 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.)