OTTAWA-CARLETON DISTRICT SCHOOL BOARD

CONSULTATION PLAN

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

DATE:	September 2019
PROJECT: (Project name, Letter of Transmittal, etc.)	**New Stittsville Secondary School Study – Approval of Timeline and Consultation Plan**
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 scope of the consultation includes six elementary and three secondary schools; A. Lorne Cassidy ES, Stittsville PS, Goulbourn MS, South Carleton HS, Glen Cairn PS, AY Jackson SS, Castlefrank ES, Katimavik ES, and Earl of March SS.

The consultation process will serve to implement recommendations regarding the attendance boundary, program, and opening grade structure for the new grade 7 to 12 secondary school. Those changes may result in associated revisions to some area schools not directly impacted by the new school opening.

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 a plan to implement an opening grade structure, program, and attendance boundary for the new school. To minimize disruption to families and students it will also likely recommend the phasing of some of the recommended changes.

The process will strive to make effective use of District facilities, improve student access to viable programming and appropriate instructional resources. As well, there is the overriding goal of improving student achievement through the provision of strong educational programming in safe, healthy, secure and accessible learning environments.

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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, local Trustees, the Superintendent of Instruction for area 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:

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Appendix C to Report 19-078

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:	**June 2020**	
PROJECTED DATE(S)	**ACTIVITY/MILESTONE**	**NOTES****
October 2019	Board Approval of Study Consultation Plan and Timeline	
November 2019	Formation of Working Group	
November 2019 to March 2020	Working Group Meetings	
April 2020	Public Consultation Meeting	
June 2020	Committee of the Whole Meeting – Presentation, Debate, and Recommendations	
June 2020	Regular Board Meeting – Final Study 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.

[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.

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:

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.)