



INDEPENDENT PROCEDURE

Title: **NOTIFICATION ON ITEMS
REQUIRING PUBLIC
CONSULTATION**

Procedure No.: **9006**
Effective Date: **1999 October 1**

Department: **DIRECTOR'S SERVICES –
CORPORATE SERVICES**

Resources:
– Board Bylaws
– Pupil Accommodation and Facility Organization Procedure

1.0 Purpose

To provide direction on the notification of public consultation opportunities ensuring notification is consistent, timely, open, and highly visible.

2.0 General

Thames Valley District School Board is committed to seeking public input on key decisions. Feedback from stakeholders, including students, parents, staff, and community members is integral to the decision-making process. It is recognized that students, parents, and community members want to provide input into shaping programs and services at their local school and/or across the district.

Throughout the year input is sought on items that may be of interest to stakeholders across the system. These include the incoming budget, naming of new and consolidated schools, pupil accommodation reviews, attendance area reviews, policy and procedures, and other important initiatives.

Invitations for public input will be posted to the TVDSB website under *Seeking Public Input*; published on relevant TVDSB social media channels; and pushed out through the TVDSB system email and to e-news subscribers. This includes notification to the Thames Valley Parent Involvement Committee, School Councils, Thames Valley Council of Home and School Associations, Administrators and employees.

Notification of public consultation may be broadened, if appropriate, to include a newspaper ad(s) or media advisory.

3.0 Responsibilities

In consultation with the responsible department, Corporate Services prepares and posts the invitations for public input to the board's website.

Administered By:	DIRECTOR'S SERVICES – CORPORATE SERVICES
Amendment Date(s):	2017 June 27

The Communications department is responsible to provide notification through the TVDSB system email, social media channels, e-news, and, where appropriate, through the media.

Corporate Services receives public input submissions ensuring confirmation of receipt is provided to all groups/individuals.

Corporate Services maintains copies of the input received according to the Records Retention Schedule; and prepares and shares summaries as required.

4.0 Public Consultation Process

Additional information on the public consultation process may be found in the Board Bylaws and the Pupil Accommodation and Facility Organization Procedure.