

S.25 Good Neighbour Policy S.25

Appendix A: Operational Procedures

1. In the event of new construction or an addition, a communication strategy will be developed to encompass the various stages of the process, including:
 - a) At the inception for public consultation pertaining to site modification.
 - b) At notification of construction activity delineating activity and scheduling.
 - c) Direct mail provided to adjacent neighbouring properties and properties in direct view of the site. **The letter shall include Trustee contact information.**
 - d) The ~~CSAC~~ **Catholic School Parent Council (CSPC)** of the affected school will be made aware, by the principal at the next scheduled meeting, and the school community immediately thereafter.
 - e) A school/community meeting will be called. **The local Trustee will be invited by the school principal/area superintendent.**
 - f) A (non-permanent) custom sign board notifying of the new school or addition construction.
 - g) Website information and parish bulletins will be updated as appropriate.
 - h) A thank you letter to the community will be provided at the end of significant school construction.**
 - i) All communication will be coordinated by the Facilities Department with the school Principal, school Trustee and Communications Department.**

2. In the event of site modification, a communication strategy will be developed to encompass the various stages of the process, including:
 - a) ~~At the inception for public consultation pertaining to site modification.~~

- b) At notification of construction activity delineating activity and scheduling.
 - c) Direct mail provided to adjacent neighbouring properties and properties in direct view of the site.
 - d) The ~~CSAC~~ **CSPC** of the affected school will be made aware, by the principal at the next scheduled meeting, and the school community immediately thereafter.
 - e) ~~A (non permanent) custom sign board notifying of the new school or addition construction.~~
 - f) Website information and parish bulletins will be updated as appropriate.
3. In the event of portables being added to a school site, a communication strategy will be developed at various stages of the process, including:
- a) At notification of construction activity delineating activity and scheduling.
 - b) Notification provided to adjacent neighbouring properties and properties in direct view of the portable.
 - c) The ~~CSAC~~ **CSPC** of the affected school will be made aware, by the principal at the next scheduled meeting, and the school community immediately thereafter.
4. **In the event of major program changes, (such as French Immersion, daycares, before and after school programs), being added to a school site, a communication strategy will be developed at various stages of the process, including:**
- a) **The ~~CSAC~~ CSPC of the affected school be made aware, by the principal at the next scheduled meeting, and the school community immediately thereafter.**

- b) Additional signage ~~notifying~~ **giving notice** of the new program, as required.
- c) Website information and parish bulletins will be updated as appropriate.
- d) Notify the local municipal eCouncilor.

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5. In the event of a new traffic pattern/flow being added to a school site, a communication strategy will be developed at various stages of the process, including:
- a) The CSAC CSPC of the affected school be made aware by the principal at the next scheduled meeting, and the school community immediately thereafter.
 - b) Notify the local municipal eCouncilor.
6. In the event of a major school event at a school site, a communication strategy will be developed, including:
- a) A flyer to the immediate adjacent neighbouring properties and properties in direct view of the site.
 - b) Additional signage to notify of the event.
 - c) Local school website information will be updated as appropriate.