

APPENDIX D: GOOD NEIGHBOUR POLICY & DRAFT WORK PLAN

Date: April 2, 2024

POLICY INFORMATION

Policy: Good Neighbour
Section: Capital & Facilities
Last reviewed: April 2019
Lead department: Capital

Phase I. INITIATE POLICY REVIEW

This workplan will be discussed at the Governance and Policy Committee (GAP) meeting on: April 2, 2024.

Content Changes:

- Policy to be reformatted into the updated branded policy template
- Consider consolidating into the Communications Policy

The proposed content changes are due to the following reason(s):

- Legislation
- Government directives/policies
- Board decisions
- Operational requirements
- Simplify and/or update language
- Other

Phase II. ENGAGEMENT

Are external engagements applicable to this Policy?

Yes

External engagement will include:

CSPC Chairs and Principals.

Timing required for engagement:

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- 1-2 months (due to nature of CSPC meeting frequency)

Phase III. DRAFTING, REVIEW AND APPROVAL

- Present engagement feedback to GAP for review & consideration; and GAP to provide staff with direction on revisions to the policy, if required on: June 4, 2024.
- Staff draft updated policy with GAP feedback, and present to GAP for review, input and approval on: September 3, 2024.



POLICY SECTION: Schools
SUB-SECTION:
POLICY NAME: Good Neighbour
POLICY NO: S. 25

Date Approved: Dec 11 th , 2014	Date of Next Review: April, 2024	Dates of Amendments: April, 2019
<p>Cross References</p> <ul style="list-style-type: none"> • Community Engagement Policy T. 07 • Facilities Management BB.01 • Guidelines for Trustees, Parents and Staff in Addressing School Related Concerns A.33 • School Events Communications and Invite Protocols S.02 		
<p>Appendix Appendix A – Operational Procedures</p>		

Purpose

The Good Neighbour Policy recognizes the importance of communicating board information to neighbours located near a school, with regard to construction work, as well as major events, that may impact the neighbourhood.

Scope and Responsibility

This policy extends to all schools within the TCDSB. The Director is responsible for implementation of this policy.

Alignment with MYSP:

Enhancing Public Confidence

Policy

Upon undertaking planning for a new school initiative, including construction of a new building or addition, as well as any significant school community event that will impact the immediate neighbourhood, communication shall be offered in a timely manner to the immediate local school community.

Regulations

1. The principal in conjunction with relevant staff, up to and including, communications department, school superintendent and superintendent of facilities, shall determine the structure and content of all communication to all immediate neighbours regarding the specific initiative.
2. In the event of new construction, a building addition, a site modification, additional portables, major new program changes and/or a large special event, a communication strategy will be developed to encompass the various stages of the process. Specific guidelines for each are found within the Operational Procedures.
3. All school/community meetings and all communications with local politicians shall be done in collaboration with the school trustee and school superintendent.

Definitions

Local School Community: Students who attend the school, parents, staff and immediate surrounding neighbours and stakeholders, (e.g., *Before and After School Program* providers).

Evaluation and Metrics

The effectiveness of the policy will be determined by measuring the following:

1. The success of the policy is anticipated to be a stronger community connection between the school and the surrounding neighbours. Fewer complaints received by school and board staff, as well as the local trustee would also be anticipated.
2. The majority of telephone and email inquiries/complaints will be more efficiently directed to the appropriate department or staff person and Trustees for a response.