

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 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 notification of construction activity delineating activity and scheduling.
 - b) Direct mail provided to adjacent neighbouring properties and properties in direct view of the site.

- c) The CSPC of the affected school will be made aware, by the principal at the next scheduled meeting, and the school community immediately thereafter.
 - d) 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 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 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 giving notice of the new program, as required.
 - c) Website information and parish bulletins will be updated as appropriate.
 - d) Notify the local municipal Councilor.
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 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 Councilor.
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.