



Administrative Procedure 1020

Consultation

Board Governance Policy Cross Reference: [1](#), [6](#), [11](#), [14](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: September 2010

Amended: December 2017

Rationale

The Brandon School Division recognizes that there are legal and ethical obligations through contracts, provincial legislation and policies to consult with those affected by certain decisions. The Division recognizes the importance of working productively, respectfully and in good faith with its partners in education.

Requirements for the Consultative Process

A. Criteria

The Division undertakes consultation if and when:

- the constituency may be affected significantly by the decision;
- the decision may be controversial;
- the decision making process could benefit from a widespread exchange of information; and/or
- the required decision is value based and/or subjective in nature.

B. Considerations

Before the Division engages in a consultation process, the following would be determined and communicated to the public:

- the goals and objectives of the consultation;
- the issues upon which consultation is being sought;
- the educational and community partners involved in the consultation process;

- the person(s) with contact information; and
- the specific of consultation: representative, advisory, participative.

C. Communication

When the Division begins a consultation process it would normally include but not be limited to the following in its information release to educational and community partners:

- specific timelines showing each stage of the process;
- limitations on the process in both scope and time;
- the consultation process to be utilized;
- background information that is timely and comprehensive;
- other options that have been or are being considered; and
- opportunities to be provided for input, feedback, and dialogue.

Should there be a change in the consultation process, this will be communicated. When the consultation process is complete and a decision is made, the Division will inform those consulted of the decision and the reasons for the decision.

A review of the process and structure of consultation will be conducted periodically, involving all those affected by the process.