

TITLE:	Community Engagement		
Manual/Policy#:	Board of Directors # I-2	Division:	CPDMH
Original Issue:	May 2020	Issued by:	Board Chair and Board Secretary
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Last Date Reviewed:	May 2020	Cross Reference(s):	AGH/CPDMH Alliance Agreement and Terms of Reference

1. POLICY STATEMENT

The community will be actively engaged through intentional methods for the purpose of sharing information and exchanging ideas when developing plans and setting priorities. It is essential that Carleton Place & District Memorial Hospital (“the Hospital”) communicates regularly to the community about its operations and future directions. The process and scope for community engagement will vary depending on the issue and will be recommended to the Board of Directors (“the Board”) by the Chief Executive Officer (“CEO”) as required.

2. SCOPE

This policy guides the Board of Directors and CEO in the approach to all circumstances where community engagement is desired by the Board or mandated by an external authority.

3. GUIDING PRINCIPLES

Implementation of this policy will be guided by the following principles:

- Maintaining a strong positive relationship with the community helps the Organization to be successful in achieving its mission and vision
- Community engagement provides stakeholders with the information they need to participate in the Organization in a meaningful way
- Input and feedback requested from the community will be explicitly considered by the Board in relevant decision making

4. DEFINITIONS

N/A

5. PROCEDURE

Recognizing the breadth of the community, including external stakeholders such as the Champlain LHIN and other health system providers, Board mechanisms for community engagement may include but are not limited to:

- Posting highlights of Board meetings on the Organization’s website
- Periodic articles in the media on matters of interest to the community placed by the Organization
- Media releases on major announcements and other items deemed newsworthy by the CEO

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- Advertisement of the Organization’s Annual General Meeting on the website and in the local media
- Periodic town hall meetings or open forums to provide an opportunity for broader community engagement
- Program or issue specific community engagement as may be recommended to the Board by the CEO from time to time
- Meetings between the CEO with/without the Board Chair and local or regional municipal councils to present on the Organization’s strategic plan or annual report

A communications plan for the Organization will be developed annually and will include community engagement activity as one of its elements.

6. REFERENCES

Almonte General Hospital September 2019
Community Engagement Policy, Kingston General Hospital October 2014
Community Engagement Policy, Northumberland Hills Hospital June 2014
Community Engagement Policy, Trillium Health Partners November 2013

7. APPENDICES

N/A

Evaluation

This policy will be reviewed every two years