

TITLE:	Community Engagement		
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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 the Almonte General Hospital Corporation and the Carleton Place & District Memorial Hospital Corporation (“the Corporations”) communicate regularly to the community about their operations and future directions. The process and scope for community engagement will vary depending on the issue and will be recommended to the Allied Boards of Directors (“the Allied Boards”) by the Chief Executive Officer (“CEO”) as required.

2. SCOPE

This policy guides the Allied Boards and CEO in the approach to all circumstances where community engagement is desired by the Allied Boards 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 Corporations to be successful in achieving their mission and vision
- Community engagement provides stakeholders with the information they need to participate in the Corporations in a meaningful way
- Input and feedback requested from the community will be explicitly considered by the Allied Boards in relevant decision making

4. DEFINITIONS

N/A

5. PROCEDURE

Recognizing the breadth of the community, including external stakeholders such as Ontario Health East, Lanark Leeds Grenville Ontario Health Team and other health system providers, Board mechanisms for community engagement may include but are not limited to:

- Posting highlights of Allied Boards meetings on the Corporations websites

- Periodic articles in the media on matters of interest to the community placed by the Corporations
- Media releases on major announcements and other items deemed newsworthy by the CEO
- Semi-annual publication of a Community Newsletter
- Publication of an Annual Report to the Community
- Advertisement of the Corporations Annual General Meetings on the websites 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 Allied Boards by the CEO from time to time
- Meetings between the CEO with/without the Allied Boards Chair and local or regional municipal councils to present on the Corporations strategic plan or annual reports

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

6. REFERENCES

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.