

# TURN OVER PHASE

## Background

The success of any capital project undertaken by the Division is dependent upon many individuals and groups who have shared the goal of providing the best learning environment for the students.

## Procedures

### 1. Naming

Following the final inspection, a capital project will be officially designated for the community it serves.

- 1.1 The School Community Councils shall forward a prioritized list of names to the Board for review and approval.

### 2. Plaques

- 2.1 A Plaque will be provided for new schools or for other projects which cost in excess of two million dollars (\$2,000,000.00).

- 2.2 Plaques will state the following:

- 2.2.1 Name of the building(s);
- 2.2.2 Date of the building;
- 2.2.3 Minister of Education;
- 2.2.4 Board Chair;
- 2.2.5 Trustees;
- 2.2.6 Chair of School Community Councils;
- 2.2.7 Names of other funding agencies.

### 3. Official Openings and Dedications

Each capital project will be recognized and designated for its community by either an official Opening Ceremony or a Dedication Ceremony, as determined by Board motion.

The decision about the type of ceremony to be held will be based on the following considerations:

- 3.1 An official Opening Ceremony will be held when:
  - 3.1.1 The value of the project exceeds two million dollars (\$2,000,000.00);
  - 3.1.2 A new building has been constructed;

- 3.1.3 A major renovation or an addition which significantly expands or changes the school program has been completed; or
- 3.1.4 A significant cooperative venture with municipal, provincial or federal agencies was employed to deliver the project.
- 3.2 A Dedication Ceremony will be held when:
  - 3.2.1 The project is classroom additions or renovations;
  - 3.2.2 The value of the project is less than two million dollars (\$2,000,000.00);
  - 3.2.3 The type of addition is to simply accommodate increased student enrollment or to expand an existing program.

#### 4. Official Opening Ceremonies

Where the Board has determined that an official Opening Ceremony will take place, it will be done in accordance with the following:

- 4.1 All plans will be developed by the Communications Officer in consultation with the Principal, the School Community Council and the Area trustee for that community.
- 4.2 The main intent of the ceremony is to formally turn over the completed facility to the community served by that facility.
- 4.3 The Division will host the event and will therefore:
  - 4.3.1 Arrange for and pay all costs associated with hosting the ceremony;
  - 4.3.2 Extend all official invitations and requests to deliver addresses;
  - 4.3.3 Acknowledge and officially thank all participating and cooperating organizations and personnel;
  - 4.3.4 Formally and symbolically present the project to the representatives of the community;
  - 4.3.5 Present a plaque to the school commemorating the occasion.
- 4.4 The Director has full responsibility for the coordination of all plans with respect to Official Openings.

#### 5. Dedications

Where the Board has determined that a Dedication Ceremony will take place the following will apply:

- 5.1 The Dedication is a community event and will be hosted by the School Community Council. Invitations to community leaders and municipal authorities will be extended by the Communications Officer in consultation with the Principal and the School Community Council.
- 5.2 The Area trustee and the Area Superintendent of Education are to be involved in the Dedication.
- 5.3 The Division will provide up to five hundred dollars (\$500.00) to help defray costs of the Dedication.

- 5.4 The Communications Officer will formally invite provincial and federal officials on behalf of the School Community Council if requested to do so.
- 5.5 A plaque commemorating the Dedication will be presented by the Area trustee.
- 5.6 Division senior staff and trustees may attend.
- 5.7 The Director has the responsibility to provide, within the limits set by procedures, the resources required to successfully host the Dedication and to ensure that procedures and protocol are observed.

Reference: Sections 85, 87, 108, 109, 110, 343, 344, 345, 350 Education Act  
Regulations 77, 79