

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

NEW/REPURPOSED FACILITIES

Page 1 of 2

I. PLANNING

- a. Prior to sketch plans being initiated, a consultation meeting shall take place with the Architect, Principal, the staff assigned to the school or building, students (where appropriate), parents, representatives of the community, Secretary Treasurer, Superintendent of Schools, Assistant Superintendent, or their designates, and Trustees.
- b. From the initial consultation meeting, a Building Project Planning Committee shall be established. The Trustee representative on the Building Project Planning Committee shall regularly report to the Board on the progress of the project until completion.
- c. Consultation with the Building Project Planning Committee shall continue through the working drawings stage to ensure that all requests are considered in the plans and that all specifications are within Ministry of Education guidelines.
- d. The Building Project Planning Committee shall consider all requests which are submitted for inclusion in the design of the new school.

II. NAMING

- a. The Superintendent of Schools shall convene a representative committee to collaborate on the naming of each new facility.
- b. The Committee shall present a short list of names, in order of preference, to the Board of Education.
- c. The final decision shall remain the responsibility of the Board.

III. OPENING CEREMONIES

- a. A formal request shall be made to the Minister of Education to officially name and open that facility, in accordance with Section 73(1) of the *School Act*.
- b. There shall be an official opening of all new facilities within three months of their completion.
- c. A date for the official opening of the school or facility shall be set in consultation with the Board of Education, staff and partner groups.
- d. A plaque shall be prepared for the official opening which will contain the following information:
 - i. Trustees serving on the Board at the time the tender for the building was let.
 - ii. Ministry official or other dignitary who is invited to open the school.

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Page 2 of 2

- iii. The names of the Superintendent of Schools and the Secretary Treasurer holding office at the time of the tender of the building.
 - iv. Date of the official opening.
 - v. The name of the Architect involved in the construction of the facility.
- e. Cost incurred for refreshments at an official opening shall be at the Board's expense.
- f. Former trustees involved in the planning stages of the facility, the parents of students attending the school, other members of the community, public officials and the media shall be invited to the official opening.

References:

Board Policy 4003: New/Repurposed Facilities