



Ministry of Education  
Capital Management Branch

## **Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts**

### **PROJECT AGREEMENT STAGE**

#### **News Release**

**Within two weeks** after the Minister signs a project agreement the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

#### **Signage**

All construction projects approved in the Capital Plan must be identified by a construction sign prominently displayed at the site. Signs must conform to Government of B.C.'s Infrastructure Sign Specifications. They are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the construction contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to the planning officer after it has been installed. Cost of the sign is to be funded from the approved construction budget.

### **GROUNDBREAKING STAGE**

#### **Public Announcements, Official Events or Ceremonies**

An official ceremony may be held to commemorate the groundbreaking for a project. No public announcement of a project under this protocol shall be made by either party without the prior consent of the other party.

The Ministry of Education shall receive **at least four weeks notice** of any proposed public announcement or official ceremony related to the groundbreaking for a capital project. The Provincial Minister or designated representative shall participate in such announcements or ceremonies, to take place at a mutually agreed upon date and location.

The parties shall co-operate in the organization of announcements or ceremonies. Messages and public statements for such events should be mutually agreed upon.

### **News Release**

On the day of a groundbreaking ceremony the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

## **OFFICIAL OPENING STAGE**

### **Public Announcements, Official Events or Ceremonies**

A ceremony may be held to commemorate the official opening of a project. No public announcement of a project under this protocol shall be made by either party without the prior consent of the other party.

The Ministry of Education shall receive **at least six weeks notice** of any proposed public announcement or official ceremony related to the ground breaking for a capital project. The Provincial Minister or designated representative shall participate in such announcements or ceremonies, to take place at a mutually agreed date and location.

The parties shall co-operate in the organization of announcements or ceremonies. Messages and public statements for such events should be mutually agreed upon.

### **News Release**

**On the day of an official opening ceremony**, the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

### **Plaques**

The Ministry of Education may request the district provide and install, upon completion of major capital projects, a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by the Ministry of Education. Cost of the plaque is to be funded from the approved construction budget.

## **MODULAR CLASSROOM DELIVERY**

### **News Release**

**On the day that modular classrooms are delivered to school sites**, the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

### **Public Announcements, Official Events or Ceremonies**

A groundbreaking ceremony may be held to celebrate the arrival of modular classrooms to school sites. No public announcement of a project under this protocol shall be made by either party without the prior consent of the other party.

The Ministry of Education shall receive **at least four weeks** notice of any proposed public announcement or official ceremony related to modular deliveries. The Provincial Minister or designated representative shall participate in such announcements or ceremonies, to take place at a mutually agreed date and time.

The parties shall co-operate in the organization of announcements and ceremonies. Messages and public statements for such events should be mutually agreed upon.

## **MODULAR CLASSROOM OFFICIAL OPENING STAGE**

### **News Release**

On the day that school districts celebrate the official openings of their modular classrooms, the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

### **Public Announcements, Official Events or Ceremonies**

A ceremony may be held to celebrate the opening of modular classrooms in school districts. No public announcement of a project under this protocol shall be made by either party without the prior consent of the other party.

The Ministry of Education shall receive **at least four weeks notice** of any proposed public announcement or official ceremony related to modular classrooms. The Provincial Minister or designated representative shall participate in such announcements or ceremonies, to take place at a mutually agreed date and time.

The parties shall co-operate in the organization of announcements and ceremonies. Messages and public statements for such events should be mutually agreed upon.