

Policy 21 – Naming of School District Facilities/Property

Naming facilities provides a unique opportunity to further develop an identity for the school district. The Board will ensure that the names of new facilities are supportive of the District's Mission, Vision and Values.

1. Process

- 1.1 The Board of Education shall approve the names of all facilities in the school district.
- 1.2 Prior to the construction of a new facility or when consideration is being given to the re-naming of an existing facility or naming a part of a facility and/or grounds, the Board shall establish an ad-hoc Facility Naming Committee.
- 1.3 The Committee shall:
 - a) Ensure schools and the community are informed of the opportunity, process and criteria for the submission of names for consideration.
 - b) Establish appropriate timelines for the collection of input.
 - c) Ensure there is broad based constituency consultation.
- 1.4 Submissions to the Committee may include a rationale of not more than one page in support of the name and meet the criteria outlined below.
- 1.5 The Naming Committee shall put forward a maximum of three options, in order of preference, for consideration by the Board.

2. Criteria

- 2.1 The Board shall approve facility names based on notable Canadian and international figures (eg. humanitarians, historians, government leaders, people involved in such fields as sports, sciences or the arts) or for people or places important to the local community or geographic area in which the facility is located.
- 2.2 Wherever possible, if the building is to be named in honour of a person, the consent of the individual shall be obtained. If it is to be named posthumously, except for a person of distinction, the close surviving relatives should approve.
- 2.3 Whenever appropriate, the Board may consider a specific naming recognition for part of a facility created by a significant donation to the facility's cost.

3. Naming Committees

3.1 New Facilities (including partnership projects)

- 3.1.1 The process of naming a new facility will begin as soon as possible after contract documents have been executed and construction has commenced.
- 3.1.2 The Naming Committee shall consist of two Trustees, the Principal/Administrator of the school, the Communications Manager, and up to four other designates selected from the Parent Advisory Council (PAC), students, staff or community members.

- 3.1.3 The committee will follow the process outlined above.
- 3.2 Naming Part of a Facility (i.e.: library, gymnasium, wing of a facility, playing field)
 - 3.2.1 The Board of Education may name portions of facilities including, but not limited to, libraries, athletic fields, gymnasiums, multipurpose rooms or theatres.
 - 3.2.2 A proposal for naming part of a facility shall be submitted, in writing, to the Board. Following receipt of the proposal, the Board may establish an ad-hoc Naming Committee consisting of the Principal/Administrator of the school and up to four other designates selected from the Parent Advisory Council (PAC), students, staff or community members.
 - 3.2.3 The committee will follow the process outlined above.
- 3.3 Renaming existing Facility
 - 3.3.1 Only in exceptional circumstances and after thorough study would the Board of Education consider renaming an existing school or facility. Because of the history and tradition associated with the names given to school facilities and the cost of updating documents, brochures and other literature, the Board would only consider re-naming proposals in cases where the existing name is deemed to no longer be serving the need of the school population or community
 - 3.3.2 A proposal for renaming an existing school facility shall be submitted, in writing, to the Board. Following receipt of the proposal, the Board may establish an ad-hoc Naming Committee to review the proposal.
 - 3.3.3 The same process for naming a new facility shall be followed.