

## **NAMING OF SCHOOL DIVISION FACILITIES**

### **Background**

It is the Board's responsibility to name or rename facilities in the division. The Board may name schools or portions of schools and Division-owned facilities or portions of those facilities. Naming schools and facilities is normally done in recognition of contributions by individuals or organizations associated with the community; people or events of historical significance; geographical features in the area; or other people, organizations, events or reasons that Board considers significant.

### **Procedures**

1. Submission of Facility Naming Suggestions and Requests
  - 1.1 All submissions for naming or renaming suggestions or requests shall be made to the Director of Education and shall include a rationale for the name suggestion/request and contact information for the individual or group making the submission.
  - 1.2 School Community Councils (SCCs), schools, community groups, corporations or organizations submitting a proposed name are encouraged to include verifiable support of their membership for the submission.
  - 1.3 The Director shall maintain a list of name submissions and provide the list to the Board for its consideration at appropriate times.
2. Process for Facility Naming
  - 2.1 Any request to consider the naming or renaming of a division facility will be considered by the Board before the formal naming process begins.
  - 2.2 If the Board approves the start of the formal naming process, the Director shall initiate the formation of a Committee for the naming of the facility or a portion of a facility and ensure there is appropriate administrative support for the committee.
  - 2.3 The facility naming committee membership will be representative of the community and may include Elders, SCC representatives, school administration, school staff, parents, students, community members, and representation from historical societies, senior citizens, or groups who may have an interest in being represented.
  - 2.4 The Facility Naming Committee shall:
    - 2.4.1 Determine the inclusive and consultative process that will be followed in soliciting input in the naming process;
    - 2.4.2 Review and establishment of the criteria for naming the facility;
    - 2.4.3 Consult in a manner that is culturally responsive and affirming;
    - 2.4.4 Engage with appropriate stakeholders which may include Elders, students, staff, parents/guardians/caregivers, School Community Councils, educational partners and members of the community;
    - 2.4.5 Consider alternative naming possibilities;
    - 2.4.6 Provide a written Name Recommendation Report to the Director, which includes the top five recommended names, a maximum of five alternative names also considered, the rationale for the five recommendations and a summary of the process used to arrive at the recommendations.
  - 2.5 The Director shall arrange for the Naming Recommendation Report, and a committee presentation when appropriate, to be provided to the Board within six months of Board approval to commence the naming process.
  - 2.6 The decision for the naming of the facility shall be made by motion at a regular meeting of the Board of Education.

- 2.7 The adoption of a process for choosing the naming of one facility does not necessarily set a precedent for the process of naming other facilities.
  - 2.8 Arrangements and promotion of any naming event or ceremony shall be completed by the division in consultation with the individual, family or organization being honoured.
  - 2.9 The division Facilities Department will arrange for an appropriate sign or plaque which officially names the facility..
3. Criteria for Facility Naming
    - 3.1 The following will be considered by the Facilities Naming Committee and by the Board as potential criteria for the naming recommendations and decisions:
      - 3.1.1 The support of the individual or family being honoured in the naming;
      - 3.1.2 The significance of the area, individual, organization, or event to the education of students in SRPSD or to education more broadly;
      - 3.1.3 The duration, impact and legacy of the individual, organization or event;
      - 3.1.4 The unique qualities, contributions, or service provided by the individual or organization;
      - 3.1.5 The potential for investment into the education system by individuals, organizations or businesses;
      - 3.1.6 The demonstration of alignment with the Board's Mission, Vision, Values and Strategic Plan;
      - 3.1.7 Other criteria as the committee or Board determines.
    - 3.2 Facilities will not be named in honour of Individuals who are currently serving on the Board or who are currently employed by the division.
  4. Corporate Naming Rights
    - 4.1 School division facilities may be temporarily named or renamed in recognition of significant donations to the division' s programming.
    - 4.2 Temporary naming rights of school division facilities shall be negotiated with the donor by a committee comprised of Board Chair, Director, Chief Financial Officer and other members as determined by the Board.
    - 4.3 Temporary naming rights shall occur only by Board motion to approve a legal contract that aligns with the policies of the division.
    - 4.4 Temporary naming rights shall be granted only for a defined period of time up to and including, but not exceeding, 10 school years.
    - 4.5 At least one year prior to the expiration of a contract for naming rights, the board shall decide to endeavor to enter a new contract, have the facility revert to its previous name or engage in a new naming process.

Reference: Sections 85, 87 Education Act, 1995

Approved: November 7, 2022