



REGULATIONS

SUBJECT: Naming and Renaming of Board Facilities

1. Board facilities or sections thereof must be named or renamed in accordance with one or more of the following criteria:
 - (a) an historical name which once applied to the area where the facility is located,
 - (b) after a person(s) or event(s) recognized as having made a significant contribution to society in the district, province or country,
 - (c) the name of a geographic area which the facility will serve,
 - (d) the name of the street on which the facility is located.

2. Board facilities or sections thereof, may not be named or renamed after current Board members or employees.

3. When two schools are consolidated into one school the "Naming and Renaming of Board Facilities" regulation will be followed.

4. When a new facility or a consolidated facility is to be named, an ad hoc committee will be established by the Director of Education to recommend a name to the Board.
 The committee shall consist of:
 - (a) two trustees, appointed by the Board (one to chair the committee),
 - (b) one facility administrator (principal or principal designate if applicable),
 - (c) two representatives of the School Advisory Council (if applicable),
 - (d) two community representatives,
 - (e) one member of the senior administration.

5. Any proposal for a new name of a facility, name change of a facility or a section thereof must be forwarded to the Board for approval.

6. Any proposal for a name change of an existing facility or a section thereof must be forwarded to the Board. Should the Board decide to proceed, an ad hoc committee will be established by the Director of Education to bring a recommendation to the Board. The Committee shall consist of:
 - (a) two trustees, appointed by the Board (one to chair the committee),
 - (b) one administrator from the facility,
 - (c) two staff representatives from the facility,
 - (d) two representatives of the School Advisory Committee (if applicable),
 - (e) two community representatives,
 - (f) one member of Senior Administration.

7. The ad hoc committee will invite suggested names for the facility from individuals or groups throughout the area of jurisdiction of the Board and especially from the area adjacent to the location of the facility.
8. A school wishing to name or rename a section(s) of their school must:
 - (a) form an in-house committee with representation from the school administration, the staff, the School Advisory Committee and the students,
 - (b) forward a written request to the Board with the proposed name(s) or name change(s) and the reason(s) for the name(s) or name change(s).
9. Once the Board has divested itself of a facility, all Board signs are to be removed.

Implementation Date: September 28, 1999
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Reviewed: November 8, 2005
Revised: February 23, 2010, October 12, 2010

References: Policy