

NAMING NEW SCHOOL AND DISTRICT FACILITIES

Background

The Board of Education recognizes that our facilities are an integral part of the community in which they are situated. As such the naming of a school or school district facility will be determined by the Board of Education following its commitment to consultation with students, parents, staff and members of the local community and Qayqayt First Nation.

The District is committed to reconciliation and decolonization of the district's physical structures within the public landscape of the traditional and unceded territories of the Qayqayt and Coast Salish peoples.

Guiding Principles

1. Generally, schools and district facilities will not be named after individuals. New Board-owned facilities shall be given a name, which is meaningful and reflect local historic events and/or places and distinguishing characteristics of the area.
2. The relationship between the school building and the land on which it is located is important in the naming process.
3. In selecting a place-based name that acknowledges and honours indigenous history, it is necessary to seek early engagement and involvement with the appropriate Indigenous communities.
4. Naming rights with potential corporate partners or significant donors must adhere to this naming policy [See also [Administrative Procedure 520 – Fundraising Activities and Sponsorship in District Facilities](#)] and the [Naming Privileges Policy](#) of the Province of British Columbia.
5. An education and communication plan will be developed and implemented to support understanding the history and significance of a new school name and to teach the proper pronunciation of the name given.
6. Secondary schools will officially use the designation “Secondary School” after the selected name; middle schools will officially use the designation “Middle School; and elementary schools will officially use the designation “Elementary School.”
7. A facility name that is already in use in another District, especially a neighbouring one, is to be avoided.

Procedures

The procedures required for Board approval will involve the following steps:

1. The Board will provide direction to begin the naming process by initiating the District naming committee for a new facility.
2. The process of naming a new facility will begin as soon as possible once a project has funding approval.
3. The naming committee will consist of a:
 - a. Trustee
 - b. District Aboriginal Coordinator
 - c. Director of Instruction and/or Associate Superintendent
 - d. PAC representative
 - e. NWPVPA representative
 - f. CUPE representative
 - g. NWTU representative
 - h. Up to 2 Indigenous members
 - i. Up to 2 member of the local community
 - j. Up to 3 Student advisory representatives
4. The committee will recommend to the Board a plan for soliciting name suggestions from students, parents, staff and the community within the facility's area. The following planning guidelines will be considered:
 - a. All submissions by members of the public will be held in confidence.
 - b. Submissions include, where possible, a rationale of the proposed name.
 - c. Advertising are to be approved by the Secretary-Treasurer.
 - d. Submissions for naming are to be submitted to the attention of the Secretary-Treasurer.
5. Upon approval of the plan, the Committee will be responsible for its implementation.
6. The Committee will receive, in confidence, and review all submissions. A draft shortlist of names will be considered and forward all details of the shortlisted submission to the Board for approval.
7. The final selection will be made by the Board, in a closed meeting, and released to the public through a public board meeting. The Board is not bound by the recommendations of the Committee.
8. Once approved, an official public dedication ceremony will be held.

Reference: Sections 22, 65, 85 School Act

SD No. 40 (New Westminster)

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)