



BOARD GOVERNANCE PROCEDURE	
Adopted	M19-0075 (May 2019)
Revised:	<i>May 2022, September 2022</i>
Review Date:	<i>October 2026</i>

SCHOOL NAMING AND RENAMING

1. POLICY STATEMENT

This Procedure is made pursuant to the Board's Policy -- School Naming and Renaming. The Board of Trustees (the "**Board**") has assumed responsibility for approving the names of new and consolidated schools, and for existing schools as required, in accordance with the objectives and principles outlined in the Policy, the Halton District School Board ("**HDSB**") Naming/Renaming Schools Administrative Procedure, and the processes outlined in this Governance Procedure.

2. PROPOSALS FOR SCHOOL NAMES

The Director of Education (the "**Director**") shall establish an *ad hoc* School Naming Committee which shall meet for the purpose of proposing a short list of three to five school names to be recommended to the Board, as per the HDSB Naming/Renaming Schools Administrative Procedure.

The proposed school names shall be subject to a process that reflects due diligence which should include, but not be limited to, background checks and verification of nomination information. The report to the Board shall be prepared in a fair and unbiased manner, including the rationale for recommending each of the proposed names, any relevant supporting information, and confirmation that the HDSB has the authority to use the recommended names.

3. NOMINATION

At the first Board meeting at which the naming of a school is to be considered, a discussion shall be held on the recommended names in the report.

If the Board is unable to support the recommended names, a motion may be made to return the report to the School Naming Committee for alternate names.

At the second Board meeting, the Chair shall state the recommended proposed names and will move that all names be considered and the Trustee for the area will second the motion.

Be it resolved that the Halton District School Board consider the following names for SCHOOL # TBD: name 1, name 2, name 3, name 4 and name 5.

4. BOARD SELECTION NOMINEE

Trustees will email the school name (proposed by the School Naming Committee) they support to a representative designated by the Director.

The Director will collect the ballots and read aloud each ballot, including the name of the Trustee and the school name selected.

The school name supported by a majority of ballots shall be declared the Board's nominee, to be considered for approval by resolution of the Board.

Should none of the names receive the support of a majority of the ballots, the school name with the least number of votes shall be eliminated, and another ballot shall be taken in the same manner as the previous ballot. This process shall be repeated until one name has received the support of a majority of the ballots.

Where there are only two short listed names (or only two short listed names remaining) and they each receive the same number of votes, each short-listed name will be placed on a ballot. The Director shall draw one ballot, which shall become the nominee name.

In the event that the name supported by the greatest number of ballots nevertheless did not receive the support of a majority, and the two or more short listed names with the least number of ballots received the same number, the two names shall be placed in the ballot and the Director shall draw one name which will go forward. The ballots shall then be recast, repeating the procedure described above, until such time as a name receives the support of a majority of Trustees present.

5. BOARD RESOLUTION

The nominee name selected by the foregoing process shall be the school name put before the Board for approval by resolution.

A motion for Board approval of the nominated name shall be considered by the Board. The following motion will be moved by the SCHOOL's Trustee.

Be it resolved that the HDSB name SCHOOL #TBD _____.

If the motion passes, the resolution shall be binding on the Board.

If the motion fails, the above procedure shall be repeated until such time as a motion for the approval of a proposed name receives the majority approval of the Board.

6. REQUESTS TO INITIATE THE REVIEW OF A SCHOOL NAME

A request that the Board review the name of a school can be submitted to the Director's office by an HDSB student, staff person, member of the community, or Trustee. The Director shall acknowledge receipt of school name change requests.

Requests for a school name review should be accompanied by a rationale for the request, and address the following:

- a) Is the school named after a person whose actions or legacy is seen to be a significant departure from generally-recognized standards of public behavior; or
- b) Was the current school name appropriated from a culture or community without appropriate consultation, recognition and consent.

The Director will forward all such requests and accompanying rationale to the Board. Where it appears that the request meets either of the above criteria, the Director shall include an estimate of the cost of renaming the school.

If the Board approves a resolution to rename a school, the new school name shall be chosen in accordance with the naming process as outlined in this procedure. Persons making requests that are unsuccessful will receive a response from the Chair ([Appendix A](#)).

An annual report from the Chair outlining all requests to rename a school will be submitted to the Board at the last regular meeting of the Board in October. (See [Appendix B](#)).

Related Statutes

Education Act, R.S.O. 1990, c. E.2

Related Board Policies and Procedures

School Naming/Renaming Policy

Naming/Renaming Schools Administrative Procedure

Board Governance By-law

School Boundary Review(s) Administrative Procedure

APPENDIX A
LETTER TO RESPOND

Dear _____,

Thank you for your request to rename _____. As per the School Naming and Renaming Governance Procedure, I am writing to inform you that your request does not meet the established criteria.

Sincerely,

Chair of the Board of Trustees

APPENDIX B
SCHOOL RENAMING REQUEST ANNUAL REPORT TEMPLATE

Submitted by: (Chair of the Board)

Date: (Last regular meeting of the Board in October)

Background:

This report reflects requests made from _____ (date) _____ to

_____ (date) _____. The renaming of a school shall be considered if:

- a) the current name constitutes a significant departure from generally-recognized standards of public behaviour which is seen to undermine the credibility, integrity or relevance of the HDSB's contemporary values; or
- b) the current name was appropriated from a culture or community without the necessary recognition or awareness process.

Total number of school names with renaming requests that did not meet the established criteria:

Total number of school names with renaming requests that met the established criteria by status: Status of renaming requests (not started, in process, complete (*new name*))