



BOARD GOVERNANCE PROCEDURE	
Adopted	M19-0075 (May 2019)
Revised:	January 2021
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## SCHOOL NAMING AND RENAMING

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### 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 the HDSB has the authority to use the recommended names.

### 3. NOMINATION

At a Board meeting at which the naming of a school is to be considered, the Chair shall state the names that have been proposed by the School Naming Committee and will invite each Trustee to indicate whether they support one of the names proposed.

All proposed names which have received the support of at least one Trustee shall be considered on the short list and shall be eligible for selection by ballot as the Board's nominee.

### 4. BOARD SELECTION NOMINEE

The Director shall distribute ballots on which Trustees shall record their own name and one school name as a nominee from the short list.

Any Trustees participating in the meeting electronically will email their name and the school name they support as the nominee to a representative designated by the Director, who shall create a physical ballot on the Trustee's behalf.

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 shall be the name eliminated from the short list. 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, in accordance with its By-laws.

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**

Requests to initiate the review of a school name can be made by students, staff, the community, or by a resolution of the Board.

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.

The renaming request and detailed rationale will be submitted to the Director's Office. The Director and Chair will review the request.

- a) If it is deemed that the request clearly does not meet the consideration criteria outlined, the Board will be informed as soon as possible. A semi-annual report from the Chair listing unsuccessful requests to rename a school will be submitted to the Board.
- b) If the request and rationale could meet the outlined renaming criteria, the Director and Chair will submit a joint report for information to the Board that includes the requestor's name and affiliation with the HDSB and local school area, the rationale to consider a school name change and an estimate of the cost of renaming. A recommendation for resolution of the Board may be included. If a resolution to rename a school is approved, the renaming process shall be in accordance with this Procedure.

### **Related Statutes**

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

### **Related Board Policies and Procedures**

*HDSB School Naming/Renaming Policy*

*HDSB Naming/Renaming Schools Administrative Procedure*

*Governance By-laws*

*School Boundary Review(s) Administrative Procedure*