



Regulation: Naming and Renaming of Board Facilities

Reference No: R-PL-01

1. When a building or facility is to be named:

When selecting a name for a new school (or the renaming of a school) the objective should be to reflect excellence in public education, the diversity of our region, and a safe and welcoming school environment.

The Director (area Superintendent) will bring forward to the Board, a report requesting a Naming Committee be established once land has been purchased and design has been approved.

2. Through a media release and communication to school, applicants for the committee will be sought. Once the applications are received the area trustees and director will determine the committee. See Appendix A for application.

The Naming Committee shall, where applicable, consist of at least:

- Two members of the Board of Trustees, including the area Trustee(s) whenever possible, appointed by the Board (one shall act as Chair)
- The Director of Education
- One school administrator or manager
- Two staff members
- Two school council members from each school involved
- Two student representatives (elementary student accompanied by parent/guardian)
- Two community representatives who are public school supporters.
- The Superintendent of Accommodations
- The area Superintendent
- The Public Relations Officer (non-voting member and advisor to the committee)

NOTE: a) In the case of a consolidation, there must be a balance of representation from each of the school communities.
b) In non-school facilities the membership may vary.

3. Community input will be sought via Greater Essex County District School Board and school community tools/forums including but not limited to media releases, surveys, focus groups, newsletters/notices, websites and social media. A public meeting may be held to gather further community input. Naming criteria, along with deadlines for submission of names, will be clearly communicated with requests for naming input. The Public Relations Officer will collect historical/cultural information on the area, community and neighbourhood in which the building or facility is located.

This information will be provided to the naming/renaming committee prior to their first meeting in the form of a written report with suggestions itemized by top choices, themes, etc.

4. The committee will hold a minimum of two meetings which would be open to the public.
5. At the first meeting, the Committee will chose between 2 and 10 names that receive general consensus by the committee. The Public Relations Officer (PRO) will report back to the committee with a short write-up about each name/individual. All names that meet the threshold of the board naming criteria will be circulated to the committee through the Committee Chair and will appear in a survey going back out to the community. This feedback, as well as staff and student focus group feedback will be presented to the committee for consideration at the second meeting.
6. At the second meeting, it is recommended that the committee, by consensus, short list at least two recommendations, with rationale for each option, which will be presented by the Chair of the Committee to the Board of Trustees during a Public Board Meeting. In a situation where unanimous consensus cannot be reached, a vote of committee members will take place. The Board will choose, by majority vote, a name from the list or provide an alternative selection.
7. Naming Criteria
 - Buildings or facilities may not be named or renamed after current Board members or employees;
 - Must be distinctive and appropriate with an emphasis on, but not limited to:
 - Local historical events or persons of local importance;
 - Geography;
 - Culture;
 - Traditions of the community; or
 - Representations of Diversity.

See Appendix B for a list of current and former school names and themes in the GECDSB.

8. When a building or facility is to be renamed:

Any group or individual may propose a name change for an existing facility to the Board through a written request outlining the reason(s) for the application and accompanied by a petition of at least 100 public school supporters which includes their home address and signature.

Should the Board decide to proceed, an ad hoc committee will be established, in accordance with this policy and regulation.

The naming of internal facilities is the responsibility of the school community. The school should consider the Naming Criteria as listed in #7.

Appendix A: [Application to Serve on the Greater Essex County District School Board's Naming and Renaming of Board Facilities Committee](#)

Appendix B: [List of current and former school names and themes in the GECDSB](#)

Appendix C: [Script/Guide for Chair of the Naming Committee](#)