



School District No. 27 (Cariboo-Chilcotin)

NAMING FACILITIES

Policy No. 1315

Effective: November 2017

Initial Adoption: March 1973

Preamble

The Board of Education acknowledges the importance of naming and dedication of schools and facilities to enhance the sense of ownership and identification the community has with its school. The Board recognizes the contribution members of the community can make in the selection of a name for a new or replacement school or facility

Policy

The Board of Education believes that the naming or re-naming of Board-owned facilities should be undertaken following consultation with the affected constituents. The Board believes that the facility may serve as the focus of the whole community and stakeholders for activities and identity. By naming the facility in recognition of the community, the community pride and involvement is encouraged.

Except where otherwise determined by the Board, new or re-named facilities will be named in reference to historical, geographical or operational characteristics. Special consideration will be given to names that will have significant meaning to students and members of the community.

Wherever possible, if the facility is to be named in honour of a person, the consent of the individual, or if posthumous (except for a person of distinction), approval from the closest surviving relative should be sought.

Regulations

The final name selection of any Board-owned facility or part of a facility, remains the responsibility of the Board of Education.

A. Naming of a New Board-Owned Facility

1. The Board of Education will authorize the Board's Governance Committee or an ad hoc Committee of the Board to lead the process of naming a facility.
2. 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 Plan should also include an appropriate means of advertising. The following guidelines will be considered:
 - a. All submissions by members of the public will be held in confidence.

- b. There is no limitation as to the number or type of suggestions that will be received by the Board.
 - c. Submissions include, where possible, rationale or explanation of the proposed name.
 - d. Advertising layouts are to be approved by the Secretary Treasurer.
 - e. Where payments are required or placement on the District's website, the process will be completed by the Secretary Treasurer.
 - f. Submissions for naming are to be submitted to the attention of the Secretary Treasurer.
 - e. Submission deadlines should allow for an appropriate length of time to receive suggestions and still allow enough time for the Committee and the Board to consider them.
- 3. Upon Board approval of the Plan, the Committee will be responsible for its implementation.
 - 4. The Committee will receive, in confidence, all submissions from members of the public and provide a summary of the submissions received, or previously received, regarding the naming and will provide such summary to the Board at the next available closed meeting after the closing date for submissions.
 - 5. The Committee, within one month of the closing date for submissions, will establish a draft shortlist of names to be considered and forward all details of the shortlisted submission to the Board for approval.
 - 6. Following Board approval of the shortlist, the Committee will undertake the research it deems necessary to provide the Board with further background to the shortlisted names.
 - 7. Within a reasonable time determined by the Board, the Committee will provide the Board with the background associated with each shortlisted submission, along with the Committee's rationale for selection. The list is to be presented in priority order.
 - 8. 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.

B. Re-Naming of a Replacement Facility

- 1. When a replacement facility is constructed in a community, the existing Parent Advisory Committee of that facility may request, by motion and

written request to the Board of Education, to have the facility renamed. Should the Board approve the request to rename the replacement facility, the naming process below will apply.

C. Naming of Parts of Board-Owned Facilities

1. The Board may contemplate naming part of Board-owned facility (library, gymnasium, hall, theatre, band room etc.) on its own initiative or at the suggestions of a member of the public, whereupon it will determine the necessity of asking for submissions of names for the public. If the Board decides to seek submissions from the public, it may follow the same process as that listed for the Naming of New Board-Owned Facility.

D. Contributions in Exchange for Naming Recognition

1. Where an individual, business, organization or others provide a contribution in exchange for naming recognition associated with a Board-owned facility, either in financial contributions or in-kind contributions, the Board of Education must follow the policy set out by the Province of BC, Naming Privileges Policy. This policy requires an application to be completed and submitted to the Province for consideration. Approval must be received prior to releasing the name to the Public.