

## ADMINISTRATIVE PROCEDURE #500

# NAMING OR RENAMING OF DISTRICT FACILITIES

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## BACKGROUND

The name of a school or facility in the Burnaby School District is deeply connected to the sense of connection, identity, and belonging felt by staff, students, families, and community members. The naming and renaming of schools should be undertaken through consultation with students, staff, families and members of the local community, including Host Nations. Generally, schools, facilities, and parts of facilities will not be named after individuals. New District-owned facilities shall be given a name that reflects distinguishing characteristics of the area.

Secondary schools will officially use the designation 'Secondary' after the selected name, and elementary schools will use the designation 'Elementary'. A facility name that is already in use in another school district is to be avoided when possible.

## PROCEDURES

### Naming a New Facility

Prior to a name coming forward for approval to the Burnaby Board of Education:

1. An ad-hoc naming committee ("the Committee") will be established by authority of the Superintendent for the purposes of naming a new facility.
2. The Committee will consist of:
  - a. A Trustee
  - b. A Director of Instruction and/or Assistant Superintendent
  - c. The District Principal – Indigenous Education
  - d. A DPAC representative from the geographical area of the new facility
  - e. A BTA representative
  - f. A CUPE representative
  - g. A BPVPA representative
  - h. Up to two Indigenous members
  - i. Up to two student advisory representatives from the area impacted by the decision
3. 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"). The following planning guidelines will be considered in the development of the plan:
  - a. All submissions of potential names will be held in confidence.

- b. Submissions should include a rationale for the proposed name.
  - c. A plan for consultation with the Host Nations should the Committee wish to explore a name in the language(s) of the First Nations rightsholders (hən'qəmin'əm' and/or Skwxwú7mesh sníchim.)
  - d. Submissions for naming are to be submitted to the attention of the Secretary-Treasurer.
4. Upon approval of the Plan, the Committee will be responsible for its implementation.
  5. The Committee will receive, in confidence, and review all submissions. A draft shortlist of up to three names, in preferential order, will be submitted to the Board for review. The shortlist should provide a rationale for each of the names under consideration for Board approval.
  6. The Board may name or co-name a facility to reflect the language(s) of the First Nations rightsholders (hən'qəmin'əm' and/or Skwxwú7mesh sníchim). For consideration of any names in the local language(s), the Host Nation(s) must consent, and the name must be gifted to the District to ensure consistent future use.
  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.

### **Renaming an Existing Facility**

Only in exceptional circumstances and after thorough study would the Board consider renaming an existing school or facility.

Such circumstances may include:

1. Where the local municipality or regional district renames a geographic reference associated with the school; or
2. Where the name of the facility or part of the facility does not align with Board policies or the stated mission and values of the District; or
3. Where the Board receives a request from the community that aligns with the Board's naming policy and outlines the exceptional circumstance which requires consideration.

Should the Board wish to proceed with considering renaming a school or facility, a report from the Secretary-Treasurer or designate regarding any potential cost implications for consideration in the decision-making process shall be delivered to the Board.

### **Naming Part of a Facility**

Only in exceptional circumstances and after thorough study would the Board consider naming a part of a facility.

1. The Board may name portions of facilities including, but not limited to, libraries, athletic fields, gymnasiums, multipurpose rooms or theatres.
2. A proposal for naming part of a facility will be submitted, in writing, to the Board. Following receipt of the proposal, the Board may request the Superintendent to establish a Committee, as above.
3. Whether initiated by the Board or by a proposal, the Committee will review and refer the submission using the process and criteria listed above.

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Date Adopted: 2025-03  
Date(s) Revised:

Cross References: