

School Naming and Renaming

Governance Procedure

Adopted: May 2019
Revised: June 2026
Responsibility: Board of Trustees

1. Policy Statement

- 1.1. This Procedure is made pursuant to the School Naming and Renaming Policy.
- 1.2. 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 School Naming and Renaming Administrative Procedure, and the processes outlined in this Governance Procedure.

2. Proposals for School Names

- 2.1. The Chief Executive Officer (the “CEO”) shall establish an ad hoc School Naming Committee (“the committee”) which shall meet for the purpose of proposing a shortlist of three to five school names to be recommended to the Board, in accordance with the School Naming and Renaming Administrative Procedure.
- 2.2. The CEO’s report to the Board shall be prepared in a fair and unbiased manner, and will include:
 - The committee’s proposed three to five school names including the rationale for recommending each of the proposed names;
 - Any relevant supporting information; and
 - A summary of the CEO’s due diligence:
 - Background checks;
 - Research;
 - Consultation with affected parties in accordance with the School Naming and Renaming Administrative Procedure;
 - Consent to use the name (if applicable); and
 - Verification of the information provided in the nomination form.

School Naming and Renaming

Governance Procedure

3. Review of the Shortlist

- 3.1. At the first Board or Committee of the Whole meeting at which the name of a school is to be considered, Trustees will review the shortlist of names, as recommended in the committee's report. Trustees can recommend that a name be removed.

4. Nomination of the Shortlist

- 4.1. At the subsequent Board meeting, the Chair shall state the shortlisted names and will move that all names be considered, and the Trustee for the area will second the motion.
- 4.1.1. If the motion passes, with or without amendment, the shortlisted names in the motion will be considered nominated, and the process will continue as per Section 5 and 6.
- 4.1.2. If the motion fails, the committee will reconvene to create a new shortlist of names which will be brought forward at a subsequent Board meeting and once again follow the process outlined in Sections 2 and 3.

5. Determination of Recommended Name

- 5.1. Trustees will email one nominated name they support to the CEO, or their designated Representative. The CEO, or their Representative, will provide the Chair with a detailed list of the ballots. The Chair will read aloud each ballot, including the name of the Trustee and the school name they selected.
- 5.2. The nominated name supported by a majority of ballots shall be considered for approval by resolution of the Board as outlined in Section 6.
- 5.3. 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 from the list. Using the remaining list of names, 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.

School Naming and Renaming

Governance Procedure

- 5.4. Where there are only two nominated names and they each receive the same number of votes, each nominated name will be placed on a separate ballot. The CEO shall randomly draw one ballot, which shall become the name used in the Board resolution as outlined in Section 6.

6. Board Resolution

- 6.1. The name selected by the process detailed in Section 5 will be the name put before the Board for approval by resolution. The motion for Board approval may be moved by the Trustee for the area.
- 6.2. If the motion fails, the procedure outlined in Section 6.1 shall be repeated, this time using the name with the second highest number of ballots (as was determined in Section 5).
- 6.3. If the motion outlined in Section 6.2 fails, the CEO will reconvene the committee to create a new shortlist of names which will be brought forward at a subsequent Board meeting.

7. Requests to Review a School Name

- 7.1. A request that the Board review the name of a school can be submitted to the CEO's office by an HDSB student, staff person, Halton resident, or Trustee.
- 7.2. Requests for a school name review should be accompanied by a rationale for the request, and must address the following:
- Is the school named after a person whose actions or legacy is seen to be a significant departure from current societal norms; or
 - Was the current school name appropriated from a culture or community without appropriate consultation, recognition and consent; or
 - Is the current school name out of alignment with the guiding principles set out in the School Naming and Renaming Policy, Section 4.1 to 4.3?
- 7.3. Within one week of the request to review a school name, the CEO shall acknowledge its receipt, and share the name of the affected school and the rationale for the request with all Trustees via email.

School Naming and Renaming

Governance Procedure

8. Assessment of Requests to Review a School Name

8.1. The Chair, Vice-Chair, and the Trustee for the school will determine prima facie if a request meets the criteria outlined in Section 7.2.

8.1.1. The Chair, Vice-Chair, and the Trustee for the school may not agree on whether the request meets the criteria or may determine that the request requires further investigation to determine if the request meets the criteria outlined in Section 7.2.

8.1.1.1. The Chair, Vice-Chair, and the Trustee for the school will bring forward a report to the Board with the details on the School Renaming request, providing rationale for requiring more information for the Board to determine if the request meets the criteria in Section 7.2. following the steps outlined in Section 8.1.3.4.

8.1.2. The Chair, Vice-Chair, and the Trustee for the school may determine that the request does not meet the criteria outlined in Section 7.2.

8.1.2.1. The Chair shall ask the CEO to notify the requestor that the review of the school's name will not proceed and include the rationale for this decision.

8.1.2.2. The Chair shall notify Trustees via email that the review of the school's name will not proceed and provide the rationale for this decision.

8.1.3. The Chair, Vice-Chair, and the Trustee for the school may determine that the request does meet the criteria outlined in Section 7.2.

8.1.3.1. The Chair, Vice-Chair, and Trustee for the school will bring forward a report to the Board with the details on the request to review a school name, provide rationale for determining that the request does prima facie meet the criteria in Section 7.2, and outline options for next steps as outlined in Sections 8.1.3.2, 8.1.3.3, and 8.1.3.4.

School Naming and Renaming

Governance Procedure

- 8.1.3.2. If the Board determines that the request does not meet the criteria in Section 7.2, the CEO shall notify the requestor via email that the review of the school's name will not proceed and provide the rationale for this decision as provided by the Board.
- 8.1.3.3. If the Board determines that the request does meet the criteria in Section 7.2, then the Board may approve a resolution to initiate the renaming process, which will proceed in accordance with Sections 2 to 6 of this procedure.
- 8.1.3.4. If the Board determines that the request requires further investigation, to determine if the request meets the criteria outlined in Section 7.2, the Board must approve a motion requesting that the CEO provide a report to the Board with the following information, at a minimum:
- the rationale used to originally name the school (if available);
 - any consultation done at the time of naming the school (if available); and
 - current consultation with the school community;
 - current consultation with the community from whom the name was appropriated (if relevant); and
 - any other research required to assess whether the school's name meets the criteria in Section 7.2; and
 - an estimate of the one-time costs associated with renaming the school.
- 8.1.3.5. Once the CEO presents the information report to the Board as in Section 8.1.3.4, the Board may:
- approve a resolution to initiate the renaming process, which will proceed in accordance with Sections 2 to 6 of this procedure; or

School Naming and Renaming

Governance Procedure

- determine not to proceed with the renaming process. The CEO shall subsequently notify the requestor via email that the review of the school's name will not proceed and provide the rationale for this decision as provided by the Board.

9. Ministry Approval

- 9.1. Once a school name has been approved by the Board, the CEO will submit an application to the Minister of Education for final approval of the school name.

School Naming and Renaming

Governance Procedure

Related Statutes

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

Related Board Policies and Procedures

School Naming and Renaming Policy

School Naming and Renaming Administrative Procedure

Board Governance By-law

School Boundary Review(s) Administrative Procedure

Governance Procedure Due for Review: June 2030

Revision History

- June 2026 - Type of Review: Comprehensive (references to “Director” have been replaced with “Chief Executive Officer” and a clause requiring Ministry approval for new names was added)
- February 2025 - Type of Review: Targeted (to improve the clarity of the steps to be taken in the School Renaming process, and to create greater alignment between the School Naming and Renaming Policy and the School Naming and Renaming Governance Procedure)
- October 2022
- May 2022