



## REGISTER OF OFFICIAL DOCUMENTS

### SCHOOL/CENTRE NAME AND EXTERNAL PROPERTY NAME POLICY

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## 1. Objective of the Policy

The objective of this policy is to establish a procedure for choosing the name of a new school/centre or for changing the name of an existing school/centre as well as for naming or changing the name of an external property of the School Board.

This policy also respects LBPSB's values and its stated commitment to the principles of Equity, Diversity, Dignity and Inclusion (EDDI).

In this policy, external property is defined as outside premises, facilities or installations owned by the School Board, such as a field or a wooded area, but excluding the exterior walls of its buildings.

## 2. Responsibility

The Council of Commissioners carries out consultations and considers the feedback received when making the decision in determining the name of a school/centre or of an external property.

## 3. Criteria for Choosing the Name of a School/Centre or of an External Property

The name of a school/centre or of an external property must be significant to the community served by the school/centre and for the School Board as a whole. The name chosen must reflect the School Board's vision and values. Careful reflection should be taken to prevent choosing a name that is tied to symbols or legacies of discrimination, prejudice, stereotypes or hate.

A School/Centre or an external property shall be named for:

### 1) An object, a symbol or a locale

The object or symbol must represent human, spiritual or educational values of the community and/or School Board.

The locale may be a street, town, or a geographical or geological area. To avoid confusion with provincial or municipal designations, the name of a locale will not apply to an external property of the School Board.

### 2) A person

The person must have made a significant and a positive contribution to the field of education or to Quebec and/or Canadian society, been inspirational to youth and to the community and be considered honourable.



In recognition of the diversity of Quebec and Canada, consideration must be given to groups of people who have historically not been well represented due to their race, colour, gender identity or expression, sexual orientation, abilities, religion or culture.

#### **4. Determination of a School/Centre Name**

##### **4.1 A Newly Built/Established School/Centre**

- a) The Council of Commissioners may propose names to the community for the new school/centre, and
- b) The community may submit suggestions respecting the criteria of this policy to the Council of Commissioners, and
- c) In the case of a new school/centre constituted of two or more blended student communities, the concerned Governing Boards and the Parents' Committee are consulted, as well as the Central Students Committee.
- d) The Council of Commissioners makes the decision after studying the recommendations.
- e) The deed of establishment will reflect the name chosen.

##### **4.2 A Change in an Existing School/Centre Name**

In the case of a proposed change to the name of an existing school/centre, the Governing Board(s) and the Parents' Committee must be consulted<sup>1</sup>.

- a) The Council of Commissioners may propose names to the community for the school/centre, and/or
- b) After consulting with its community, a Governing Board may make a request for a name change to the Council of Commissioners.
- c) The Council of Commissioners makes the decision after studying the recommendations.
- d) The deed of establishment will then be amended to reflect the name chosen.

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<sup>1</sup> Refer to sections 40, 79, 101, 110.1 and 193 (2) EA



## 5. Determination of an External Property Name

In the case of an external property owned by the School Board, the provincial and municipal rules on assigning names and on signage must be respected.

### 5.1 A Newly Acquired or an Unnamed External Property

- a) The Council of Commissioners may propose names to the community for a newly acquired or an unnamed external property, and/or
- b) The community, including relevant Governing Boards if they exist, may submit suggestions respecting the criteria of this policy to the Council of Commissioners.
- c) The Council of Commissioners makes the decision after studying the recommendations.

### 5.2 A Change in the Existing Name of an External Property

- a) The Council of Commissioners may propose names to the community for the existing external property, or
- b) The Governing Board(s) of the school(s)/centre(s) concerned may also make a formal request to the Council of Commissioners, on their own or following a request from the community, after consulting with the community.
- c) The Council of Commissioners makes the decision after studying the recommendations.

## 6. Additional Requirements

A resolution from the Governing Board(s) concerned is required when a request and/or a suggestion for a school/centre or an external property name is made to the Council of Commissioners. The request must be accompanied by supporting documentation containing:

- a) Reasons for the request;
- b) Reasons for the suggested name;
- c) A biography of the person, if the name suggested is that of a person, and evidence of consent of the person or of their known next of kin, as applicable, to its proposed use;



d) Evidence of community consultation.

**7. Process for a School/Centre or an External Property Naming Request from an Individual or a Group of Community Members (not already associated with or part of the school/centre concerned)**

**Step 1**

Contact the School Board's Secretary General to confirm ownership of the external property and the Governing Board(s) concerned. In the case of an external property, more than one Governing Board may be concerned.

**Step 2**

Submit the proposition to the Governing Board(s) of the concerned school(s)/centre(s).

**Step 3**

The concerned Governing Board(s) may consider the proposed naming/renaming of the school/centre or the external property and consult their community, as appropriate.

**Step 4**

Upon approval of the motion, each Governing Board concerned shall put forward a formal request to the Council of Commissioners to name/rename the school/centre or the external property. The formal request should include all the information outlined in Section 6 - Additional Requisite.

**Step 5**

After receiving the formal request, the Council of Commissioners shall study the request and render their decision on the naming/renaming of the school/centre or of the external property.