

Section:	District Administration
Title:	Naming and Renaming of School or Education Facility

Purpose

To establish a transparent, inclusive, and respectful process for naming or renaming schools and educational facilities, that reflects the values of the Mission education community, prioritizes Indigenous reconciliation, and ensures meaningful public engagement.

Policy

The Mission Public School District is committed to a school or education facility naming process that reflects the values of inclusivity, transparency, and Truth and Reconciliation. The process engages the education community meaningfully, with a structured, consultative process that is accountability and respectful of the local context. Naming decisions must be made through a documented, committee-led, consultative process, with final approval by the Board of Education.

Guidelines

1. Applicability

This policy applies to:

- a. New school or education facility.
- b. Consolidation of existing schools or education facilities.
- c. Renaming an existing school or educational facility due to community request, Truth and Reconciliation efforts, or other significant reasons.

2. Naming Committee

A School or Education Facility Naming Committee shall be established and include:

- a. One Trustee (Chair).
- b. One representative from Leq'á:mel, Semá:th, Máthxwi, Sq'éwlets and Qwó:ltl'el First Nation
- c. One secondary student representative.
- d. One parent representative (PAC and/or DPAC).
- e. One school administrator (MPVPA).
- f. One support staff representative (CUPE).
- g. One teacher representative (MTU).
- h. One community member with local historical or cultural expertise.
- i. One district staff member (non-voting, administrative support).

3. Committee Responsibilities

The Committee is to:

- a. Solicit and review Name Nominations from the public.
- b. Review requests to rename a school or education facility and determine if a more fulsome request process is required, including requesting other Name Nominations for consideration.
- c. Ensure Name Nominations align with the policy's guiding principles.
- d. Consult with Local First Nations and Indigenous cultural advisors.
- e. Consult with the Indigenous Education Council.
- f. Prepare a shortlist of Names with rationale.

- g. Submit a final report to the Board with a shortlist of names nominated, and the Name recommendation for Board approval.

4. Public Consultation Process

- a. A public call for Name Nominations will be issued via district website, social media, and local media - issued for a minimum of 45 days.
- b. Community forums and/or surveys will be conducted.
- c. Leq'á:mel, Semá:th, Máthxwi, Sq'éwlets and Qwó:lt'l'e'l First Nations will be engaged through direct consultation and dialogue.
- d. All feedback will be documented and included in the committee's final report.

5. Criteria for Naming

Name Nominations are expected to:

- a. Honour Local First Nations place names, the Halq'eméylem language, or figures of local significance.
- b. Reflect geographical, environmental, or cultural features of Mission or surrounding area.
- c. Honour a distinguished person who;
 - i. Made an extraordinary contribution to the school district;
 - ii. Demonstrated a record of distinction in their respective field, evidenced by a variety of outstanding accomplishments, awards, leadership and service roles in their profession and community;
 - iii. Demonstrated positive role modeling and commitment to excellence. The historic or current name of the district of local community in which the school is located.
- d. Be symbolic of a unique program focus in the case of specialized schools.
- e. Recognize a major benefactor where a significant portion of the cost of the building/facility is made by the donor.
- f. Avoid duplication with existing school names in the province.
- g. Not be named after living individuals. Posthumous nominations should be made 5 years after the individual's death.
- h. Avoid names that reflect colonialism, racism, or exclusion.

6. New School Site

Once a new school district site is approved and acquired the school district will initiate the process and activate the committee. New sites will be assigned a temporary generic name (site number) until the formal new name is announced.

7. Renaming Considerations

- a. Due to the history and tradition associated with the names given to schools, the small number of opportunities for naming, and the cost of updating documents, brochures and other literature, renaming will only be considered when the existing name is deemed to no longer serve the needs of the school community.
- b. A proposal for renaming an existing school facility must be submitted to the Board in writing, including the rationale for the renaming request.
- c. The Board will determine if the request to rename is warranted, and if approved, the Board will initiate the process and activate the committee.

8. Naming parts of a school or facility

- a. The Board may formally name a facility space including but not limited to libraries, athletic fields, gymnasiums, multipurpose rooms or theatres.

- b. A proposal for naming a space must be submitted in writing to the Board, with rationale for the naming request.
- c. The Board will determine if the request to rename is warranted, and if approved, the Board will initiate the process and activate the committee.

9. Final Decision

The Board of Education will:

- a. Review the committee's report and recommendations
- b. Make the final decision by Board motion
- c. Publicly announce the new name with rationale and acknowledgment of contributors

Procedures

- 1. All Name Nominations are to be in writing, preferably on the district form.
- 2. Name Nominations shall include supporting materials that address:
 - i. The rationale for the recommendation.
 - ii. Biographical and background information regarding the proposed name.
 - iii. Attributes / qualities or other relevant information specific to the nomination.
- 3. Submissions with insufficient information or rationale may be rejected.
- 4. When Halq'emeylem is used or the school has a connection to local lands/or First Nations individuals, the Board will co-plan a ceremony with Local First Nations that considers the ceremonial practices of the Local First Nations.

Date Adopted: November 18, 2025 Approved in Principle

January 20, 2026 Approved

Legal Reference:

Cross Reference: Formerly a procedure (604, 7.3.1)

Forms: Facility Name Nomination Form