

**GOVERNANCE CULTURE****GC-5E: Board Committees Terms of Reference****Monitoring Method: Board Self-assessment****Monitoring Frequency: Annual****School Name Recommendation Committee****Purpose/Charge:**

The purpose of the School Name Recommendation Committee (the "Committee") is to assist the Board of Trustees in the naming of a school.

**Membership:**

1. The Committee shall consist of a minimum of seven individuals comprised of:
  - the Ward trustee for the community in which the school is located. The Ward trustee will serve as Committee Chair;
  - an alternate trustee, as designated by the Board;
  - the Education Directors or designee;
  - a minimum of three school community representatives external to The Calgary Board of Education and independent of The Calgary Board of Education; and
  - other member(s) as determined by the Board.
2. Each external Committee member shall serve at the pleasure of the Board of Trustees as a volunteer and will not receive any compensation for their time. The Board of Trustees reserve the right to terminate any Committee appointment.

**Meetings:**

1. The Committee will meet regularly at such times as required by the Committee Chair.
2. The Chair of the Committee shall establish the agendas for meetings, ensure that properly prepared agenda materials are circulated to the members with sufficient time for review prior to the meeting, chair the committee meetings, and be responsible for reporting to the Board of Trustees.
3. A majority of the members of the Committee shall constitute a quorum. One trustee must be present at all Committee meetings.



**GOVERNANCE CULTURE**  
**GC-5E: Board Committees Terms of Reference****School Name Recommendation Committee** *(Continued)***Reporting Schedule:**

1. The Committee Chair or their designate shall report to the Board of Trustees on the work of the Committee and bring forward recommendation(s) to the Board of Trustees.
2. Minutes of all meetings of the Committee shall be provided to the Board of Trustees by the Chair and filed with the Board of Trustees for the corporate record and indicate at least the following information:
  - date and place of meeting;
  - attendees; and
  - record Committee recommendations.

**Roles and Responsibilities:**

1. The Committee shall have the responsibilities set out in Appendix I as well as any other matters as may be delegated to the Committee by the Board from time to time.
2. The Committee and each of its members shall comply with such additional requirements as may be specified in the *Education Act* and in resolutions of the Board in effect from time to time.

**Term:**

As determined by the Board of Trustees and convened by the Corporate Secretary's Office in consultation with the Ward Trustee, terminating upon the approval of a name for the particular school.

**Authority Over Division Resources:**

The Committee shall have no authority over The Calgary Board of Education resources; this is the responsibility of the Board of Trustees.

Adopted: November 5, 2024



**Appendix I**  
**School Name Recommendation Committee**  
**Roles and Responsibilities Calendar**  
 ✓ When Performed

Roles and Responsibilities	Required
1. Ensure the Calgary Board of Education Board of Trustees' values and priorities are considered: <ul style="list-style-type: none"> <li>• Students come first</li> <li>• Learning is our central purpose</li> <li>• Public education serves the common good</li> <li>• Student achievement</li> <li>• Equity</li> <li>• Student and staff well-being.</li> </ul>	
2. Ensure the acknowledgement of the land and its relationship with Indigenous peoples is considered.	✓
3. Ensure the following guiding principles are considered when reviewing and recommending possible names: <ul style="list-style-type: none"> <li>• The name should provide meaningful learning opportunities for students.</li> <li>• Schools, portions of a school or school grounds may be named for:               <ul style="list-style-type: none"> <li>○ the community in which they are located; or</li> <li>○ locations or events that show great Canadian historical significance; or</li> <li>○ a Canadian individual of recognized stature, whose life work aligns with achievement of the CBE's <i>Results</i>, or who has demonstrated exemplary achievement of the CBE's mission and values;</li> <li>○ names that reflect the diverse culture of The Calgary Board of Education; or</li> <li>○ any other name that may be deemed appropriate by the Board of Trustees</li> </ul> </li> <li>• The name should align with the Board's commitment or its legal responsibilities to promote a welcoming, caring, safe, respectful and inclusive learning environment. When naming a school after an individual, the use of the names of individuals who are deceased or who have retired will be considered first. Prior to naming a school after an individual, that individual or immediate family will be requested to grant permission.</li> <li>• Except for high schools, it will be the practice to exclude grade configurations as part of school name recommendation(s).</li> </ul>	✓

Roles and Responsibilities		Required
4.	May retain up to two independent historians to conduct historical research and analysis on potential names, as approved by the Board of Trustees.	
5.	Engage with the community as outlined in Exhibit I. Any additional engagements must be consistent with the CBE's dialogue framework.	√
6.	Ensure the reputation of The Calgary Board of Education is given the highest priority when making recommendations for the naming of a school.	√
7.	Provide a minimum of two name recommendations to the Board of Trustees for a school.	√

**Exhibit I**  
**Community Engagement Survey Process**

1. Once a School Name Recommendation Committee has possible names for a new school, which have been shared with the Board of Trustees and name use approval received, when required, the Committee will issue a public survey open to all Calgarians for a period of 7 days.
2. The survey will include the biographies of person's names being considered along with the information outlined in Exhibit II, draft survey questions.
3. The survey will be open to all Calgarians. CBE will share the survey link through School Messenger, with members of the Committee and the survey link will be available on the CBE public website.
4. The survey results will be reviewed by the Committee along with other name options provided through the survey.
5. The survey results will be shared with the Board of Trustees as part of the Committee's name recommendations to the Board.

## Exhibit II Draft Survey Questions

### **Welcome to the ?? School Naming Survey**

When new schools are being built, many parents and community members wonder what the name of the new school in their community will be and how that name is chosen. At the CBE, the naming of a new school or a change in the name of an existing school is the responsibility of the Board of Trustees.

To select a school name, the Board of Trustees organizes a school name recommendation committee. This committee includes the ward trustee, a second trustee, CBE administration and school community representatives.

The school name recommendation committee engages with the community consistent with CBE's Dialogue Framework. This engagement must take place before a recommendation is made to the Board of Trustees.

The school name recommendation committee considers the following guiding principles when reviewing and recommending possible names:

- The name should provide meaningful learning opportunities for students.
- Schools may be named for:
  - the community in which they are located; or
  - locations or events that show great Canadian historical significance; or
  - a Canadian individual of recognized stature, whose life work aligns with achievement of the CBE's *Results*, or who has demonstrated exemplary achievement of the CBE's mission and values;
  - names that reflect the diverse culture of The Calgary Board of Education; or
  - any other name that may be deemed appropriate by the Board of Trustees
- The name should align with the Board's commitment or its legal responsibilities to promote a welcoming, caring, safe, respectful and inclusive learning environment. When naming a school after an individual, the use of the names of individuals who are deceased or who have retired will be considered first. Prior to naming a school after an individual, that individual or immediate family will be requested to grant permission.
- Except for high schools, it will be the practice to exclude grade configurations as part of school name recommendation(s).

The committee will then recommend a minimum of two names for the school to the Board of Trustees. In most cases, the Board will approve a name six to eight months in advance of the school opening.

The Board of Trustees' school name recommendation committee has compiled a shortlist of school names for your consideration. You may also provide comments or suggestions for a

different name (name of a person or a landmark relevant to the area). We appreciate your voice and participation.

**It is important to note that this is not a vote, but rather an opportunity for input.**

1. What is your relationship to the school?
  - Student
  - Staff Member
  - Parent
  - Community Member
2. My first choice for the name of the new school in [community name] is:
  - List name options, plus
  - None of the above (if this option is selected the survey will move directly to question 4, which is an optional question).
3. My second choice for the name of the new school in [community name] is:
  - List of remaining name options, the 1<sup>st</sup> choice name will be excluded from this list.
4. You may suggest a different name that you think would be appropriate for the new school in [community name] and why you are suggesting the name:

### **Biographies/Information for Proposed Names**