



COMMITTEE OF THE WHOLE (PUBLIC)

Date: 25 March 2025

Report No. 25-017 - Naming of the New Riverside South School

Key Contacts: Kristin Riddell, Superintendent of Education and Randall Gerrior, Associate Director of Business Services

PURPOSE:

1. To make a recommendation for the naming of the new secondary school in Riverside South.

STRATEGIC LINKS:

2. The naming of the new secondary school in Riverside South is connected to the OCDSB 2023-2027 Strategic Plan. Specifically, in the area of learning, the new secondary school will assist in improved program accessibility for students who reside in the school's catchment area; students will be able to attend a school in their immediate community. Under the area of social responsibility, the new school is built with current specifications and design features that will assist the District in being more environmentally sustainable.

The community based process for school naming is an expression of the District's commitment to engagement with the community. The School Naming Committee was very successful in reaching out and engaging members of the community in the school naming process.

CONTEXT:

3. The OCDSB is building a new secondary school in Riverside South, at the corner of Earl Armstrong Road and Spratt Road. The Riverside South community is a suburban neighbourhood in the south end of Ottawa, nestled between Barrhaven and Findlay Creek and located southwest of Ottawa's Macdonald-Cartier Airport.

A key step in establishing a new school is the school naming process. The OCDSB has an established process for school naming which is documented in Policy P.107. SCO and Procedure PR.630.SCO, Naming of Schools and Educational Support Facilities (attached as Appendices A and B). In establishing a recommended name for this school, there was a focused effort to bring an

equity lens to the process which involved working with students, school community members and an Algonquin Elder.

KEY CONSIDERATIONS:

4. A New School for the Riverside South Community

Riverside South is a fast growing residential area in the south east part of the District. The new Grades 7-12 school is located at 702 Earl Armstrong Road. The school offers English and French Immersion and is scheduled to open this September with approximately 699 students in Grades 7-10. For the next two years, a grade will be added to the school until it becomes a 7-12 school in September 2027 to an eventual capacity of 1516 students. The students who will attend the school are drawn from the community of Findlay Creek, Barrhaven South and Riverside South.

5. School Naming Policy and Procedure

Policy P.107. SCO and Procedure PR.630.SCO, Naming of Schools and Educational Support Facilities establish the process and criteria for naming new schools. A key step is ensuring that each new school establishes a School Naming Committee to consult with the community on possible names, review the suggestions and make a recommendation for the new school name. School name proposals must inspire students, reflect the diversity of the OCDSB community, and adhere to one of more of the following criteria:

6. Criteria for School Naming

Selection of the names for all new schools is made as follows:

- i. reflective of the school's unique program focus;
- ii. a reference to the local environment or ecology (geographical features, flora, fauna, etc.);
- iii. reflective of the significance to Indigenous peoples and the location of the school on traditional unceded Algonquin homelands;
- iv. a reference to the street, road, or major thoroughfare on which, or near to where, the school is located;
- v. a reference to the village, town, subdivision, or community in which the school is located;
- vi. paying homage to a famous Canadian event or achievement; and/or
- vii. distinct from names of existing schools within the City of Ottawa.

7. School Naming Committee

In February and March 2025, the School Naming Committee was created with 6 community members, 3 students, 2 staff members, an Indigenous Elder, the new principal and the superintendent of education. Additionally, over 700 parents and community members and approximately 569 students from the feeder schools provided input and voted on a school name. In total, 1358 people voted.

At the outset, the members were provided with an overview of the process, background information, and were encouraged to avoid names which are

similar to existing school names, names of a politically partisan nature, and were encouraged to consider land based and geographic based names. The Committee was asked to develop a community based, consultative process for selecting names for the new school.

The School Naming Committee considered and shared the following names with the Director's Executive Council.

i) Riverside South Secondary School

'Riverside' is to me a place where travellers on the Great River of Life can go to, to rest, to re-energize and to plan next steps taking them forward in a good way as they continue their earthly journey. Riverside is the place a human being stands on to place an offering of sacred tobacco into the waters of the river, in honour of 'All our Relations' the animals, birds, fish, trees and all other life helping us to live well. Riverside is where a fire is kindled when 'ice' is first observed on the river's edge. A human being did so to request peace, safety and health for family, friends and nation as the 'cold moons of winter' passed.

The meaning stated above is from Albert Dumont, an Algonquin Indigenous Elder.

In the Anishinaabe (also known as Ojibwe, Chippewa, and other related groups) language and culture, the concept of "riverside" is deeply connected to the natural world, particularly water and its role in sustaining life. While specific words may vary by dialect or region, rivers and waterways are sacred in Anishinaabe culture, often seen as pathways for travel, trade, and communication, as well as central to many spiritual practices.

A common word for "river" or "stream" in the Anishinaabe language is ziibi (pronounced zee-bee). The term for "riverside" could be something like ziibing (the "-ing" suffix often indicates a location), referring to the place near the river or the riverside.

Water, including rivers and lakes, is viewed as a sacred life source, and riversides are often seen as vital areas for fishing, gathering food, and other traditional activities. The Anishinaabe believe that rivers and lakes are inhabited by powerful beings, and many ceremonies and rituals are centered around the respect and protection of these waterways.

In a cultural and spiritual sense, the Anishinaabe concept of "riverside" isn't just a geographical location—it's a place of deep significance that nurtures life and connects people to the land, water, and their ancestors.

ii) Algonquin Ridge Secondary School

This name recognizes that the new school is situated on the ancestral lands of the Algonquin people. The name will remind our community of our shared responsibility to honour, respect and care for the natural world around us, as the Algonquin people have for generations. The name will also prompt us to

strengthen our connections with each other by engaging in relationship building that honours and upholds the voice and values of the Algonquin Nation.

iii) Grandview River Secondary School

The new school is situated close to the Rideau River, a waterway that played an important role to the Algonquin people and during the growth of the Ottawa area. Grandview represents the beauty of the Rideau River and the many scenic views that can be found along its shores. Grand can also represent the importance of setting goals and high expectations for student achievement and success.

RESOURCE IMPLICATIONS:

8. The promotion and consultation associated with the school naming process was completed at no cost except for human resources. There will be costs associated with signage for the new school once the name is established. This cost was included in the budget for all new school construction.

COMMUNICATION/CONSULTATION ISSUES:

9. In order to engage the students and the new school community, the school principal met with students as well as engaging parents and members of the school community in providing naming suggestions.

An initial survey and a follow up survey was shared with parents/caregivers and community members, as well as students in grades 6-8 in the feeder schools in February to solicit potential names for the new secondary school. On March 6th and March 20th, the Committee met to review the approximate 35 school name submissions made by students, parents, staff and community members. The Committee shortlisted the initial list to 7 names. The short list of names was shared with the school community and a focus group of students in grades 6-9 to obtain additional feedback.

Based on the second round of feedback, the School Naming Committee opted for a name that had Algonquin connection to the land as well as connection to the geographical area of the school location.

RECOMMENDATION:

THAT the new secondary school in Riverside South located in Ottawa at 720 Earl Armstrong Road be named Riverside South Secondary School, effective September 2025.



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD



Kristin Riddell
Superintendent of Education
(ext. 8607)

Pino Buffone
Director of Education and
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APPENDICES

Appendix A Policy P.107.SCO

Appendix B Procedure PR.630.SCO- Naming of Schools and Educational
Support Facilities



POLICY P.107.SCO

TITLE: NEW SCHOOLS AND OTHER BOARD FACILITIES - NAMING, SIGNAGE, AND OPENING CEREMONIES

Date Authorized: 21 November 2001

Last Revised: 30 October 2023

Last Reviewed: 30 October 2023

COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY

The Board recognizes its responsibility to ensure that this policy and associated procedures promote and protect Indigenous rights, human rights, and equity. The Board shall strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and community.

1.0 RATIONALE

- 1.1 To provide a community-driven framework for naming and renaming schools and other Board facilities or special purpose areas that is aligned with the Board's commitments to equity, diversity, inclusion, and human rights.
- 1.2 To recognize and celebrate the official opening of new schools, major additions, or other Board facilities, including special purpose areas within a school, such as libraries or gymnasiums within schools, adjacent day care centers, and municipal facilities.

2.0 DEFINITIONS

Please refer to Appendix A for a list of definitions of terms used in this policy.

3.0 POLICY

- 3.1 The Board recognizes the importance of ensuring that names approved for schools and other Board facilities in the District are inspirational, reflective of our diverse community, distinct and aligned with the mission, vision, and values of the District and its commitment to Indigenous rights, human rights, and equity.
- 3.2 The Board recognizes that the officially designated name of a school, Board facility, or special purpose area within a school or facility may need to be changed to respond to changing circumstances.

- 3.3 The Board believes in and is committed to a naming and renaming process that is community-driven and inclusive of the diverse voices in our society.

4.0 SPECIFIC DIRECTIVES

School Names

- 4.1 School names shall be based on one or more of the following considerations :
- a) reflective of the school's unique program focus;
 - b) a reference to the local environment or ecology (geographical features, flora, fauna, etc.);
 - c) reflective of the significance to Indigenous peoples and the location of the school on traditional unceded Algonquin homelands;
 - d) a reference to the street, road, or major thoroughfare on which, or near to where, the school is located;
 - e) a reference to the village, town, subdivision, or community in which the school is located;
 - f) paying homage to a famous Canadian event or achievement; and/or
 - g) distinct from names of existing schools within the City of Ottawa.
- 4.2 All new or renamed schools offering programs from kindergarten to grade 8, or any other elementary grade configuration, shall have the designation "Public School" or "Elementary School" as part of the official name.
- 4.3 All new or renamed schools offering programs from grade 7 to grade 8 shall have the designation "Intermediate" as part of the official name.
- 4.4 All new or renamed schools offering programs inclusive of grades 9 to 12, or any other secondary grade configuration, (including schools offering grades 7 to 12) shall have the designation "High School" or "Secondary School" as part of the official name.

New School Naming

- 4.5 When a new school is to be named, the District shall establish a School Naming Committee composed of representatives of the school community and an Algonquin Elder, a Knowledge Keeper, or an Indigenous representative to solicit proposals for names.
- 4.6 The School Naming Committee shall submit its proposed school names to the District and the Board for consideration.

Naming a Special Purpose Area within a School

- 4.7 A school may establish a School-based Committee composed of representatives of the school community to consider names of special purpose areas within a school.
- 4.8 The naming criteria listed in Section 4.1 shall be considered prior to making a recommendation of a new name for a special purpose area to the District for approval.

Naming of Other Board Facilities

- 4.9 The District shall recommend to the Board names of new facilities other than schools. Examples of such facilities are the Administrative Building, the Stittsville Depot, etc.

Renaming Schools and Other Board Facilities

- 4.10 Only the Board may initiate the process of renaming a school upon a request from the community and/or the District.
- 4.11 A review of the designated name of a facility other than a school or a special purpose area within a school may be initiated by the Director of Education or as the result of a request from the community.
- 4.12 Reasons for renaming a school, other Board facilities, or a special purpose area within a school may include:
- a) a reasonable concern that the existing name is shown to be culturally insensitive, discriminatory, or otherwise undermines the mission and values of the District;
 - b) the existing name is no longer relevant or supported by the local community, or is inappropriate for the District as a whole;
 - c) a significant change in identity and school focus or programming; or
 - d) a consolidation or amalgamation of schools.
- 4.13 The process for renaming a school, other Board facility, or a special purpose area within a school shall follow the same guiding principles and process applicable to the naming of schools.
- 4.14 The District shall establish a process for the proactive and reactive review of names to identify any that are no longer appropriate or consistent with the guiding principles outlined herein.

Signage

- 4.15 The OCDSB's logo and name shall be incorporated into the overall design of new school signage and, subject to the availability of funds, in all existing schools and other Board facilities.

Opening Ceremonies

- 4.16 The official opening ceremonies for new schools shall:
- a) where possible, follow the Algonquin protocols;
 - b) be structured with minimum formality; and
 - c) include participation by students, staff, community representatives, Elected Representatives, and an Algonquin Elder, a Knowledge Keeper, or an Indigenous representative.
- 4.17 The Director of Education is authorized to issue any necessary procedures to implement this policy.

5.0 APPENDICES

Appendix A: Policy Definitions

6.0 REFERENCE DOCUMENTS

The Education Act, 2000, Section 195

OCDSB Procedure PR.570.FAC - School Site Assessment and Acquisition

OCDSB Procedure PR.630.SCO - Naming of Schools and Educational Support Facilities

OCDSB Procedure PR 639 COM - Inviting Guests to Special Events

OCDSB Procedure PR.676.COM - Official Opening Ceremonies – New Schools

APPENDIX A: POLICY DEFINITIONS

In this policy,

Board means the Board of Trustees.

District means the Ottawa-Carleton District School Board.

Elected Representatives means the elected representatives for the area in which the school or building resides and/or elected representatives for the students attending therein, including school council members, board trustees, municipal councillors, provincial members of parliament, and federal members of parliament.

PROCEDURE PR.630.SCO

**TITLE: NEW SCHOOLS AND OTHER BOARD FACILITIES -
NAMING, SIGNAGE, AND OPENING CEREMONIES**

Date Authorized: 21 November 2001

Last Revised: 12 December 2023

Last Reviewed: 12 December 2023

COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY

The District recognizes its responsibility to ensure that the development of this procedure and the associated work promotes and protects Indigenous rights, human rights, and equity. The District will strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and community.

1.0 RATIONALE

To support the implementation of Policy P.107.SCO New Schools And Other Board Facilities - Naming, Signage, And Opening Ceremonies and outline the process for naming new schools, special purpose areas, and other Board facilities and renaming existing ones.

2.0 DEFINITIONS

Please refer to Appendix A for a list of definitions of terms used in this procedure.

3.0 RESPONSIBILITY

- 3.1 The Associate Director of Education is responsible for the establishment and oversight of School Naming Committees, including ensuring representation requirements and timelines are met.
- 3.2 Superintendents of Instruction will act as a liaison between the school Naming Committee or School-based Committees and senior management.
- 3.3 Principals will support Superintendents of Instruction in promoting a broader community engagement in School Naming and School-based Committees.

4.0 SPECIFIC DIRECTIVES

Application and Scope

- 4.1 This procedure applies to naming or renaming of a school, special purpose areas within

a school, such as a library, gymnasium, auditorium, or daycare unit, and other Board facilities such as the administration building.

School Naming Committee

- 4.2 Upon the direction of the Director's Executive Council, the Associate Director of Education, in collaboration with the Superintendent of Instruction and the Principal, will establish a School Naming Committee to recommend an appropriate name for a new school.
- 4.3 The School Naming Committee will include the following members:
- a) the Superintendent of Instruction;
 - b) the Principal;
 - c) an Algonquin Elder, a Knowledge Keeper, or an Indigenous representative; and
 - d) parents/guardians/caregivers from the school community and/or the school council, if one is in place.
- 4.4 Additional members may include:
- a) students;
 - b) school staff; and/or
 - c) other members identified upon consultation with the Human Rights and Equity Advisor (HREA) and the District's equity team.

School Name Proposal Requirements and Criteria

- 4.5 School name submissions to the School Naming Committee must include:
- a) the suggested name;
 - b) the rationale for the choice; and
 - c) background information to support the suggested name and demonstrate its alignment with the mission and values of the District and its commitment to Indigenous rights, human rights, and equity.
- 4.6 School name proposals must inspire students, reflect the diversity of the OCDSB Community, and adhere to one or more of the following criteria:
- a) reflecting the school's unique program focus;
 - b) referencing the local environment or ecology (geographical features, flora, fauna, etc.);
 - c) reflecting the significance to Indigenous peoples and the location of the school on traditional unceded Algonquin homelands;
 - d) referencing the street, road, or major thoroughfare on which, or near to where, the school is located;
 - e) referencing to the village, town, subdivision, or community in which the school is

located;

- f) paying homage to famous Canadian event or achievement; and/or
- g) being distinct from names of existing schools within the City of Ottawa.

4.7 School name proposals must avoid names:

- a) of an individual or a family;
- b) of a politically partisan nature;
- c) of a sacred nature;
- d) that might have any potentially harmful interpretations or social contexts.

School Naming Process

- 4.8 The respective Superintendent of Instruction will inform the School Naming Committee of this procedure and will promote constructive and collaborative community engagement in the process.
- 4.9 The School Naming Committee will prepare a process to elicit a variety of name proposals from the broader school community with clear guidelines on the school name criteria stipulated in the policy.
- 4.10 Name proposals can be submitted by any OCDSB Community member to a School Naming Committee.
- 4.11 The School Naming Committee will review name proposals and narrow them for a second round of consultation with the school community.
- 4.12 The School Naming Committee will submit to the Director's Executive Council:
 - a) a recommended school name and two other alternative names; and
 - b) background information that supports its recommendation.
- 4.13 To align with the recent practice,
 - a) schools offering programs from kindergarten to grade 8, or any other elementary grade configuration, will have the designation "Elementary School" as part of the official name;
 - b) schools offering programs from grade 7 to grade 8 will have the designation "Intermediate" as part of the official name; and
 - c) schools offering programs inclusive of grades 9 to 12, or any other secondary grade configuration, (including schools offering grades 7 to 12) will have the designation "Secondary School" as part of the official name.
- 4.14 Where the proposed name and list of alternatives is deemed not suitable, the Director of Education will request that the School Naming Committee review its final recommendation before submission to the Committee of the Whole and Board of

Trustees for approval.

- 4.15 The respective Superintendent of Instruction will submit the school name recommendation supported by the Director's Executive Council to the Committee of the Whole for review and discussion and to the Board for approval.

Naming Process for Special Purpose Areas

- 4.16 Where a school wishes to name a special purpose area within a school, the school principal, upon the Director's Executive Council's approval may establish a School-based Committee with representatives from the school council, parental community, teachers, students, the Superintendent of Instruction, and trustee for the area.
- 4.17 The school principal will follow the criteria and the naming schools process and provide the name recommendation of the school-based committee to the Director's Executive Council for approval.

The Re-naming Process

- 4.18 In response to a request from any student, staff, or another school community member the principal, in collaboration with the school council, may submit a request to rename a school, a special purpose area within a school, or another facility to reflect a change in use, program, or other need to the Superintendent of Instruction.
- 4.19 The Superintendent of Instruction will work with the principal to ensure that a rationale for the name change is supporting the request and will submit this recommendation to the Director's Executive Council.
- 4.20 In the case of a name change to a school and where the Director's Executive Council supports the request, the Associate Director of Operations will be requested to submit a complete financial analysis of the costs associated with the school name change.
- 4.21 The respective Superintendent of Instruction will submit the request of a school name change, accompanied with the rationale and a complete financial analysis to a standing committee of the Board and then the Board of approval.
- 4.22 Approval of two thirds of Board members is required to initiate the process of renaming a school.
- 4.23 The process of renaming a school will follow the naming process and criteria stipulated by the Board in Policy P.107.SCO: New Schools and Other Board Facilities - Naming, Signage, and Opening Ceremonies.

Signage

- 4.24 The OCDSB's logo and name will be incorporated into the overall design of all new school signage and, subject to the availability of funds, in all existing schools and special purpose areas.
- 4.25 The Ministry of Education requires school boards to provide project signage and building plaques for capital projects undertaken by boards when the project funded through the New Pupil Place Grants or the Pupil Accommodation Facility Renewal

Grants have a value of \$500,000 or greater. An allowance to cover costs of the dedication plaque(s) is included under the capital allocation budget for the project.

Opening Ceremonies

- 4.26 At least six months in advance, when possible, of the opening of a new school, major addition, or other Board facility, the District will strike an Official Opening Committee with appropriate General Managers, staff from the Communications and Information Services department, representatives from the school council, and chaired by the principal and Superintendent of Instruction.
- 4.27 The official opening will take place within five months of the school, educational support facility, or major addition being opened.
- 4.28 The official opening ceremonies for new schools will:
- a) where possible, follow the Algonquin protocols;
 - b) be structured with minimum formality; and
 - c) include participation by:
 - i. the Minister of Education (Please follow the Communications Protocol for Capital Projects);
 - ii. students, staff, and community representatives;
 - iii. Elected Representatives; and
 - iv. an Algonquin Elder, a Knowledge Keeper, or an Indigenous representative.
- 4.29 The official opening ceremony may not be held on a religious or creed-based day, a day of significance, or during a Board or committee meeting.
- 4.30 The program for an official opening will be organized in close consultation with the Superintendent of Instruction, the school council chair, and principal to ensure appropriate focus on student activities and the local community. Appendix B indicates the assignment of specific tasks relative to the program for an official school opening.
- 4.31 A tour of the school or the special purpose area and a reception may follow the ceremony, if so desired.
- 4.32 If joint facilities will be built, such as a public library, day care, or community centre,
- a) representatives from the joint facilities will be invited to sit on the Official Opening Committee for the purpose of a joint ceremony;
 - b) duplication and added costs should be avoided; and
 - c) a suitable plaque may be included.

5.0 APPENDICES

Appendix A: Procedure Definitions

6.0 REFERENCE DOCUMENTS

OCDSB P.107.SCO: New Schools and Other Board Facilities - Naming, Signage, and Opening Ceremonies

OCDSB Procedure PR.570.FAC: School Site Assessment and Acquisition

APPENDIX A: PROCEDURE DEFINITIONS

In this procedure,

Board means the Board of Trustees.

District means the Ottawa-Carleton District School Board.

Elected Representatives means the elected representatives for the area in which the school or building resides and/or elected representatives for the students attending therein, including school council members, board trustees, municipal councillors, provincial members of parliament, and federal members of parliament.

OCDSB Community means employees, students, parents, guardians, trustees, committee members, school council members, caregivers, permit holders, vendors, service providers, contractors, volunteers, visitors, and all other persons learning, working, or accessing services in the OCDSB environment

APPENDIX B: TASKS FOR OFFICIAL SCHOOL OPENING

Task	Involved in Decision-Making	Action Agent
1. Select date	Official Opening Committee	Official Opening Committee members
2. Order plaque (60 days required for production)	Official Opening Committee/ Facilities and Physical Planning	All/Facilities and Physical Planning
3. Suggest speaker(s)/Master of Ceremony	Official Opening Committee	Official Opening Committee members
4. Invite Chair of the Board, school trustee, Director of Education, DEC members, and invite speaker(s)/Master of Ceremony as soon as day of opening is confirmed	Communications Advisor, in collaboration with the principal	General Manager, Communications or Communications Advisor
5. Speakers list and responsibilities	Official Opening Committee	Official Opening Committee members
6. Prepare invitation list	Official Opening Committee	Official Opening Committee members with input from the Communications Advisor
7. Draft invitation	Principal/ Communications Advisor	Communications Advisor
8. Printing/Designing invitations (minimum one week required for printing)	Communications Advisor	Communications Advisor
9. Follow-up on invitations	Communications Advisor with the lead of the Principal	Communications Advisor
10. Draft program	Official Opening Committee	Communications Advisor
11. Printing and designing programs (minimum one week required for printing)	Communications Advisor	Communications Advisor
12. Contact media	Communications Coordinator	Communications Coordinator

13. Stage arrangements/Decorations/Flowers/Ribbon/Refreshments/Chairs (for stage and audience)/Sound System	Principal	Principal
14. Student guides (if required)	Principal	Principal
15. Extra custodial services (if required)	Principal	Principal
16. Parking arrangements	Principal	Principal
17. Thank-you letters	Principal	Principal

Note: Each action agent is requested to advise the Communications Advisor of decisions taken so that up-to-date information is available for the Director at all times.