

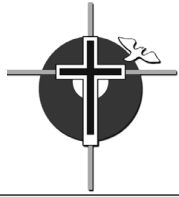
## 1. Purpose

The purpose of this procedure is to establish protocol for the naming of CDSBEO facilities or special areas within Board-owned facilities.

The naming of schools, special areas within schools, board office building(s) and other board-owned facilities provides a prestigious opportunity to recognize the educational contributions of individuals associated with this jurisdiction, Canadian society, or of divine Roman Catholic mortals or Saints. Thus, special care needs to be exercised when naming a facility after a person. The process involves consideration of the role played by the person, particularly in the development of the Board and that person's academic, professional, or other standing.

## 2. Procedure

- i. A proposed name for a Board facility, special area within a facility, or a new school can be submitted for consideration to the Director of Education or designate. (See section 3. of this procedure for guidelines for name selection.)
- ii. The submission of a name should be accompanied by a written presentation outlining the merits of the recommendation.
- iii. When names are to be selected the Director of Education shall establish a committee. The committee will report to the Director of Education.
  - a) In the case of selecting a name for an education centre or school, the committee shall be comprised of:
    - One representative from the staff of the facility, where appropriate;
    - One representative from the Catholic school council of the school, where appropriate;
    - The school principal, where appropriate;
    - The Superintendent of Education;
    - The Trustee; *and*
    - Parish Priest.
  - b) In the case of selecting a name for a Board facility other than an educational centre or school (i.e.; board office), the committee shall be comprised of:
    - The Superintendent of Education;
    - One representative from the staff of the facility;
    - The Associate Director of Education; *and*
    - The Trustee.



### **3. Selection of the Proposed Name**

- i. A school, facility or space may be named after a person where:
  - a) that person has been deceased for at least one year, is of academic or religious eminence, *and/or* has made a significant and outstanding contribution to the development of the relevant School, Centre, Facility or the Board overall, *or*
  - b) a particular historical association, person or event needs to be recognized.
- ii. When a building, facility or space is named after a person, the recognition shall be venerated with the presence of a plaque acknowledging the said individual, and their notable contribution.