



Niagara Catholic District School Board

## **NAMING/RENAMING OF A BOARD FACILITY, DESIGNATED AREA OR CHAPEL POLICY**

### ADMINISTRATIVE OPERATIONAL PROCEDURES

100 - Board

Policy No 100.15

Adopted Date: June 21, 2016

Latest Reviewed/Revised Date: March 26, 2025

A request for the naming or renaming of a Board facility, designated area or chapel, in whole or in part, will meet the criteria outlined in these Administrative Operational Procedures. In accordance with the Governance Policy, the Board of Trustees will approve the naming of a Board facility, designated area or chapel, in whole or in part by motion at a Board meeting.

A request to name or rename a Board facility or designated area, in whole or in part, excluding a chapel, must adhere to the following principles:

- a. Named after a Saint, a Pope, one of the mysteries of the Catholic Church or an exemplary Catholic group of individuals;
- b. Designated as “Catholic” in the name of the whole facility;
- c. Named in full without abbreviations;
- d. Named in the possessive form;
- e. Deemed unique within the names approved for a Board facility;
- f. Displayed prominently on the exterior of the facility or designated area along with the Board logo for the naming of an entire facility; or,
- g. Displayed prominently in the interior of the facility identifying the named designated area.

### **NAMING/RENAMING OF A BOARD FACILITY IN WHOLE**

The Director of Education will convene an Ad Hoc Committee and provide a report on behalf of the Ad Hoc Committee to the Board for the naming or renaming of a Board facility.

The report will include the Terms of Reference, the criteria, the Ad Hoc Committee Membership, and the timeline for the recommendation of the Ad Hoc Committee for the consideration of the Board.

The Ad Hoc School Naming Committee shall be comprised of:

- a) local Trustee(s)
- b) Family of Schools’ Superintendent
- c) Director of Education
- d) Chair and Vice-Chair of the Board
- e) Board Chaplaincy Leader
- f) Parent/guardian representative(s) from within the naming school boundary
- g) Student Council representative(s) from within naming school boundary
- h) Principal of the naming school (if appointed);
- i) Episcopal Vicar for Education of the Diocese of St. Catharines
- j) Communications and Community Engagement Officer

## PROCESS FOR NAMING/RENAMING OF A BOARD FACILITY IN WHOLE

### STAGE 1 – Board Wide Consultation

1. Prior to the first meeting of the Ad Hoc Committee, the Family of Schools' Superintendent of Education, with support from the Communications Department, Board Chaplaincy Leader, and Research and Analytics Department, will initiate a board wide consultation process utilizing the "New School Name Nomination Form."
2. This process will invite board stakeholders to submit recommendations for the naming of new school, along with a brief rationale.
3. An electronic "New School Name Nomination Form" will be shared electronically with all students, parents/guardians, and Niagara Catholic staff inviting nomination submissions.
4. Communication about the invitation for nominations will be made available through a variety of channels; including, but not limited to forms available at the Catholic Education Centre, all schools of the Board, and through the Board's website and multimedia platforms. The nomination form will also be sent to the Parishes, Catholic School Councils and Diocesan Offices.

### STAGE 2 – Naming/Renaming School Boundary Stakeholders Consultation

1. The Family of Schools' Superintendent of Education will serve as chair of the Ad Hoc Committee.
2. At the first meeting of the Ad Hoc Committee, the Family of Schools' Superintendent of Education will review the policy, procedures and timelines for the "Naming/Renaming of a Board Facility in Whole."
3. The Ad Hoc Committee will review all stakeholder feedback from the board wide consultation process.
4. The committee will select 3-5 names to be considered for the selection process.
5. Stakeholders from within the boundary of the Naming/Renaming school will be invited to vote on their preference from the recommended list of 3-5 names.

Stakeholders include:

- i) Students, as defined below, from within the boundary of the naming/renaming school.
    - a) For the naming/renaming of an Elementary school- All students in Grades 4 to 8
    - b) For the naming/renaming of a Secondary school- All students in Grades 7 to12,
  - ii) Parents/guardians of students currently attending schools within the Naming/Renaming boundary; and,
  - iii) Staff at the schools within the Naming/Renaming boundary.
6. The voting process will be supported by the Administrator of Research and Data Analytics.

### STAGE 3 - Recommendations

1. The Ad Hoc committee will meet to review the results of this vote and will by consensus recommend a name and alternate to the Bishop for endorsement. Once endorsed by the Bishop, the Ad Hoc Committee through the Director of Education will make a recommendation to the Board for final approval.
2. The Family of Schools' Superintendent and the Board Chaplaincy Leader will prepare a report on behalf of the Ad Hoc Committee for the Director of Education to present to the Board. This report shall include the recommended list of 3-5 names, stakeholder feedback and results, and the primary and alternate names being recommended by the Ad Hoc Committee.
3. The Board of Trustees will approve the naming or renaming of a Board facility in a motion at a Board meeting.

## PROCESS FOR NAMING OR RENAMING OF A DESIGNATED AREA WITHIN A BOARD FACILITY

A request for the naming or renaming of a designated area of a Board facility will meet the following criteria:

1. A request will be received by the Family of Schools' Superintendent of Education for consideration.
2. If supported by the Family of Schools' Superintendent of Education, a recommendation will be made to the Director of Education.
3. If supported by the Director of Education, the Director will present the recommendation to the Board of Trustees.
4. The Board of Trustees will approve the naming or renaming of a Board facility in a motion at a Board meeting.

## PROCESS FOR NAMING OR RENAMING A CHAPEL WITHIN A BOARD FACILITY

A request for the naming or renaming of a chapel within a Board facility will meet the following criteria and process. All Chapels will be named for the Blessed Trinity, or a name for Christ, a mystery of His life, the name of the Holy Spirit, a name for the Blessed Virgin Mary, a name of a holy angel, the name of a Saint, or the name of a Blessed with the approval of the Bishop.

1. All requests will be presented to the Family of Schools' Superintendent of Education for review.
2. If supported by the Family of Schools' Superintendent of Education, a recommendation will be made to the Director of Education for consideration.
3. The Director of Education will consult with the Bishop of the Diocese of St. Catharines for endorsement.
4. If supported by the Director of Education, and endorsed by the Bishop of the Diocese of St. Catharines, the Director of Education will present the recommendation to the Board of Trustees for consideration.
5. The Board of Trustees will approve the naming or renaming of a chapel within a Board facility by motion at a Board meeting.
6. The name of the chapel within a Board facility will be displayed with appropriate interior signage or lettering.

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January 25, 2022  
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