



Administrative Procedure: Official Naming of Board Facilities

1. 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.
2. The submission of a name should be accompanied by a written presentation outlining the merits of the recommendation.
3. When names are to be selected, the Director of Education shall establish a committee. The committee will report to the Director of Education.
4. In the case of selecting a name for a Board facility other than an educational center or school (ie. board office), the committee shall be comprised of:
 - a. the Superintendent of Education
 - b. one representative from the staff of the facility
 - c. the Trustee representing that community
5. Selection of the Proposed Name
6. A 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, facility or the Board overall; OR
 - b. A particular historical association, person or event needs to be recognized. OR
 - c. That person has done something deemed appropriate for recognition.
7. When a building, facility or space is named after a person, the recognition shall be noted with the presence of a plaque acknowledging the said individual, and their notable contribution.

Appendix A - Request to Officially Name a Board Facility

Submitted by: _____

Board Facility _____

Merits of Recommendation: _____

Committee Approved? _____

Committee Chair _____ Date _____

Director of Education _____ Date _____