



## **ADMINISTRATIVE PROCEDURE – AP203-1**

### **Naming of Catholic Schools and Buildings**

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Area: Governance  
Policy Reference: Naming of Catholic Schools and Buildings (PO203)

Approved: Nov. 11, 2013  
Revised: Feb. 6, 2017; June 8, 2020

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#### **1. Purpose**

The purpose of this administrative procedure and related policy is to establish the process for the designation of a named patron(s) for a new Catholic school, a school that is being renamed, or a school board building.

#### **2. Definitions**

Nil

#### **3. Procedures**

- 3.1 The Director or designate shall establish a committee representative of the broad education community upon:
- a) Ministry of Education’s final approval of a capital allocation for new school construction or,
  - b) Specific motion of the Board
- 3.2 The Committee shall be composed of:
- a) the Chair of the Board or Trustee Designate (from the municipality concerned, where possible) who shall serve as Chair of the Committee; a representative of the Ordinary of the Archdiocese of Toronto or Designate;
  - b) the Director of Education or Supervisory Officer Designate;
  - c) the President of the appropriate OECTA unit or Designate;
  - d) the Chair of the Principals’ Association or Designate; and

- e) a representative of the local Catholic School Council from the schools affected or if that is not possible, from the local Catholic community involved.
- 3.3 A minimum of three committee members shall constitute quorum.
- 3.4 The committee will consider a designation for a school that reflects:
- a) the Catholic character of education;
  - b) names or places associated with the Catholic faith;
  - c) the commitment of a person(s) (deceased) to Catholic education and/or to the general good of the school community and/or to the wellbeing of society at large.
- 3.5 The committee, in consultation with Principal(s) and the local Catholic School Councils of the school communities affected, will publicize an opportunity for families in these communities and other interested Catholic stakeholders to nominate an appropriate patron(s) for the new school using printed and/or electronic nomination forms.
- 3.6 The committee will consider the submitted nominations and table with the Board, no later than 60 days after the establishment of the committee, three recommended designations in priority order with an accompanying rationale.
- 3.7 The Archbishop of the Toronto Diocese will be consulted as to the suitability of the names submitted.
- 3.8 The Board will consider, select and approve a final designation for the new school.
- 3.9 The name of the school approved by the Board shall incorporate the word "Catholic" in the school designation.
- 3.10 In the case where a patron is canonized after a school or building is named, the Director of Education or designate shall direct Board and school staff to collaborate in a process to rename the school or school board building in consultation with the school community and the Archdiocese.
- 3.11 If an employee has questions or concerns arising from the implementation of this administrative procedure, they should be addressed with their immediate supervisor.

## 4. Sources

Nil

## **5. Appendices**

Nil

## **6. Related Policies and Administrative Procedures**

6.1 Naming of Catholic Schools and Buildings Policy (PO203)

## **7. Related Forms**

7.1 Unnamed Catholic School Patron Nomination Form (Form 2402)