



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – AP203-1

Naming of Catholic Schools and Buildings

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

Approved: November 11, 2013
Revised: February 6, 2017; June 8, 2020; April 8, 2026

1. Purpose

The purpose of this administrative procedure is to outline the process for selecting a named patron for a new Catholic school, a school undergoing a name change, or a school board building.

2. Definitions

Nil

3. Procedures

3.1 The Director or designate shall establish a committee that is representative of the broader 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 of Trustees.

3.2 The committee shall be composed of:

- a) the chair of the Durham Catholic District School Board (the “Board”) or trustee designate (from the municipality concerned, where possible) who shall serve as chair of the committee;
- b) a representative of the Ordinary of the Archdiocese of Toronto or designate;
- c) the director of education or designate;

- d) the president or designate of each union affiliate (as applicable);
- e) the president of the local Catholic Principals' Council of Ontario or designate;
- f) a representative of the local Catholic School Council or if that is not possible, from the local Catholic community involved;
- g) a representative from the Communications Department;
- h) a student representation (as determined by the principal);
- i) a representative selected by the Indigenous Education lead; and
- j) a representative selected by the Equity lead.

3.3 A minimum of three committee members shall constitute quorum.

3.4 The committee will consider the following when selecting a name for a school:

- a) The name should reflect the beliefs, teachings, and faith traditions of the Catholic Church, nurturing a strong sense of faith within the school community;
- b) The name should resonate with the local community, honouring its history, diversity, and connection to Catholic education;
- c) The name should reflect Catholic values such as faith, peace, justice, charity, leadership, service, and integrity;
- d) The name may be drawn from holy figures and sacred references within the Catholic tradition;
- e) The duplication of names within the Board should be avoided;
- f) The possessive form shall not be used in the school's name (e.g., St. Patrick's);
- g) In selecting a name, consideration should be given to whether the name is already used within neighbouring Catholic Boards; and
- h) The word Catholic shall be incorporated in the school's name.

3.5 The committee, in consultation with the 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 members of the Board community to nominate an appropriate patron(s) for the new school.

- 3.6 The committee will review all nominations and select three names in order of preference with supporting rationale.
- 3.7 The committee will then consult the Archbishop of the Toronto Diocese as to the suitability of the three selected names.
- 3.8 Following the consultation process, the school name shall be approved by the Board of Trustees, after which the approved name will be submitted to the Ministry of Education in accordance with relevant legislation.
- 3.9 Closed, Consolidated, Replacement, or Relocated Schools
 - 3.9.1 Where two or more existing schools are closed and students are consolidated into a new school facility, the name of the new school shall be determined in accordance with the Board's approved school naming process above.
 - 3.9.2 Where one or more schools are closed and students are relocated to one or more existing schools, the name of the receiving school(s) shall be maintained. In such cases, the Catholic School Council may establish a subcommittee to identify appropriate ways to recognize and honour the legacy of the closed school(s).
 - 3.9.3 Where an existing school is replaced or relocated and students move to a new facility, the name of the original school shall be retained for the new school building.

4. Sources

Nil

5. Appendices

Nil

6. Related Policies and Administrative Procedures

- 6.1 [Naming of Catholic Schools and Buildings Policy \(PO203\)](#)