Northeastern Catholic District School Board

NAMING OF SCHOOLS AND FACILITIES

Administrative Procedure Number: APE016

POLICY STATEMENT

The Northeastern Catholic District School Board recognizes that the names of its schools and facilities contribute to the identity of the Board and the communities it serves. Names shall promote safe, equitable, welcoming, respectful and inclusive learning and working environments and, where appropriate, reflect the Catholic identity, values and traditions of the Board.

The naming or renaming of a school shall comply with the *Education Act*, applicable regulations and binding policy requirements established by the Ministry of Education.

REFERENCES

Education Act
Ontario Regulation 244/26
Ministry of Education, School Naming Policy July 2026
NCDSB Multi-Year Strategic Plan
NCDSB Policy
E-16 Naming of Schools and Facilities

DEFINITIONS

Board Facility
Any building, school, property, center, administrative office, or other Board-owned or Board-operated facility that may be named or renamed by the Board.

Minor School Name Change
An adjustment to an existing school name that is strictly technical, administrative, or a formatting change. A minor school name change may include changes to abbreviations in a school name, spelling corrections, or adjusting descriptors.

New School Name
Consistent with the ministry definition:
The name of a school on or after November 20, 2025 that has a Capital Priorities project identification number replacement schools that will use the same name.

School Name Change
The process of changing the name of an existing school.

School-Naming Committee
A committee established by the Chief Executive Officer or designate to lead community engagement, consider proposed names and make a recommendation regarding the naming or renaming of a school or Board facility.

PROCEDURES

1.0 PURPOSE

1.1 The purpose of these administrative procedures is to establish a consistent, transparent and respectful process for the naming and renaming of schools and Board facilities.

1.2 The process shall reflect the NCDSB's mission, vision, values, and Catholic identity while complying with the Education Act, Ministry of Education requirements and NCDSB policies.

1.3 In administering this procedure, the Board will:

i) Recognize the significance and lasting impact of school and facility names;
ii) Support meaningful community engagement;
iii) Respect Indigenous rights, human rights, equity, and diversity and inclusion;
iv) Ensure prudent stewardship of public resources; and
v) Maintain appropriate documentation to support all naming and renaming decisions.

2.0 SCOPE

2.1 These administrative procedures apply to:

i) The naming of new schools;
ii) The renaming of existing schools;
iii) Minor school name changes;
iv) The naming of renaming of Board facilities.

2.2 Where these procedures relate to the naming of renaming of a school, all required approvals of the Minister of Education shall be obtained before the name is implemented.

3.0 INITIATING A NAMING PROCESS

3.1 A naming or renaming process may be initiated when:

i) a new school has received Ministry approval to proceed;
ii) two or more schools are consolidated;
iii) a new Board facility is established;
iv) a request to rename an existing school or Board facility is approved by the Chief Executive Officer; or
v) the Board of Trustees directs that a naming review be undertaken.

3.2 The Chief Executive Officer will determine whether a formal naming or renaming process is warranted and will initiate the appropriate administrative process.

4.0 SCHOOL NAMING COMMITTEE

4.1 When a naming or renaming process is initiated, the Chief Executive Officer will establish a School-Naming Committee.

4.2 The committee will normally include:

i) A Superintendent (Chair);
ii) The local Catholic Trustee;
iii) The Principal;
iv) The Pastoral Care Worker or designate;
v) One staff representative;
vi) One representative of the Catholic School Council.

4.3 The Chief Executive Officer may appoint additional members where appropriate, including representatives of Indigenous communities, parish representatives, students, community partners, or other individuals whose participation would support the process.

4.4 For Board facilities, the Chief Executive Officer may establish an alternate committee composition appropriate to the facility.

5.0 COMMUNITY ENGAGEMENT

5.1 The School-Naming Committee will undertake a meaningful community engagement process appropriate to the nature of the naming or renaming initiative.

5.2 Community engagement may include:

i) Public surveys;
ii) Community meetings;
iii) Consultation with Catholic School Council;
iv) Consultation with students and staff;
v) Consultation with community partners, where appropriate;
vi) Other methods determined by the School-Naming Committee.

5.3 The School-Naming Committee will prepare a summary of the consultation process, including:

i) Participants;
ii) Themes identified;
iii) Significant feedback received;
iv) The School-Naming Committee’s consideration of the feedback.

6.0 NAMING CRITERIA

6.1 In recommending a name for a school, the School-Naming Committee will ensure the proposed name complies with Ministry requirements and Board policy.

6.2 In considering proposed names, the School-Naming Committee will ensure that recommendations respect Indigenous rights, uphold human rights, and support the Board's commitment to equity, inclusion, anti-racism and reconciliation. Proposed names will contribute positively to a welcoming and respectful Catholic learning environment.

6.3 Where appropriate, proposed names should:

i) reflect the Catholic identity and mission of the Board;
ii) recognize the significance of the local community;
iii) promote a welcoming, respectful and inclusive learning environment;
iv) honour individuals, places, events or communities whose contributions are enduring and appropriate; and
v) support a positive and lasting identity for the school.

6.4 Propose school names will fall within one or more of the categories established by the Ministry of Education, including:

i) geographical locations or local features;
ii) significant historical events;
iii) individuals who have made a demonstrable contribution;
iv) communities that have shaped Ontario's history; or
v) names of denominational significance.

6.5 Propose names will not:

i) Promote commercial interests; or
ii) Commemorate an individual with an unpardoned criminal record.

7.0 EVALUATION OF PROPOSED NAMES

7.1 In evaluating proposed names, the School-Naming committee will consider:

i) compliance with Ministry requirements;
ii) alignment with Board values and Catholic identity;
iii) community significance;
iv) educational appropriateness;
v) long-term suitability;
vi) uniqueness within the Board;
vii) anticipated community response.

7.2 The School-Naming Committee will also consider the operational and financial implications associated with implementing the proposed name.

8.0 RECOMMENDATION TO THE BOARD

8.1 Following completion of its work, the School-Naming Committee shall submit its recommendation to the Chief Executive Officer through the appropriate Superintendent.

8.2 The recommendation will include:

i) The preferred school name and, where appropriate, alternate names.
ii) The rationale for each recommendation.

iii) A summary of community engagement.
iv) The anticipated financial implications.
v) Any additional information requested by the Chief Executive Officer.

8.3 The Chief Executive Officer will submit a recommendation to the Board of Trustees for consideration.

8.4 The Board of Trustees will approve the submission of the proposed name by Board resolution before the Chief Executive Officer files the application to the Ministry of Education.

9.0 MINISTRY APPROVAL

9.1 Where the Board approves a proposed school name or school name change, the Chief Executive Officer will submit the required application and supporting documentation to the Ministry of Education.

9.2 No new school name, school name change, or minor school name change will be implemented until:
i) approval has been granted by the Minister of Education; or
ii) the name is deemed approved in accordance with the *Education Act*.

9.3 Once the Ministry decision is received, the Chief Executive Officer will advise the Board of Trustees accordingly. No additional motions are required.

9.4 Where a proposed school name is rejected by the Minister, the Chief Executive Officer will determine the appropriate next steps, which may include reconvening the School-Naming Committee or initiating a new naming process.

10.0 NAMING OF BOARD FACILITIES

10.1 The naming or renaming of Board facilities that are not schools shall follow these administrative procedures, except where Ministerial approval is not required.

10.2 The Board of Trustee will approve the name of a Board facility that is not a school, by Board resolution.

11.0 DOCUMENTATION AND RECORDS

11.1 The Chief Executive Officer will ensure that appropriate records are maintained throughout each naming or renaming process.

11.2 Documentation will be retained in accordance with the Board's record management practices and applicable legislative requirements.

11.3 Records will include, but are not limited to:
i) committee membership;
ii) meeting minutes;
iii) consultation materials;
iv) community feedback;

v) evaluation documentation;
vi) financial analysis;
vii) Board reports and resolutions;
viii) Ministry applications;
ix) Ministry correspondence and approvals.

12.0 FORMS AND RELATED DOCUMENTS

Ministry of Education Application Form

Chief Executive Officer: *Tricia Stefanie Weltz*
Date: August 2026