



<b>SECTION:</b>	<b>Facilities Development</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Facilities Planning</b>	<b>November 12, 2007</b>
<b>POLICY NAME:</b>	<b>The Naming of a Portion of a School or Educational Facility</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>R.FD.B.2</b>	<b>November 12, 2007</b>

1. Any portion of a school or educational facility may be considered for the designation of a name. In general, portions of buildings that are eligible may include, but not exclusively a wing, theatre, room, hallway, gymnasium or a field.
2. It is expected that the individual whose name is provided for consideration is/was recognized as an exemplary Catholic person of local or historic significance who contributed in a noteworthy manner to the broader Catholic community in Guelph and Wellington County.
3. All requests proposing the naming of a specific portion of a Board facility or Board site shall be forwarded to the Director of Education. The request will provide sufficient supporting information that summarizes the reasons for the proposal including a brief description of the individual and his/her contribution to the Catholic community.
4. Upon receipt of the proposal, the Director shall take the request to the next meeting of the Planning and Operations Committee of the Board. An ad hoc meeting will be established to discuss the proposal. This meeting will be convened by the Chair of the Property and Operations Committee. In attendance at this meeting will be;
  - The Director of Education
  - Superintendent of Corporate Affairs
  - Administrator of Physical Plant
  - The Principal of the School
  - Member of the Catholic School Council
  - Others deemed appropriate by the Chair
5. Subsequent to the meeting, the Chair of the Planning and Operations Committee shall report the recommendations to the Board for their approval at the next regular Board Meeting.
6. Any name of a portion of a Board facility or Board site in use at the time that this policy is adopted, shall remain with its established name unless circumstances emerge that would deem this inappropriate in terms of the mission of the Board.
7. The Administrator of Physical Plant shall ensure that a plaque outlining the historic significance of the name designated is arranged for and displayed in that Board facility or site.

8. Any portions of schools that have been named prior to the implementation of this policy will be grandfathered.