



## NAMING AND RENAMING OF BOARD FACILITIES

Responsibility:	<i>Coordinating Superintendent, Business Services &amp; Treasurer of the Board</i>
Legal References:	
Related References:	<i>Board Policy 4020 - Naming and Renaming of Board Facilities</i>
Revisions:	<i>December 2017, September 2019</i>
Reviewed:	<i>March 2016</i>

### 1. Preamble

The procedure that follows provides guidelines and expectations regarding the naming and renaming of Waterloo Region District School Board (WRDSB) facilities.

### 2. Background

It is the policy of the Waterloo Region District School Board, that consistent procedures be followed when naming or renaming WRDSB facilities to ensure that distinctive and appropriate names are selected with an emphasis on local historical events, local persons, or geographies.

### 3. Procedure

3.1 Facilities must be named in accordance with one or more of the following criteria:

- 3.1.1 a historical name which once applied to the area where the facility is located;
- 3.1.2 after a person(s) or event(s) recognized as having made a significant contribution to society in the district, province or country;
- 3.1.3 generally, facilities named after a person(s) is done posthumously;
- 3.1.4 the name of a geographic area which the facility will serve;
- 3.1.5 the name of the street on which the facility is located.

3.2 Facilities, or sections thereof, may not be named or renamed after current Board members or employees.

3.3 When a new facility is to be named, an ad hoc committee will be established by the Director of Education to recommend a name to the Board.

The committee shall consist of:

- 3.3.1 three Trustees, appointed by the Board (one to chair the committee);
- 3.3.2 one facility administrator (Principal or Principal designate if applicable);
- 3.3.3 two representatives of the School Advisory Council (if applicable);
- 3.3.4 one member of the Senior Administration.

3.4 The ad hoc committee will invite suggested names for the new facility from individuals or groups throughout the area of jurisdiction of the Board and especially from the area adjacent to the location of the new facility.

3.5 Any proposal for a name change of an existing facility must be forwarded to the Board. Should the Board decide to proceed; an ad hoc committee will be established by the Director of Education to bring a recommendation to the Board.

The committee shall consist of:

- 3.5.1 three Trustees, appointed by the Board (one to chair the committee);
- 3.5.2 one administrator from the facility;
- 3.5.3 two staff representatives from the facility;
- 3.5.4 two representatives of the School Advisory Council (if applicable);
- 3.5.5 one member of Senior Administration.