PROCEDURE

Communications & Community Engagement (COM)

PR COM 03-01

Title: **Definitely Durham Procedure**
Adopted: October 13, 2026
Effective: November 13, 2026
Amended/Reviewed: N/A

This procedure must be interpreted, applied, and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers.

1.0 RATIONALE

This Procedure supports the implementation of the Definitely Durham Policy by establishing clear responsibilities and a consistent process for the nomination, selection and recognition of inductees to the Definitely Durham Hall of Fame.

2.0 DEFINITIONS

2.1 Definitely Durham – The DDSB Hall of Fame established to recognize and celebrate former students' outstanding achievements or extraordinary contributions to Durham communities.

2.2 Former Student – An individual who previously attended a school operated by the DDSB and who is no longer enrolled as a DDSB student.

2.3 Conflict of Interest – A situation in which an individual's personal, family, professional, financial or other interests could influence, or reasonably be perceived to influence, their impartiality or objectivity in the nomination, assessment or selection process.

2.4 Inductee – A nominee selected for recognition in the Definitely Durham Hall of Fame in accordance with the Definitely Durham Policy and this Procedure.

2.5 Nominator – An individual who submits a nomination for consideration in the Definitely Durham Hall of Fame.

2.6 Nominee – A former student who has been nominated for recognition in the Definitely Durham Hall of Fame.

2.7 Recognition Cycle – The two-year cycle encompassing the nomination, selection and recognition of new inductees to the Definitely Durham Hall of Fame.

2.8 Selection Committee – The committee established by the Chief Executive Officer in accordance with the associated policy to select inductees to the Definitely Durham Hall of Fame.

3.0 RESPONSIBILITY

The **Chief Executive Officer** is responsible for:

- Overseeing the implementation of this Procedure;
- Establishing the Selection Committee in accordance with the Definitely Durham Policy; and
- Exercising the authority to select inductees through the Selection Committee and to rescind an induction in accordance with the Policy and this Procedure.

The **Office of the Chief Executive Officer** shall:

- Coordinate the nomination process, outreach and communications;
- Review nominations for completeness and eligibility;
- Provide administrative support to the Selection Committee;
- Notify nominators of selection results and obtain selected nominees' consent to recognition;
- Coordinate the induction event and recognition arrangements;
- Manage nomination records and personal information in accordance with DDSB requirements; and
- Coordinate program evaluation following each recognition cycle.

The **Selection Committee**, established in accordance with the Definitely Durham Policy, is responsible for:

- Assessing eligible nominations against the selection criteria and selecting inductees;
- Declaring conflicts of interest and withdrawing from consideration of affected nominations; and
- Maintaining the confidentiality of nomination information and deliberations.

4.0 APPLICATION AND SCOPE

This Procedure applies to the administration, nomination, selection and recognition processes for the Definitely Durham Hall of Fame. It applies to staff administering the program, Selection Committee members, nominators, nominees and inductees.

5.0 PROCEDURES

5.1 Eligibility

5.1.1 Nominees must be former students who have attended schools operated by the DDSB for a minimum of four years.

5.1.2 Nominations may be submitted for living or deceased individuals.

5.1.3 Immediate family members of the current Chief Executive Officer, members of the senior leadership team or sitting Trustees are not eligible for nomination.

5.2 Call for Nominations

5.2.1 The Selection Committee shall be established before the call for nominations and shall set the nomination deadline, selection timeline and induction event date for each recognition cycle.

5.2.2 The Office of the Chief Executive Officer shall issue a public call for nominations during each recognition cycle through the Board's established communication channels.

5.2.3 The call for nominations shall include the eligibility requirements, selection criteria, nomination deadline and instructions for submitting a nomination.

5.2.4 Nominations shall be submitted using the Definitely Durham nomination form and include supporting information demonstrating how the nominee meets the selection criteria.

5.2.5 Nominations shall be considered only for the recognition cycle in which they are submitted. Nominations may be resubmitted in subsequent cycles.

5.3 Selection Criteria

5.3.1 Nominees shall demonstrate outstanding achievement in their chosen pursuits or extraordinary contributions to Durham communities. Achievements may include career accomplishments, community service or advocacy.

5.3.2 In assessing nominations, the Selection Committee shall consider the significance and impact of the nominee's achievements or contributions, including any significant obstacles overcome in achieving them, supported by the information provided in the nomination.

5.3.3 Nominees shall demonstrate integrity and conduct that reflects positively on the DDSB and its communities and serve as positive role models for students.

5.4 Selection Process

5.4.1 The Office of the Chief Executive Officer shall review nominations for completeness and eligibility and may seek clarification or additional information from nominators.

5.4.2 Eligible nominations shall be provided to the Selection Committee for assessment against the selection criteria.

5.4.3 Before assessing nominations, Selection Committee members shall disclose any actual, potential or perceived conflicts of interest. Members with a conflict shall withdraw from discussions and decisions concerning the affected nomination.

5.4.4 The Selection Committee shall seek consensus when selecting inductees.

5.4.5 Where consensus cannot be reached, the Chief Executive Officer shall make the final selection decision, having considered the views of the Selection Committee. Where the Chief Executive Officer has a conflict of interest concerning a nomination and the remaining Committee members cannot reach consensus, the

decision shall be made by a majority vote of those members eligible to participate. In the event of a tie, the nominee shall not be selected.

5.4.6 The Selection Committee shall select a maximum of four inductees per recognition cycle. The Committee may select fewer than four inductees where nominations do not meet the selection criteria.

5.4.7 Selection decisions are final, subject to the provisions for reviewing and rescinding an induction under the Definitely Durham Policy and this Procedure.

5.4.8 The Selection Committee is dissolved once the final list of consenting inductees has been confirmed.

5.5 Notification and Recognition

5.5.1 The Office of the Chief Executive Officer shall notify nominators of the outcome of their nominations. Successful nominators shall be advised that recognition is subject to the nominee's consent.

5.5.2 The Office of the Chief Executive Officer shall obtain each selected nominee's consent to induction into the Definitely Durham Hall of Fame before publicly announcing their selection. For posthumous selections, consent shall be obtained from the nominee's family or representative.

5.5.3 Following consent, the Office of the Chief Executive Officer shall coordinate recognition arrangements with the inductee or, for posthumous selections, with the nominator and the inductee's family or representative.

5.5.4 The Office of the Chief Executive Officer shall announce the inductees and induction event through the Board's established communication channels.

5.5.5 Each inductee shall receive a personal award and be commemorated through a plaque or other appropriate Board recognition displayed in the Education Centre.

5.6 Accessibility

5.6.1 The Office of the Chief Executive Officer shall ensure that nomination information, submission processes and recognition activities are accessible, including providing alternative formats, assistance and accommodations upon request and where required.

5.7 Privacy and Records

5.7.1 Nomination materials shall be accessible only to staff administering the program and Selection Committee members who require them to carry out their responsibilities.

5.7.2 Selection Committee deliberations and the identities of nominees who are not selected shall remain confidential.

5.7.3 The Office of the Chief Executive Officer shall obtain consent from selected inductees before publishing their biographies, photographs or other personal

information for recognition purposes. For posthumous inductees, consent shall be obtained from their family or representative.

5.7.4 Nomination materials and selection records shall be retained and disposed of in accordance with DDSB records retention requirements.

5.8 Review and Rescission of an Induction

5.8.1 The Chief Executive Officer may rescind an induction on the grounds set out in section 7.7 of the Definitely Durham Policy.

5.8.2 The Office of the Chief Executive Officer shall implement the decision, including removing or updating recognition materials as appropriate.

5.9 Program Evaluation

5.9.1 Following each recognition cycle, the Office of the Chief Executive Officer shall review the nomination, selection and recognition processes and identify improvements for the next cycle.

5.9.2 Findings shall inform the review of the Definitely Durham Policy and this Procedure

6.0 APPENDICES

N/A

7.0 REFERENCE DOCUMENTS

Definitely Durham Policy (P COM 03)