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## **Purpose/Background**

The Division believes that naming a facility or a portion thereof such as an auditorium or athletic field is a matter that deserves thoughtful research and consultation to reflect the dynamic and fluid nature of facility usage. The Division supports the naming of facilities after prominent community figures, geography, or unique features of the community.

## **Procedures**

1. The Director of Facility Planning will advise the Superintendent, where possible providing one-year notice, of the need for a School/Field Naming Ad Hoc Board Committee to be formed. The Superintendent of Schools will bring forward to the Board the formation of the Ad Hoc Committee. The Superintendent will draft the Committee Terms of Reference for the Board's consideration based on the following criteria:
  - 1.1. Chair of the Committee will be the Director of Facility Planning, who will be accompanied on the Committee by a minimum of one Trustee, two parents/guardians and anywhere from two (minimum) – four (maximum) additional members. The additional members should be community representatives, school administration, municipal representatives, developer representatives, RVS Communications Department staff and/or students. The naming of an outdoor area or sports field will also include representation from the Grounds Coordinator or designate.
  - 1.2. Notice of the Committee formation, including information on becoming a member, is to be posted in the local paper for one week prior, and on RVS' website for two weeks prior, to the first meeting date in which the Committee is formed.
  - 1.3. The Director of Facility Planning will be responsible for chairing, maintaining records and minutes of the meetings, as well as providing information on the new school site/building/design.
  - 1.4. The Committee is responsible to provide the Board of Trustees with a maximum of two recommendations for the new school name.
2. The Director of Facility Planning will bring the recommendations from the Ad Hoc Committee to the Board of Trustees for review, selection and approval.
  - 2.1. Once approved, the name shall be submitted to Alberta Education.
3. Naming Requirements:
  - 3.1. The community shall be consulted about possible names for the facility.
  - 3.2. All suggestions regarding the naming of facilities must be made to the Ad Hoc Committee, in writing and shall include the reason(s) for the request.
  - 3.3. Names selected are to:
    - 3.3.1. Have significance for the students, parents and the community of the particular facility or donor and reflect the vision of the Division;
    - 3.3.2. Be easily identifiable with the facility;
    - 3.3.3. Create a distinct identity relative to the names of other facilities in the Division, or surrounding Divisions;

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- 3.3.4. Consider prominent community members only posthumously (minimum of 10 years);
  - 3.3.5. Consider long term impacts to naming of future facilities in the community; and,
  - 3.3.6. Avoid specifying programs and/or grade configurations to provide for maximum flexibility in the future.
4. Where possible, the process of naming new facilities is to begin a year prior to facility opening.
  5. Rooms or spaces within a school shall not be named after/for an individual or company. Schools may place plaques of recognition of major donations or contributions inside the school or on major fields/playgrounds but shall not name the space in recognition. Named spaces as of August 2018 are allowed to continue but no new naming of such spaces is permitted.

Reference(s):

- School Act Sections 20, 60, 61, 113, and 116
- Board Policy 8
- AP5114 – Donations