



## **Naming Privileges**

Policy No.:	3002
Category:	Foundation and Industry Liaison
Approving Body:	Board of Governors
Executive Division:	Development
Department Responsible:	Development
Current Approved Date:	2009 Jul 20

## **Policy Statement**

BCIT may recognize outstanding accomplishments and significant contributions by attaching the name of an individual and/or organization to a particular Institute asset.

Named recognition may be offered for the naming of schools, campus buildings, roads, parks, and internal facilities (floors, wings, rooms, laboratories, and libraries.)

## **Purpose of Policy**

This policy governs and provides guiding principles for attaching the name of an individual and/or organization to a particular Institute asset, in recognition of outstanding accomplishments or significant contributions. It also defines the roles and responsibilities within BCIT for the naming of Institute assets.

## **Application of this Policy**

This policy applies to BCIT employees and students, industry, and donors.

## **Related Documents and Legislation**

Naming Privileges Policy – BC Ministry of Labour and Citizen’s Services

## **Guiding Principles**

1. A significant contribution may include a gift from a donor (financial or in-kind), or a distinctive achievement in furthering the mission and goals of BCIT.
2. Facilities may be named after a donor, or a third party at the wish of a donor.
3. A naming must not imply BCIT endorsement of a particular political or ideological position, or of a commercial product or service. (This does not preclude a naming to recognize a person who has held public office or a person or enterprise that provides commercial products or services.)
4. Naming must take into account and protect the reputation and public image of BCIT.
5. Only in exceptional circumstances will BCIT name facilities or activities to honour outstanding service of employees while they remain employed at BCIT.
6. Where a building or a part thereof or a facility has been named, BCIT will continue to use the name so long as the building or facility remains in use and serves its original function.

- a. When the use of a building, room, or facility is changed such that it must be demolished, substantially renovated, or rebuilt, BCIT may retain the use of the name, name another comparable room or facility, or discontinue the use of the name.
- b. In the case of corporate name recognition, BCIT reserves the right to amend a naming where a name change occurs or to discontinue the use of the name if the corporation ceases to exist.

## Duties and Responsibilities

### Board of Governors

The Board of Governors is responsible for approving named recognition of schools, buildings, roads, parks, sports fields and other external areas upon recommendation from the President.

### President

The President of BCIT is responsible for approving named recognition of internal spaces including floors, wings, rooms, laboratories, lounges, etc. upon the recommendation of the Vice President responsible for the use or functional purpose of the facility, together with the Vice-President, Development and the Vice President, Education where an academic area is involved.

The President will approve of minimum funding requirements for naming buildings, as recommended by the appropriate Vice President in consultation with the Vice President, Development.

### The Leadership Team

Should new circumstances cause an existing name to compromise the public respect of BCIT, that name may be removed. The decision to remove a name from a building or asset will rest with the Leadership Team.

### Vice Presidents

Minimum funding requirements for naming buildings will be set by the appropriate Vice President, in consultation with the Vice President, Development, and approved by the President.

### Vice-President, Development

The Vice President, Development will consult with the appropriate Vice President to help determine minimum funding requirements for naming buildings. Such requirements are then approved by the President.

The Vice-President, Development and the Director of Campus Planning are jointly responsible for approving all matters in connection with the design and location of plaques or other memorials not associated with the naming of an asset.

The office of the Vice President, Development is responsible for securing the necessary documentation and approvals under the Naming Privileges policy of the provincial government (see "Related Documents and Legislation").

### Director of Campus Planning

The Director of Campus Planning is responsible for approving the naming of buildings, segments of buildings and other facilities where the name is purely functional and indicates the purpose or use of the facility.

The Director of Campus Planning shares responsibility with the Vice President, Development for

**Duties and Responsibilities**

approving all matters in connection with the design and location of plaques or other memorials not associated with the naming of an asset.

All new names for buildings are to be filed with the Director of Campus Planning.

**Donors and Others Being Honoured**

BCIT may name a facility after a donor, or a third party at the wish of a donor. Where a third party is involved, that third party must provide written agreement. Where a deceased individual is being honoured through a naming, the executor of the estate or a family representative must provide written agreement.

**Amendment History**

1. Created	1989 Feb 01
2. Revision 1	1997 Sep 01
3. Revision 2	2002 May 09
4. Revision 3	2003 June 30
5. Revision 4	2009 Jul 20

**Scheduled Review Date**

2014 Jul 30