

Procedures

NAMING OF PHYSICAL ASSETS PROCEDURES

Number: BP 1.1

Classification: Buildings and Properties

Procedural Authority: President

Procedural Officer: Vice-President, Research and Innovation; Director, Facilities Management and Capital Planning; and Associate Vice-President, Indigenous

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Parent Policy: Naming of Physical Assets

Table of Contents

1.0	PURPOSE.....	2
2.0	PROCEDURES	2
2.1	Physical Asset Naming Proposal Development	2
2.2	Submission and Review of Physical Asset Naming Proposals	3
2.3	BC Government's Ministry of Citizens' Services Naming Privileges Policy...	4
2.4	Approval of Physical Asset Naming, Renaming and Revoking the Name Proposals.....	4
2.5	Steps Following Approval	5
2.6	Renaming or Revoking Names of Physical Assets.....	6

1.0 PURPOSE

The purpose of these procedures is to

- 1.1 ensure that requests for naming physical assets are consistently proposed, appropriately reviewed and approved; and
- 1.2 provide direction on the re-naming or revocation of the name of a University physical asset.

2.0 PROCEDURES

2.1 Physical Asset Naming Proposal Development

2.1.1 All Physical Asset Naming Proposals must include the following:

- i. the physical asset to be named and the proposed name;
- ii. the classification of naming in accordance with the *Naming of Physical Assets Policy*;
- iii. the reason(s) for the request and a description of the naming recommendation;
- iv. the background information for the organization, individual, place or other proposed to be named, in accordance with section 2.4 of the *Naming of Physical Assets Policy*;
- v. the proposed term of naming recognition in accordance with section 2.5 of the *Naming of Physical Assets Policy*;
- vi. other conditions, concerns or potential/existing impacts;
- vii. a letter of support from the administrative head of the unit if the proposal is associated with an academic or administrative unit:
and
- viii. any other information deemed relevant by the proponent.

2.1.2 Proposals for Bestowing a name in an Indigenous language on a Physical Asset include a request for a name but do not include a specific name.

2.1.3 Opportunities for naming for Philanthropic purposes and time-limited purposes are developed by the Office of Research and Innovation in collaboration with relevant units.

- i. The Vice-President, Research and Innovation may make a recommendation to proceed to secure external contributions.
- ii. Once a commitment for external funding has been secured, the Office of Research and Innovation, in collaboration with relevant units, creates and submits a Physical Asset Naming Proposal as outlined in sub-section 2.2 of these Procedures.

- iii. Time-limited related proposals must include clear terms on exclusivity or non-exclusivity and planned signage, and may include the logo of an organization.

2.2 Submission and Review of Physical Asset Naming Proposals

- 2.2.1 All Physical Asset Naming Proposals must be first submitted to the Vice-President, Research and Innovation and the Director, Facilities Management and Capital Planning.
 - i. The Vice-President, Research and Innovation and Director, Facilities Management and Capital Planning, or their designates, are responsible for coordinating the progression of the proposals as outlined in these Procedures.
 - ii. The Facilities Management Department must complete an initial assessment regarding associated costs, including upkeep and replacement. The completed assessment must be included as part of the proposal moving forward.
- 2.2.2 For Functional purpose proposals, the Facilities Management Department must confirm the functional purpose of a physical asset prior to the proposal moving ahead for review.
- 2.2.3 Once the initial assessment is complete, the Vice-President, Research and Innovation and Director, Facilities Management and Capital Planning, or their designates
 - i. forward the proposal to the Associate Vice-President, Indigenous if it is for a name in an Indigenous language or of an Indigenous person. The Associate Vice-President, Indigenous is responsible for the following:
 - a. consulting with local Indigenous communities and community members they consider appropriate;
 - b. compiling feedback and recommendations; and
 - c. working with the Vice-President, Research and Innovation and the Director, Facilities Management and Capital Planning in moving the proposal forward as outlined in 2.2.3 ii and onwards in these Procedures.
 - ii. consult with unit leads that are responsible for the following, where appropriate, which is not an exhaustive list:
 - a. Indigenous initiatives
 - b. business services
 - c. communications
 - d. marketing
 - e. research and innovation
 - f. advancement

- g. faculties
- h. undergraduate and graduate student societies
- i. alumni council

- 2.2.3 The Vice-President, Research and Innovation and Director, Facilities Management and Capital Planning compile the feedback and review the proposal, facilities' initial cost assessment and the feedback with the members of the President's Executive Council (PEC).
- 2.2.4 Members of PEC review the proposal and make recommendations to the President. If further consultations are recommended, the Vice-President, Research and Innovation and the Director, Facilities Management and Capital Planning, or their designates, must coordinate.
- 2.2.5 If the President decides to move the proposal through the approval process, the Vice-President, Research and Innovation and the Vice-President, Finance and Administration ensure adequate funding is in place to cover the costs associated with the proposal.

2.3 BC Government's Ministry of Citizens' Services Naming Privileges Policy

- 2.3.1 While Physical Asset Naming Proposals are moving through UNBC's internal consultation and approval process, the Office of Research and Innovation simultaneously ensures that any necessary approvals regarding naming have been granted in accordance with the BC Government's Ministry of Citizens' Services [Naming Privileges Policy](#).
- 2.3.2 No public announcements can be made until the proposal is approved by the Board and the BC Government's Ministry of Citizens' Services.

2.4 Approval of Physical Asset Naming, Renaming and Revoking the Name Proposals

- 2.4.1 Functional Purposes
 - i. After consultation with PEC, the President may decide to approve the naming of a Physical Asset where the name is solely functional.
 - ii. The Office of the President forwards the President's decision and all related records as outlined in section 5.6 of the Policy.
- 2.4.2 All Other Proposals

- i. After consultation with PEC, the President may decide to move the Proposal forward and submits the proposal to the Office of University Governance.
- ii. The President presents the Proposal to the Board of Governors Governance Committee (Governance Committee) for consideration.
- iii. If the Governance Committee recommends proceeding with the proposal, the Governance Committee requests that the President, as Chair of Senate, present the proposal
 - a. to the Senate Committee on Indigenous Initiatives (SCII) (or equivalent Senate Committee designated with this responsibility) in strict confidence in a closed meeting and that the President solicit feedback on Bestowed naming related proposals; or
 - b. to the Senate Committee on Honorary Degrees and Other Forms of Special Recognition (SCHDSR) in strict confidence in a closed meeting and that the President solicit feedback on Honorific, Philanthropic, and Time Limited related proposals.
- iv. If the SCHDSR supports the proposal, the President, as Chair of Senate, proceeds the proposal and the SCHDSR's feedback to Senate in strict confidence in a closed meeting.
- v. If the SCHDSR does not support the proposal, the President provides the Governance Committee with the feedback.
- vi. The Governance Committee receives Senate feedback and may or may not decide to recommend the Proposal to the full Board of Governors.
- vii. The Board may or may not approve the recommendation.

2.5 Steps Following Approval

- 2.5.1 All agreements for honorific, philanthropic and time-limited naming purposes must include language that enables the naming to be revoked as per section 5.5 of the Naming of Physical Assets Policy.
- 2.5.2 Bestowed Name
 - i. The Associate Vice-President, Indigenous approaches one or more local Indigenous communities, according to appropriate protocol, and requests a Bestowed name for the Physical Asset.
 - ii. If the community Bestows a name, then the Associate Vice-President, Indigenous advises the President of the name and how it must be implemented.
 - iii. The Bestowed name is not subject to any further approvals at the University once Bestowed by the community/ies.

- iv. The President reports back to the Board on the approved name.
- v. The vice-president responsible for advancement and Director, Facilities Management and Capital Planning are responsible for working with the Associate Vice-President, Indigenous and their team in implementing the proposal.

2.6 Renaming or Revoking Names of Physical Assets

- 2.6.1 In the case of time-limited naming, re-naming may take place at the expiration of the term, or in the event of revocation, or mutually agreed cancellation.
- 2.6.2 Administrative costs associated with the re-naming are covered by the gift or sponsorship agreement.
- 2.6.3 If a physical asset is demolished or replaced, or where the occupancy or use changes and the former name is no longer appropriate, then a request for a new name may be considered as outlined in the *Naming of Physical Assets Policy* and these Procedures.
- 2.6.4 When possible, the University contacts the namesake, next-of-kin, or other appropriate contact person to inform them of the decision to demolish, replace, or change the use of a physical asset before the change takes place.
- 2.6.5 The vice-president responsible for advancement oversees communication regarding the revocation of a philanthropic, honorific or time-limited naming.