



NAMING OF COLLEGE FACILITIES AND PROGRAMS

Policy Name: Naming of College Facilities and Programs	Responsible Owner: Vice-President, Administrative Services and CFO	Created: 2004 Sep
Policy Number: A12	Approval Body: Senior Management Team (SMT)	Last Reviewed/Revised: 2018 Jul
Category: Administration	Replaces: A04.05.01	Next Review: 2022 Jul

TABLE OF CONTENTS

- A. PURPOSE
- B. SCOPE
- C. DEFINITIONS
- D. POLICY STATEMENTS
- E. PROCEDURES
- F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- G. RELATED ACTS AND REGULATIONS
- H. RELATED COLLECTIVE AGREEMENTS

A. PURPOSE

This policy governs the naming or renaming of College Facilities and/or Program to ensure careful deliberation and attention to the appropriateness of the name, and that funding requirements are clearly communicated and met.

B. SCOPE

This policy and associated standard operating procedures supersede any and all other College policies, procedures, and guidelines relating to the naming of Facilities and Programs. This policy is not intended to alter existing naming commitments.

C. DEFINITIONS

1. **Facilities:** refers to any building, part of a building structure, street, drive, landscaped area, open space, physical improvements, or other property under the administrative control of the College.
2. **Programs:** refers to any academic or non-academic program, school, college, institute, centre, etc., but does not include named endowments or funds to support students (i.e. scholarships, awards, etc.).

D. POLICY STATEMENTS

1. College Facilities and Programs may only be named in recognition of philanthropic contributions in accordance with this policy.

2. The College adheres to the Province of British Columbia's Ministry of Citizens' Services, Intellectual Property Program, Naming Privileges Policy and, in so doing, will only consider naming recognition opportunities that align with the Province's policy.
3. Due to the high public visibility, permanence and significance of College Facilities and Programs, the naming of any Facility or Program must be approved by the President, the College Board and/or other offices as required.
4. A Naming Review Advisory Committee is established by this policy. The chief function of the Committee will be to ensure uniformity and consistency of names on all College Facilities and Programs.
5. Every recognition resulting in the naming request of a Facility or Program must have a written agreement that addresses the factors outlined in this policy.
6. The President may recommend to the Douglas College Board of Directors the philanthropic naming of a College Facility or Program to recognize a significant philanthropic or time-limited financial contribution.
7. The College reserves the right to demolish, retrofit, change, add to or maintain the named Facility or Program as the institution's campus and programming needs evolve. The naming is for the "life of the space". In the event that the space is changed or ceases to exist, where possible, the College will consult with donors and/or their family, to explore recognizing their gifts in other appropriate ways on campus.
8. Naming opportunities will be independent of all appointment, admission and curriculum decisions, which the College will continue to make in keeping with its established practices and academic mission.
9. The Douglas College Board of Directors or the President may revoke the naming rights of a donor, if their activities or reputation have a negative effect on the character of the College or Government or would bring harm to, jeopardize or damage the reputation of the College or Government, as a result of the future activities or affiliations with the donor. Written notice will be provided to the donor to terminate an agreement for naming recognition where, in the opinion of the Douglas College Board of Directors, the President or the Provincial Naming Committee, Provincial Cabinet, any action or association by the named donor calls into serious question the integrity and reputation of the College or the Provincial Government. The College reserves the right to remove any name should the donor not fulfill the related pledge.

E. PROCEDURES

1. The Minister of Citizens' Services must approve naming recognition if the value of the contribution is between one million and five million dollars.

2. Provincial Cabinet must approve naming recognition if the value of the contribution is over five million dollars and if, in the opinion of the Ministry's Naming Committee, one or more of the following criteria apply:
 - a) The size or visibility of the asset is of particular significance;
 - b) The value of the contribution is greater than five million dollars;
 - c) The asset is or will likely be the object of media attention, or is otherwise in the public eye;
 - d) The proposed name is inconsistent with the government's values and objectives; or
 - e) The proposed name is likely to harm the integrity and reputation of the government

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Internal Standard Operating Procedures](#)

- Naming Recognition Standard Operating Procedure (in development)
- Naming Review Advisory Committee Terms of Reference (in development)
- Naming Criteria Standard Operating Procedure (in development)

[Naming Privileges Policy](#) and [Naming Opportunity Request Form](#)
BC Ministry of Citizens' Services, Intellectual Property Program

G. RELATED ACTS AND REGULATIONS

- N/A

H. RELATED COLLECTIVE AGREEMENTS

- N/A