

## BOARD POLICY ON NAMING OF BUILDINGS, SPACES AND FACILITIES

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<b>Approval Authority</b>	Board of Governors
<b>Primary Contact</b>	President
<b>Related Policies / Legislation</b>	Board policy direction Real Property, Heritage Sites, Endowments, Intellectual Property & other Assets (BPD-215) <i>University Act, s. 27 (2) (d) &amp; (e)</i>

### POLICY

UFV will conduct all naming activities in compliance with the Ministry of Citizens' Services Naming Privileges Policy found at [http://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/buy-goods-services-and-construction/support-services/naming\\_privileges\\_policy.pdf](http://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/buy-goods-services-and-construction/support-services/naming_privileges_policy.pdf).

The naming of buildings, spaces and other facilities will be considered for the following reasons:

- In recognition of a major donation in support of the mission of UFV.
- In recognition of a former member of the UFV community who has made an extraordinary contribution to furthering the UFV mission.
- In recognition of a member of the global community who clearly exemplifies the values and aspirations of UFV.
- To communicate the function and/or location, and/or activity undertaken in the facility (Student Services building, Trades and Technology Centre, etc.).
- To recognize the historical importance/influence of physical surroundings.

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### REGULATIONS

#### Guiding Principles

UFV values private and corporate philanthropy as an important form of support in fulfilling its mission. The naming of spaces and facilities in recognition of major donations by individuals, corporations and organizations, reflects this value.

The naming of buildings, areas within buildings, and other facilities to be named in recognition of a major donation should also enhance the mission of UFV and its image in the community.

The name of any facility will not be associated with corporations or organizations whose primary activity might not be appropriate for association with UFV.

When a name is proposed as a consequence of a gift or bequest, the amount of the gift will represent a substantial portion of the capital cost of the facility or area to be named.

When a name is proposed to honour a person, and no gift or bequest has been received, the main consideration will be the extent to which the name will exemplify UFV mission and values and enhance its reputation in the community.

### **Procedures for Naming Facilities**

1. Proposals for naming or re-naming buildings, spaces, or other facilities based on the above principles shall be submitted to the Vice President, External in writing, outlining the basis for the recommendation.
2. The Vice President, External will convene a naming advisory group comprised of representatives from facilities, finance, academia and advancement to review the request and ensure due diligence has been done.

As per the Naming Privileges policy, administered by the Ministry of Citizens' Services, a Naming Opportunity Request Form must be completed and submitted to the Intellectual Property Program, which is available at:

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/naming-privileges-policy>.

4. The recommendation from the naming advisory group, after receiving Ministry approval, will be forwarded to the UFV Board of Governors for final approval.

### **General Considerations**

The naming of a building or area does not imply that the name will necessarily be used in perpetuity. When a facility is replaced or substantially renovated it may be appropriate to change its name. It may also be appropriate to place a plaque in or on a facility to indicate that it occupies a site of the former facility. This process would take place in consultation with the original donor if possible.

If a named room or area within a building is relocated within the same or a different building, the name can be moved to the new location provided that the new room will serve the same original purpose.

When a contribution is received for the purchase of equipment or furnishings, a plaque acknowledging the contribution may be placed near or on the items purchased. When this equipment or these furnishings are no longer in use, the name will no longer be used in association with that equipment or furnishings, unless an ongoing arrangement is made to provide for upkeep and/or replacement.