



<b>Policy</b>	#1-10
<b>Approved By:</b>	Board of Governors
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<b>Administrator Responsible:</b>	Vice President, Finance & College Services

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## **NAMING OF BUILDING AND SPACES AT NORTH ISLAND COLLEGE**

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### **POLICY STATEMENT**

This policy is intended to ensure uniformity and consistency of physical asset naming throughout North Island College and provide guidelines to recognize philanthropic contributions and distinguished members or friends of North Island College.

The College will name a campus or centre after the community in which it is located. It will not name a campus or centre after an individual, corporation or organization.

The College will consider the naming of individual buildings or spaces after an individual, corporation or organization based on specific guiding principles and in alignment with the British Columbia Government's Naming Privileges Policy 2014.

### **PURPOSE STATEMENT**

North Island College views private philanthropy as an important component of support to assist the College in fulfilling its mission. The College considers gifts designated for new construction, renovation of existing buildings, library collections, equipment, lecture theatres and other instructional, cultural and recreational facilities to be of critical importance for enhancing instruction and learning.

Policy and guidelines for naming opportunities at North Island College will provide the scope for creating a strong base of private support while ensuring the name is in keeping with College values and in alignment with the BC Government's *Naming Privileges Policy 2014* and that no educational functions are compromised.

### **PRINCIPLES**

1. Buildings or spaces that are, in whole or part, gifts to the College may be named after:

- A donor or donors, provided that the gift or bequest represents the capital costs of a new or restored facility or part of a facility
  - A donor or donors who provide substantial funding for equipment, scholarships, bursaries or other items that benefit students.
2. The naming of buildings or spaces at the College after individuals, corporations or organizations falls into three categories:
    - Facilities that are part of the College grounds. (This would include buildings, complexes of buildings, roads, walkways, gardens, or forestry plots, etc.);
    - Facilities that are part of inside space. (This would include libraries, lounges, laboratories, galleries, theatres, or classrooms, etc.); and
    - Tribute markers. (For example, plaques or markers in association with features such as trees, benches or small markers.).
  3. In proposing a name for a College building or space in order to honour an individual, corporation or organization in which no gift or bequest has been received, consideration will be based on evidence of a significant contribution to the advancement of the College.
  4. Before new names or re-naming of existing facilities will be approved, due consideration should be given to the familiarity and acceptability of existing names.
  5. In all of the above situations, the use of a name on a building, part of a building or other space will be appropriate for enhancing the mission of the College and its image in the community.
  6. Namings will adhere to government policy and must specify the term of the agreement.
  7. When a building is razed, replaced or substantially renovated, it may be appropriate to change the name.

**Procedures:**

See NIC Policy #1-10 Procedures

**Cross Reference:**

British Columbia Government Naming Privileges Policy 2014

**NIC Policy #1-10  
Procedures**

1. Requests for the naming or re-naming of buildings, segments of buildings or other facilities shall be forwarded to the Office of the Vice President of Finance & College Services.

The Vice President shall convene an Advisory Committee on Naming Opportunities to review the requests received.

2. An Advisory Committee on Naming Opportunities will be comprised of eight members:
  - a) A student;
  - b) A staff member;
  - c) A faculty member;
  - d) An Administrator;
  - e) A Foundation Board member;
  - f) A Board of Governors member from the region where the facility is located; and
  - g) Vice President of Finance & College Services.
3. The Advisory Committee will make recommendations to the President for review and recommendation to the NIC Board of Governors.
4. If approved by the Board, the naming opportunity will be forwarded to the provincial government for approval as outlined under the BC Government Naming Privileges Policy 2014.
5. If approved by the BC Government, the President will advise:
  - a) the proposers;
  - b) the Advisory Committee;
  - c) the College Board of Governors; and
  - d) other concerned parties.