

Bylaw Information	
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Approved by:	College Board
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Bylaw Holder:	College Board
Procedural Authority:	Administration
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NAMING OF COLLEGE FACILITIES AND OTHER INFRASTRUCTURE

Bylaw Statement

In naming physical assets, priority will be given to the development of connections with individuals, businesses, organizations and others prepared to offer financial and in-kind contributions that are in alignment with the College of New Caledonia's mission, vision, values and key directions.

In keeping with the Provincial Government's *Naming Privileges Policy* (see Appendix A.) the College may name buildings, segments of buildings or other physical assets for a) functional purposes; b) to recognize philanthropic gifts; or c) honour eminent persons or personal contributions to the College.

This bylaw is intended to ensure uniformity and consistency of physical asset naming throughout the College and provide guidelines to recognize philanthropic contributions and distinguished members or friends of the CNC college community. The Director of Facilities (and where appropriate Regional Campus Directors) will maintain a listing of all facilities and infrastructure names.

Functional Naming

The President may approve the naming of buildings, segments of buildings and other physical infrastructure where the name is purely function-related or location-related, such as the "Student Services" wing.

Requests for the functional naming of buildings or facilities shall be forwarded to the Director of Facilities. The Director of Facilities will, in turn, forward the recommendation to the Office of the President. For buildings, segments of buildings and other facilities names by function or location, criteria for naming will generally include consistency with ongoing use/majority occupancy or salient geographic features i.e. Courtyard.

Philanthropic Naming

With the approval of the College Board, the President will submit the request for the naming opportunity to the appropriate provincial government ministry for approval, prior to confirming the naming recognition. The naming request must meet the Provincial Government's approval criteria and restrictions in its *Naming Privileges Policy*.

Requests for philanthropic naming of buildings or other physical assets shall be forwarded to the Director, Communications and Development who upon receipt of all such requests shall advise and consult with the President. All requests for philanthropic naming require the approval of the President and of the Board of Governors. If the request is approved by the Board, it will be referred to the Provincial Naming Committee.

An offer of financial or in-kind contribution does not guarantee that naming recognition will be granted. Each opportunity for naming recognition must be considered on its merits. Where the opportunity for naming recognition involves a business benefactor, the Provincial Naming Committee may require the opportunity to be pursued through a procurement process.

The Director Communications and Development will maintain a listing of specific naming opportunities suitable for recognizing philanthropic contributions. That list will be prepared in collaboration with the Director of Facilities and the appropriate Regional Director.

When a name is proposed as a consequence of a gift, bequest or financial partnership, established guidelines will be followed taking into account the capital cost of a new or restored facility or the contribution to the College's overall fundraising priorities, to decide if the gift or bequest is appropriate. All agreements with donors or financial partners for naming recognition must be in writing and must specify the term of the agreement.

All agreements must include a provision for termination of the agreement in the event that the donor or financial partner does not fulfill their commitments under the agreement. Copies of all agreements will be forwarded to the appropriate provincial government ministry.

The College Board and Government may, upon giving written notice to the donor or financial partner, terminate an agreement for naming recognition where, in the opinion of the Provincial Naming Committee or Cabinet or College Board, any action or association by the named donor or financial partner calls into serious question the integrity and reputation of the College or Government.

When the use of an asset is changed due to the asset being sold, demolished, substantially renovated, rebuilt or designated for another use, the College may continue to use the

name, transfer the name to another comparable asset or discontinue the use of the name. Any discontinuation or transfer will require the approval of the College Board and the Provincial Naming Committee.

Honorific Naming

The College Board may also identify a naming opportunity with the intention of honouring a former member of the CNC college community or the wider community. That person will have made an outstanding contribution to the College life, its mission, vision and to the spirit of the community within the College of New Caledonia, or to the wider community.

Nominations for the honorific naming of buildings or facilities shall be submitted to the Office of the President. After review and approval by the President, the President will forward the naming recommendation to the College Board. If the request is approved by the Board, it will be referred to the Provincial Naming Committee.

When the intention is to honour a person, and no gift or bequest is involved, and in the case of staff members or members of the immediate community, meritorious or outstanding service to the College of New Caledonia will be considered by the Board. Generally, the commemoration of staff members shall not be considered earlier than four years after retirement or death.

Scope and Limitation of President

Information and Monitoring Requirements:

Appendix A

B.C. Provincial Government Naming Privileges Policy

[BC Provincial Government Naming Privileges Policy](#)