

**Naming of Facilities and Physical  
Assets**

**University Policy No.:** BP3100  
**Classification:** Buildings and Properties  
**Approving Authority:** Board of Governors  
**Effective Date:** March 2019  
**Supersedes:** May, 2013  
**Last Editorial Change:**  
**Mandated Review:** March 2026

**Associated Procedures:**

[Procedures for the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets](#)

[Procedures for Re-naming or Revoking the Name of a Facility or Physical Asset](#)

[Procedures for Implementing Names of Facilities and Physical Assets](#)

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**PURPOSE**

- 1.00 This policy provides consistent principles for the naming of university Facilities and Physical Assets.

**DEFINITIONS**

- 2.00 **Facilities** include but are not limited to all or portions of: buildings, rooms, wings, physical structures, halls, laboratories, foyers, atria, lounges, recreation areas, athletic facilities, residences, and lounges that the university may wish to name from time to time.
- 3.00 **Functional** means the actual purpose for which a Facility or Physical Asset is designed for, or the particular function to which it is suited.
- 4.00 **Honorific** means bestowing honour or respect in recognition of individuals who have made substantial or long-term contributions to the university or in recognition of a concept, word, value, or place that aligns with and reflects the university's mission, vision and values or the history of the lands on which the university stands.
- 5.00 **Philanthropic** means the act of philanthropy; gifts to the university which have real or in-kind monetary value.
- 6.00 **Time-limited** means naming in recognition of sponsorship, or other, support to the university which has real or in-kind monetary value.
- 7.00 **Physical Assets** include but are not limited to all or portions of: major pieces of equipment, roads, parking lots, walkways, fields, parks, gardens, monuments, or other major physical resources that the university may wish to name from time to time.

## **JURISDICTION/SCOPE**

8.00 This policy applies to the naming of university Facilities and Physical Assets.

## **POLICY**

### General Principles

9.00 Naming recommendations may originate from any member of the university community.

10.00 The university will follow transparent and consistent processes in the naming of its Facilities and Physical Assets.

11.00 The naming of Facilities and Physical Assets shall be in accordance with applicable legislation and policies.

12.00 The names of Facilities or Physical Assets shall be compatible with the strategic direction, vision, mission, and values of the university and shall preserve the university's integrity.

13.00 No commitment shall be made by a member of the university regarding the naming of a Facility or Physical Asset until the proposal is approved by the requisite approval authority.

14.00 Naming will normally be for the useful life of the Facility or Physical Asset unless it is Time-Limited or an alternate arrangement is made.

15.00 The university will only name Facilities or Physical Assets after current public officials, current university employees, or current members of the Board of Governors in exceptional circumstances.

### Advisory Committee on Naming Facilities and Physical Assets

16.00 To carry out this policy, the President shall establish an Advisory Committee on Naming Facilities and Physical Assets (Advisory Committee).

16.01 The Advisory Committee is comprised of:

- (a) the President, chair (ex officio);
- (b) two members of the Board of Governors appointed by the board chair, one of whom must be a student;
- (c) one staff member appointed by the President;
- (d) two faculty members appointed by the President;
- (e) the President, Alumni Association (or designate) (ex officio);
- (f) the Executive Director, Facilities Management (ex officio);
- (g) the Vice-President Finance and Operations (or designate) (ex officio);
- (h) the Vice-President External Relations (ex officio);
- (i) the Associate Vice-President Alumni and Development (ex officio); and
- (j) the University Secretary (or designate), secretary to the Advisory Committee (ex officio);

16.02 Normally, appointments for non-student members will be for two years and appointments for student members will be for one year.

16.03 Normally, appointed Advisory Committee members will serve a maximum of two consecutive terms.

#### Interim Names

17.00 Once the Functional purpose for a Facility or Physical Asset has been confirmed, interim names for Facilities or Physical Assets under development, construction, or renovation shall not be assigned without prior endorsement from the Advisory Committee except where Facilities Management requires an interim name for planning purposes.

#### Naming Classifications

18.00 The university may name Facilities or Physical Assets:

- for Functional purposes;
- for Honorific purposes;
- in recognition of Philanthropic support; or
- for Time-limited purposes in recognition of sponsorship, or other, support.

#### Functional Naming

19.00 Proposals for naming a Facility or Physical Asset for Functional purposes shall be submitted in accordance with the associated procedures.

20.00 The President, acting on the recommendations of the Advisory Committee, may approve the naming of a Facility or Physical Asset where the name is solely Functional.

#### Honorific Naming

21.00 Proposals for naming a Facility or Physical Asset for Honorific purposes shall be submitted in accordance with the associated procedures.

22.00 For the purpose of naming a Facility or Physical Asset for Honorific purposes, the use of names of individuals shall be reserved to honour individuals who:

- have made exceptional or long-term contributions to the development or status of the university; or
- the university deems appropriate to recognize in memoriam.

23.00 After consulting with the Advisory Committee, the President may recommend that the Board of Governors approve the naming of a Facility or Physical Asset for Honorific Purposes.

#### Philanthropic Naming

24.00 Proposals for naming a Facility or Physical Asset for Philanthropic purposes shall be submitted in accordance with the associated procedures.

25.00 The naming of a Facility or Physical Asset in recognition of Philanthropic support shall be reserved to honour substantial contributions to the development or status of the university made through appropriate gifts.

25.01 The university's preference is to name Facilities or Physical Assets in recognition of Philanthropic support after individuals.

25.02 Philanthropic namings for organizations may be considered.

26.00 After consulting with the Advisory Committee, the President may recommend to the Board of Governors the naming of a Facility or Physical Asset for Philanthropic purposes where a gift or bequest is made to the university that:

- represents all or an appropriate portion of the cost;
- is central to the completion of the Facility or Physical Asset; or
- could be recognized through the re-naming of an existing Facility or Physical Asset.

27.00 Naming opportunities plans and proposals must be submitted and receive appropriate approvals in accordance with the associated procedures prior to implementation.

28.00 Recognition extended for a donation received will be honoured in accordance with written agreements made with the donor(s) subject to the required approvals as set out in the associated procedures.

28.01 Individuals negotiating on behalf of the university are responsible for advising potential donors that the acceptance of any Philanthropic donation involving a proposal to name a Facility or Physical Asset is conditional upon final approval of the naming by the Board of Governors.

29.00 Funding requirements for naming a Facility or Physical Asset for Philanthropic purposes are established by the Associate Vice-President Alumni and Development, and reviewed by the Vice-President External Relations prior to submission to the President for approval.

#### Time-limited Naming

30.00 Proposals for naming a Facility or Physical Asset and a Naming Opportunities Plan for Time-limited purposes shall be submitted in accordance with the associated procedures prior to implementation. Due diligence must be undertaken to ensure prospects, and their business practices, are in alignment with the university's mission, vision, and values.

31.00 For the purpose of naming a Facility or Physical Asset for Time-limited purposes, an organization must currently have a positive relationship with the university and/or the region or be an organization that has the potential to have a positive relationship with the university and/or the region.

- 32.00 No Time-limited name will be approved that will imply the university's endorsement of a commercial product. This does not preclude a naming with the name of a company that manufactures or distributes commercial products.
- 33.00 After consulting with the Advisory Committee, the President may recommend that the Board of Governors approve the naming of a Facility or Physical Asset for Time-limited purposes.

#### Renaming a Facility or Physical Asset

- 34.00 The university will only consider renaming a Facility or Physical Asset that has been named for Honorific or Philanthropic purposes under exceptional circumstances including where:
- the primary usage or occupancy of the Facility or Physical Asset has changed;
  - the Facility or Physical Asset will no longer be used;
  - the Facility or Physical Asset has been substantially altered;
  - subsequent circumstances pertaining to an individual or organization that a Facility or Physical Asset has been named after contradicts the university's mission, vision, or values or brings its reputation into disrepute; or
  - other exceptional circumstances occur where re-naming or revoking a name is warranted.
- 35.00 The university may re-name Facilities or Physical Assets named for Time-limited purposes at the expiration of the term, or in the event of revocation or mutually agreed cancellation.
- 36.00 The Board of Governors shall approve the re-naming of Facilities or Physical Assets for Honorific, Philanthropic or Time-Limited purposes in accordance with the associated procedures.
- 37.00 Where appropriate, individuals (or organizations) whom the Facility or Physical Asset were previously named after shall be recognized.
- 38.00 Where a Facility or Physical Asset is proposed for re-naming, reasonable efforts shall be made in advance to inform the original namesake or next-of-kin, as appropriate.
- 39.00 A proposal to re-name or to add an additional name to a Facility or Physical Asset shall adhere to the same principles and process as set out in this policy and its associated procedures.

#### Confidentiality of Naming Proposals

- 40.00 All naming request proposals shall be treated as confidential by all involved in the process until the naming is publicly announced by the university. Announcements regarding the naming shall be held only after final approval of the proposed name is confirmed.

### Signage

- 41.00 Signage recognizing the naming of a university Facility or Physical Asset shall generally be of uniform design and in accordance with university policies and standards applicable to signage.
- 41.01 Signage or other methods associated with the naming of a Facility or Physical Asset shall not impact the quality, integrity, or safety of any associated area, Facility, property, or land.
- 41.02 Signage associated with the Time-limited naming of a Facility or Physical Asset may include an organization's logo as part of the design. Development of signage will be in accordance with the associated procedures.

### Management of Naming Records

- 42.00 The University Secretary shall keep records of all naming proposals and decisions.
- 43.00 Facilities Management shall maintain an inventory of all named Facilities and Physical Assets.
- 44.00 A copy of all gift and sponsorship agreements involving naming recognition shall be maintained in a central repository managed by the Development Office.

### **AUTHORITIES AND OFFICERS**

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: President
- iii) Procedural Authority: President
- iv) Procedural Officer: University Secretary/Vice-President External Relations

### **RELEVANT LEGISLATION**

[University Act , RSBC 1996 c 468](#)

### **RELATED POLICIES AND DOCUMENTS**

[Donations and Fundraising Policy \(ER4105\)](#)  
[Policy for the Establishment of Endowed and Term Chairs and Professorships \(AC1100\)](#)  
[Exterior Signs Policy \(BP3115\)](#)  
[Interior Signs Policy \(BP3120\)](#)  
[Student Awards Policy \(AC1130\)](#)  
[British Columbia Government Naming Privileges Policy](#)

### **Associated Procedures**

[Procedures for the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets](#)  
[Procedures for Re-naming or Revoking the Name of a Facility or Physical Asset](#)  
[Procedures for Implementing Names of Facilities and Physical Assets](#)

### **Administrative Forms**

Naming Opportunities Plan  
Naming Request Proposal  
Minimum Funding Requirements for Naming Opportunities

## PROCEDURES FOR THE SUBMISSION, REVIEW, AND APPROVAL OF PROPOSALS FOR NAMING FACILITIES OR PHYSICAL ASSETS

**Procedural Authority:** President  
**Procedural Officer:** University Secretary and  
Vice-President External Relations

**Effective Date:** March 2019  
**Supersedes:** May, 2013  
**Last Editorial Change:**

**Parent Policy:** [Naming of Facilities and Physical Assets \(BP3100\)](#)

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### **PURPOSE**

- 1.00 The purpose of these procedures is to ensure that requests for naming Facilities or Physical Assets are consistently proposed, reviewed, and approved.

### **DEFINITIONS**

- 2.00 Administrative Head means individuals with administrative responsibility for units (e.g., vice-presidents, executive directors, deans, the university librarian, chairs, directors, and other unit heads).
- 3.00 Naming Opportunities Plan is a plan developed for the naming of Facilities or Physical Assets in conjunction with an approved plan or campaign to secure contributions for multiple naming opportunities, in collaboration with the Development Office. It includes a letter of support from the Administrative Head, a list of naming opportunities, project specific information, and signed approval from the Administrative Head of the Unit and is subject to minimum funding requirements established in accordance with section 29.00 of the Naming of Facilities and Physical Assets policy.
- 4.00 Naming Request Proposal is a form submitted for Honorific, Philanthropic, or Time-limited naming requests that include:
- Facility or Physical Asset to be named (if known) and the proposed name (if known);
  - classification of naming in accordance with the Naming of Facilities and Physical Assets policy;
  - reason for proposal submission;
  - a clear description of the naming recommendation being sought;
  - name of an organization, individual, concept, word, value, or place proposed to be honoured or recognized and background information in accordance with section 12.00 of the Naming of Facilities and Physical Assets policy;
  - proposed term of naming recognition in accordance with section 14.00 of the Naming of Facilities and Physical Assets policy;
  - other particular conditions, concerns, or impacts;
  - an appended letter of request from an Administrative Head indicating support for the proposal; and

- other information that would reasonably be required to assess the proposal.

5.00 Unit means academic or administrative areas including faculties, departments, divisions, offices, or centres.

## **PROCEDURES**

### Submission, Review, and Approval of Functional Naming Proposals

6.00 Once the Functional purpose for a Facility or Physical Asset is confirmed, Functional naming proposals may be submitted in writing to the Executive Director Facilities Management who in collaboration with the Associate Vice-President Alumni and Development will conduct preliminary consultations and make recommendations as appropriate to the Vice-President Finance and Operations.

7.00 The Vice-President Finance and Operations will review the recommendations and consult with Executive Council, where appropriate.

8.00 After the proposed Functional name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

9.00 After consultation with Executive Council, the Vice-President Finance and Operations will forward the recommendation as appropriate to the Advisory Committee on Naming of Facilities and Physical Assets (Advisory Committee).

10.00 The Advisory Committee will review and make a recommendation to the President for approval of the Functional name of a Facility or Physical Asset.

### Submission, Review, and Approval of Honorific Naming Proposals

11.00 Proposals for naming a Facility or Physical Asset for Honorific purposes shall be submitted by completing and forwarding a Naming Request Proposal to the Vice-President External Relations.

12.00 The Vice-President External Relations will review the recommendations and consult with Executive Council, where appropriate.

13.00 After the proposed name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

14.00 Upon review and endorsement of the Naming Request Proposal by Executive Council, the Vice-President External Relations will present the proposal in confidence to the Advisory Committee.

15.00 Upon recommendation by the Advisory Committee, the President will present the recommendations to the Board of Governors for review and approval.



15.01 All agreements for Honorific naming must include language that will enable the naming to be revoked if any act or association of the honouree contradicts the university's mission, vision, or values, or brings its reputation into disrepute.

Submission, Review, and Approval of Philanthropic Naming Proposals

16.00 Where applicable, a Naming Opportunities Plan shall be developed in collaboration with the Development Office and submitted by the Administrative Head to the Associate Vice-President Alumni and Development for review.

16.01 The Associate Vice-President Alumni and Development shall review the Naming Opportunities Plan in consultation with the Executive Director Facilities Management and make a recommendation on the plan to the Vice-President External Relations.

16.02 Upon consultation with Executive Council, the Vice-President External Relations may approve the Naming Opportunities Plan and advise the Unit that it may proceed to secure external contributions for naming opportunities as outlined in the Naming Opportunities Plan. Approval of the Naming Opportunities Plan does not constitute approval of the actual naming of the Facility or Physical Asset.

17.00 Once a Unit, in conjunction with the Development Office, has secured a commitment for external funding designated for the naming of a Facility or Physical Asset, they shall complete and submit a Naming Request Proposal to the Associate Vice-President Alumni and Development.

18.00 Upon endorsement of the Naming Request Proposal, the Associate Vice-President Alumni and Development shall forward the proposal to the Vice-President External Relations for review.

19.00 The Vice-President External Relations will review the recommendations and consult with Executive Council.

20.00 After the proposed name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.

21.00 Upon endorsement by Executive Council, the Vice-President External Relations shall present the Naming Request Proposal in confidence to the Advisory Committee.

22.00 Upon endorsement of the Naming Request Proposal by the Advisory Committee, the President will present the recommendations for Philanthropic naming to the Board of Governors for final review and approval. The University Secretary will simultaneously ensure that all necessary approvals regarding the naming have been granted in accordance with the Government of British Columbia's Naming Privileges Policy.

22.01 All agreements for Philanthropic naming must include language that will enable the naming to be revoked if any act or association of the benefactor or the honouree contradicts the university's mission, vision, or values, or brings its reputation into disrepute.

### Submission, Review, and Approval of Time-limited Naming Proposals

- 23.00 Where applicable, a Naming Opportunities Plan shall be developed by the Development Office in collaboration with internal stakeholders and submitted by the Administrative Head to the Vice-President External Relations for review.
- 23.01 Upon consultation with Executive Council, the Vice-President External Relations may approve the Naming Opportunities Plan and advise the Development Office that it may proceed to secure external contributions for Time-limited naming opportunities as outlined in the Naming Opportunities Plan. Approval of the Naming Opportunities Plan does not constitute approval of the actual naming of the Facility or Physical Asset.
- 24.00 Proposals for naming a Facility or Physical Asset for Time-limited purposes shall be developed by the Development Office in collaboration with internal stakeholders including, but not limited to, the offices of Development and Purchasing. Terms of the proposal, including 'exclusivity' or 'non-exclusivity' clauses, are to be clearly indicated within the proposals.
- 25.00 Once a commitment for external funding designated for the naming of a Facility or Physical Asset has been secured, the Development Office shall complete and submit a Naming Request Proposal to the Vice-President External Relations.
- 26.00 The proposal will include associated signage as the logo of an organization may be included on the name temporarily affixed to an interior feature, object, space, building or outdoor area if the logo is part of the design created in part for the purpose of acknowledging the relationship between the university and the organization.
- 27.00 The Vice-President External Relations will review the recommendations and consult with Executive Council.
- 28.00 After the proposed name has been discussed at Executive Council, the University Secretary will conduct preliminary consultations as appropriate as set out in the Procedures for Implementing Names of Facilities and Physical Assets.
- 29.00 Upon endorsement by Executive Council, the Vice-President External Relations shall present the Naming Request Proposal in confidence to the Advisory Committee.
- 30.00 Upon endorsement of the Naming Request Proposal by the Advisory Committee, the President will present the recommendations for Time-limited naming to the Board of Governors for final review and approval. The University Secretary will simultaneously ensure that all necessary approvals regarding the naming have been granted in accordance with the Government of British Columbia's Naming Privileges Policy.
- 30.01 All agreements for Time-limited naming must include language that will enable the naming to be revoked if any act or association of the benefactor or the honouree contradicts the university's mission, vision, or values, or brings its reputation into disrepute.

## **PROCEDURES FOR RE-NAMING OR REVOKING THE NAME OF A FACILITY OR PHYSICAL ASSET**

**Procedural Authority:** President  
**Procedural Officer:** University Secretary and  
Vice-President External Relations

**Effective Date:** March 2019  
**Supersedes:** May, 2013  
**Last Editorial Change:**

**Parent Policy:** [Naming of Facilities and Physical Assets BP3100](#)

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### **PURPOSE**

- 1.00 The purpose of these procedures is to provide direction on the re-naming or revocation of the name of a university Facility or Physical Asset.

### **PROCEDURES**

- 2.00 The university will only rename a Facility or Physical Asset with an Honorific or Philanthropic name under exceptional circumstances.
- 3.00 In the case of Time-limited naming, re-naming may take place at the expiration of the term, or in event of revocation, or mutually agreed cancellation and will be carried out in accordance with the Naming of Facilities and Physical Assets policy and its associated procedures. Any administrative costs associated with re-naming will be covered within the sponsorship agreement and will not be borne by the Administrative unit.
- 4.00 Proposals for re-naming or revoking the name of a Facility or Physical Asset shall be forwarded to the University Secretary who will conduct preliminary consultations as necessary and forward the proposal to Executive Council for evaluation.
- 5.00 If the President decides to proceed with the proposal, the President will present the proposal to the Advisory Committee on Naming Facilities and Physical Assets (Advisory Committee).
- 6.00 Upon recommendation of the Advisory Committee, the President may present the proposed change to the Facility or Physical Asset's name to the Board of Governors for approval where:
- the primary usage or occupancy of the Facility or Physical Asset has changed;
  - the Facility or Physical Asset will no longer be used;
  - the Facility or Physical Asset has been substantially altered;
  - subsequent circumstances pertaining to the individual or organization that a Facility or Physical Asset has been named after contradicts the university's mission, vision, or values or brings its reputation into disrepute; or
  - other exceptional circumstances occur where re-naming or revoking a name is warranted.
- 7.00 If a Facility or Physical Asset is demolished or replaced, or where the occupancy or usage changes and the former name is no longer appropriate, then a request for a new

name shall be considered using the processes outlined in the Naming of Facilities and Physical Assets policy and associated procedures.

7.01 When possible, the university shall contact the namesake, next-of-kin, or other appropriate contact person to inform them of the decision to demolish, replace, or change the usage of the Facility or Physical Asset before the change takes place.

8.00 The Vice-President External Relations shall oversee communication regarding the revocation of a Philanthropic, Honorific, or Time-limited naming.

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## **PROCEDURES FOR IMPLEMENTING NAMES OF FACILITIES AND PHYSICAL ASSETS**

**Procedural Authority:** President  
**Procedural Officer:** University Secretary

**Effective Date:** March 2019  
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**Last Editorial Change:**

**Parent Policy:** [Naming of Facilities and Physical Assets \(BP3100\)](#)

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1.00 After the proposed name for a Facility or Physical Asset has been discussed at Executive Council and before the President has sought advice from the Advisory Committee on Naming of Facilities and Physical Assets (Advisory Committee), the University Secretary will inform the following individuals in confidence of the proposed name:

- (a) the Director of University Ceremonies and Events;
- (b) the Executive Director of University Communications + Marketing;
- (c) the Executive Director of Facilities Management;
- (d) the Associate Vice-President Alumni and Development;
- (e) the Associate Vice-President Financial Planning and Operations;
- (f) the Vice-President and dean or director of the units in the affected Facility; and
- (g) the Executive Director of Indigenous Academic and Community Engagement.

Such consultation will occur as appropriate and if time permits.

2.00 After the proposed name for a Facility or Physical Asset has been recommended by the Advisory Committee and before it has been approved in accordance with the Submission, Review, and Approval of Proposals for Naming Facilities or Physical Assets Procedure, the University Secretary will notify the individuals listed in section 1.00 in confidence in order to make preparations to implement the proposed name.

### Preparations for Implementing a Functional or Honorific Naming

3.00 The Director of University Ceremonies and Events, will consult with the individuals listed in section 1.00 to determine:

- the date on which the name for a Facility or Physical Asset will no longer be confidential and whether this date will be different than the date of approval by the President (for Functional Naming) or Board of Governors (for Honorific naming); and
- whether a naming ceremony will be held, subject to budget.

4.00 If a naming ceremony is to be held, the Director of University Ceremonies and Events will consult with the individuals listed in section 1.00 to co-ordinate the date and details.

5.00 The Director of University Ceremonies and Events will advise the University Secretary of the date on which the name of a Facility or Physical Asset will no longer be confidential and if a naming ceremony will be held so that this information may be included in a memorandum to the President (for Functional naming) or Board of Governors (for Honorific naming).

Preparations for Implementing a Philanthropic or Time-Limited Naming

6.00 The Associate Vice-President Alumni and Development, in consultation with the Director of University Ceremonies and Events, will consult with the individuals listed in section 1.00 to determine:

- the date on which the name for a Facility or Physical Asset will no longer be confidential and whether this date will be different than the date of approval by the Board of Governors; and
- whether a naming ceremony will be held, subject to budget.

7.00 If a naming ceremony is to be held, the Associate Vice-President Alumni and Development, in consultation with the Director of University Ceremonies and Events, will consult with the individuals listed in section 1.00 to co-ordinate the date and details.

8.00 The Associate Vice-President Alumni and Development, will advise the University Secretary of the date on which the name of a Facility or Physical Asset will no longer be confidential and if a naming ceremony will be held so that this information may be included in a memorandum to the Board of Governors.

Post-Approval Implementation Procedures

9.00 Prior to the implementation of a Honorific, Philanthropic, or Time-limited Naming, the university shall advise the individual or the organization of the naming.

10.00 After the name for a Facility or Physical Asset has been approved, the University Secretary will advise the following individuals by means of a follow-up memorandum:

- (a) the individuals listed in section 1.00;
- (b) the Director of Occupational Health, Safety and Environment;
- (c) the Director of Campus Security;
- (d) the Manager of Scheduling; and
- (e) the Registrar.

10.01 If the name for a Facility or Physical Asset is not approved, the University Secretary will advise the individuals in section 1.00.

11.00 If the name for a Facility or Physical Asset shall remain confidential until a date other than the date of approval, the follow-up memorandum will advise the individuals listed in section 10.00 of this requirement.

12.00 Implementation of the Philanthropic name or a Time-Limited naming for a Facility or Physical Asset will be coordinated by the Associate Vice-President Alumni and

Development, in consultation with the Executive Director of Facilities Management and the Director of University Ceremonies and Events.

- 13.00 Implementation of a Functional or Honorific name for a Facility or Physical Asset will be coordinated by the Executive Director of Facilities Management in consultation with the Director of University Ceremonies and Events
  - 13.01 The Director of University Ceremonies and Events will advise the individuals listed in section 10.00 of the date for implementing the name.
  - 13.02 The Executive Director of Facilities Management will ensure maps and other documents are prepared for distribution to the individuals listed in section 10.00.
  - 13.03 The Executive Director of Facilities Management will coordinate communication of the name to external individuals and organizations (e.g., emergency services) as necessary and may delegate responsibility for this task to the individuals listed in section 10.00.
  - 13.04 If the name for a Facility or Physical Asset is Functional or Honorific, the Director of University Ceremonies and Events will co-ordinate communication of the name to the university community in conjunction with the Director of Communications Services.
  - 13.05 If the name for a Facility or Physical Asset is in recognition of Philanthropic or Time-limited support, the Associate Vice-President Alumni and Development, will collaborate with the Director of Communications Services to coordinate communication of the name to the university community and the external community as appropriate.
- 14.00 After the name of a Facility or Physical Asset has been approved and implemented, the individuals listed in section 10.00 will co-ordinate the updating of records and procedures within their departments and with external individuals and organizations as required and will make any necessary adjustments to reflect the new name.