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<b>SUBJECT</b>	Proposed Policy Amendment Naming Policy (GA6)
<b>SUBMITTED TO</b>	People, Community & International Committee
<b>MEETING DATE</b>	November 17, 2022
<b>SESSION CLASSIFICATION</b>	Recommended session criteria from Board Meetings Policy: OPEN
<b>REQUEST</b>	For information only - No action requested
<b>LEAD EXECUTIVE</b>	Hubert Lai, K.C., University Counsel
<b>SUPPORTED BY</b>	Robin Ciceri, Vice-President, External Relations, the Responsible Executive for the Policy Heather McCaw, Vice-President, Development & Alumni Relations Andrea East, Policy Development Committee Secretary

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#### PRIOR SUBMISSIONS

The subject matter of this submission was considered by the People, Community & International Committee (“PCIC”) on [April 8, 2021](#) (OPEN SESSION), [September 9, 2021](#) (OPEN SESSION), and [November 22, 2021](#) (OPEN SESSION).

The following Executive Summary assumes familiarity with the prior submission and provides a status update from the date of the most recent submission.

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#### EXECUTIVE SUMMARY

The Naming Policy (GA6) is proposed to be a joint policy of the Board of Governors and the Senates. At its November 2021 meeting, the PCIC expressed concerns about changes that had been made to the policy proposal in response to requests from the Academic Policy Committees of the Okanagan and Vancouver Senates (the “SAPCs”). In response to these concerns, a joint meeting of the Chairs of the PCIC and the SAPCs was held to discuss the procedures relating to the naming of Academic Units. The Chairs were supported at that meeting by representatives from Development and Alumni Engagement, the Office of the University Counsel, the Board Secretariat, and the Senate Secretariat.

A series of follow-up discussions resulted in support from the Chairs of the PCIC and the SPACs for a process in which support for the naming of an Academic Unit will be sought from an *ad hoc* panel made up of a broad representative group of not more than 25 members of that Academic Unit selected by the Provost. The specific language that was reviewed and supported by the Chairs of the PCIC and SAPCs is set out in section 5.5 of the proposed Procedures. This will replace the requirement from the previous proposal to seek the support of the faculty council in the case of naming an Academic Unit that is a Faculty, or all members of the Academic Unit in the case of naming an Academic Unit that is not a Faculty.

#### NEXT STEPS:

The joint policy proposal is now being brought back to the PCIC for its information. Since this has been previously presented to and discussed by the PCIC, it has been placed on the consent agenda. However, should any

Governor wish to provide further input, this item can be moved to the discussion agenda. In parallel, the joint policy proposal will also be brought back to the SAPCs.

Subject to any further input from the PCIC or the SAPCs, the joint policy proposal will be published for community consultation. Once that community consultation is complete and any further adjustments have been made to the joint policy proposal, a summary of the community consultation and the resultant adjustments will be submitted to the Board of Governors and the Senates together with the final policy proposal for their approvals.

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## APPENDICES

1. A comparison showing all changes from the version presented to the Board's PCI Committee and the SAPCs (Comparison of November 2021 to September 2022).
2. A clean version of the draft amended Policy.

 <b>The University of British Columbia Board of Governors</b>	<b>Policy No.:</b>  <b>GA6</b>
<b>Long Title:</b>  Naming (Joint Senate and Board Policy)	
<b>Short Title:</b>  <b>Naming Policy</b>	

### Background and Purpose:

UBC recognizes the integral importance of names in creating a welcoming and inclusive environment at UBC and advancing Indigenous reconciliation, as well as the importance of names in recognizing exemplary service and expressing gratitude for philanthropy. UBC uses names to strengthen UBC and its sense of heritage and connection to the community. Names have the potential to be in place for a very long time, resulting in lasting impact on UBC. Also, UBC sometimes recognizes contributions of particular people by prominently displaying their name or likeness, such as through tribute markers, statuary, or portraiture, in the campus environment, and those forms of recognition are also addressed by this Policy.

The purpose of this Policy is to set out clearly articulated standards for decisions regarding naming.

## 1. Scope

### 1.1 This Policy applies to:

- 1.1.1 all names at UBC, including names of UBC's places, spaces, other physical assets, academic units, awards, honorifics, and activities; and
- 1.1.2 the prominent display of a name or likeness of an honouree in UBC's campus environment, which will be deemed to be a naming for the purposes of this Policy.

## 2. Principles for Naming Decisions

- 2.1 When making naming decisions, UBC will consider the best interests of UBC, conduct due diligence, and consider the principles and factors described in this Policy.
- 2.2 UBC will strive for an appropriate balance between all the roles that naming plays and all the benefits that naming can bring to UBC, including, but not limited to:
  - 2.2.1 creating a welcoming and inclusive environment at UBC;
  - 2.2.2 advancing Indigenous reconciliation;

- 2.2.3 advancing UBC's strategic objectives;
  - 2.2.4 honouring exemplary service;
  - 2.2.5 expressing gratitude for philanthropy;
  - 2.2.6 impacting student experience;
  - 2.2.7 fostering UBC's sense of identity;
  - 2.2.8 preserving UBC's stories; and
  - 2.2.9 being functionally descriptive.
- 2.3 UBC will consider naming in the context of each campus and UBC as a whole.
- 2.4 UBC has a stated strategic priority to enrich UBC's campus landscape with a stronger Indigenous presence. UBC will explore, through engagement, naming opportunities to use words from the language(s) of the Indigenous nation(s) upon whose traditional, ancestral territories UBC's place or space to be named is located, where that use is supported by the applicable Indigenous nation(s). UBC will follow the engagement process set out in the Procedures when naming may include words of any Indigenous language.
- 2.5 Stories connect the names used at UBC to the people within UBC's community and provide opportunities for education. The stories of the names reflected in UBC's places, spaces, other physical assets, academic units, awards, honorifics, and activities, whenever feasible, should be easily accessible to UBC's community and the general public.
- 2.6 UBC will make academic and operational decisions in keeping with UBC's established practices and academic purposes, and those decisions will be made independently from any decisions regarding naming.
- 2.7 Namings at UBC must be consistent with UBC's values, with particular attention to UBC's values regarding academic freedom and institutional autonomy.

### **3. Factors for Naming Decisions**

- 3.1 When considering the best interests of UBC in connection with approving a name, UBC may consider any factors that it determines are appropriate in the circumstances, which will normally include the following:
- 3.1.1 whether the proposed naming is consistent with the principles set out in this Policy;
  - 3.1.2 UBC's purpose, values, and strategic priorities;

- 3.1.3 the results of any engagement between UBC and the Indigenous nation(s) upon whose traditional, ancestral territories the place or space to be named is located, which may be an engagement regarding a specific name or a broader naming opportunities plan which includes the name being considered, as applicable;
  - 3.1.4 the prominence and role of the name, including the level of visibility of the name within UBC and outside of UBC;
  - 3.1.5 how the name might impact the perception of UBC and UBC's purpose and values by UBC's community;
  - 3.1.6 whether the name will create an association that supports the reputation of UBC;
  - 3.1.7 the results of any due diligence investigation, including historical review if applicable;
  - 3.1.8 where the naming is in connection with recognition of service, whether the recognition is consistent with other namings to recognize exemplary service; and
  - 3.1.9 how the name may be used by UBC's community, including possible short-forms and nicknames.
- 3.2 UBC will normally consider the following additional factors where the naming is connected with philanthropy and, when considering those factors, UBC will preserve the confidentiality of any information that UBC is required to keep confidential or has a normal practice of keeping confidential:
- 3.2.1 whether the terms in the applicable legal documentation are consistent with UBC's standard templates, and if not, whether those inconsistencies are appropriate; and
  - 3.2.2 whether the gift and the prominence of the naming are consistent with general philanthropic trends.
- 3.3 UBC will not engage in naming which creates the impression that UBC endorses a commercial product or a partisan political or ideological position. Names will not include any design trade-marks, slogans or logos.

#### **4. Documentation**

- 4.1 All naming which refers to a living identifiable individual must be supported by written consent to the use of the name from that individual. Naming which refers to a deceased identifiable individual requires prior consultation with the individual's legal representative if one exists.

- 4.2 Arrangements with donors which deal with naming must be in writing and state that the naming is subject to this Policy, unless otherwise approved by the Responsible Executive after consultation with the Office of the University Counsel.

## **5. Changes to Names**

- 5.1 UBC may change names where those changes are in the best interests of UBC, which will be considered in the context of the principles and factors described in this Policy to the extent they are applicable in the circumstances, and any other factors relevant in the context. Without limiting the generality of the foregoing:
- 5.1.1 UBC may, at any time and for any reason, change or augment a name or a part of a name which is functional in nature, even if the name includes words which are intended to honour an honouree;
  - 5.1.2 UBC will normally endeavour to facilitate donor requested changes to names that UBC has put into place to express gratitude for their philanthropy, provided that the change is permitted under the terms of any legal agreements which are in place between the donor and UBC;
  - 5.1.3 UBC may change or remove a name of an honouree where UBC is of the opinion that continued association with the name would tend to bring UBC into disrepute;
  - 5.1.4 UBC may change or remove a name if the naming is to express gratitude for philanthropy and the full amount of the donation is not made; or
  - 5.1.5 UBC may change or remove a name where the Government of British Columbia advises UBC to terminate the naming pursuant to the government's naming policy.
- 5.2 Before approving any changes to or removal of a name which recognizes an honouree, UBC will attempt to consult them using the contact information that UBC has in its records.
- 5.3 Where a name is changed, UBC will endeavour to contextualize the change in an appropriate way so that it does not have the effect of erasing history.

## **6. Decisions**

- 6.1 The processes for naming decisions are set out in the Procedures.



## PROCEDURES ASSOCIATED WITH THE NAMING POLICY

*The President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported to the UBC Board of Governors and each Senate at their next regularly scheduled meetings or as soon thereafter as practicable.*

### 1. **Interpretation**

1.1 Definitions for terms which are capitalized in these Procedures are set out in section 17.

### 2. **Naming of Places**

2.1 This section 2 applies to the Naming of buildings, complexes of buildings, roads, walkways, playing fields, parks, gardens, agricultural or forestry plots, and other Assets which interface with the outside environment of UBC, referred to as “Places”, but does not apply to Markers or Likenesses.

2.2 Naming of Places requires the recommendation of the President and the approval by the Board of Governors.

2.3 Campus and Community Planning will seek recommendations regarding the Naming of a Place from:

2.3.1 the Responsible Executive;

2.3.2 the Vice-President, Development and Alumni Engagement; and

2.3.3 if the Naming relates to:

(a) a Place used by an Academic Unit, the Dean of the relevant Faculty; or

(b) a Place that is not used by an Academic Unit, the Vice-President who has responsibility for the use or functional purpose of the Place.

2.4 If all of the individuals identified in section 2.3 recommend that the Naming proposal be approved, Campus and Community Planning will forward the proposal to the Naming Committee for consideration.

2.5 The Naming Committee will consider the proposed Naming of a Place in light of the evaluation by Campus and Community Planning and Development and Alumni Engagement and make a recommendation to the President.

- 2.6 The Naming Committee will include in its recommendation to the President information about whether the recommendation is a Naming to advance Indigenous reconciliation, inclusivity, or other strategic objectives; Functional Naming; Honourary Naming; and/or Philanthropic Naming, as well as background information regarding the context of the Naming and the outcomes of the engagement process.
- 2.7 Where the Place in question is a Neighbourhood Amenity, any recommendation of the Naming Committee and any recommendation of the President to the Board of Governors shall include a statement as to whether the Chair of the Board of Directors of University Neighbourhoods Association or the Director of University Neighbourhoods Association designated by the Chair for this purpose, as the case may be, supports the recommendation.
- 2.8 If the President accepts the recommendation of the Naming Committee, the President will forward the recommendation to the Board of Governors for approval.
- 2.9 UBC Government Relations will oversee the process of securing any approvals that may be required from the provincial government. If any applicable approvals from the provincial government are outstanding, the approval of the Board of Governors will be subject to such government approvals being secured.

### 3. Naming of Interior Spaces

- 3.1 This section 3 applies to the Naming of spaces within buildings, such as classrooms, reading rooms, laboratories, seminar rooms, galleries, recreational courts, lounges, and other Assets which are part of the inside environment of UBC, referred to as “**Interior Spaces**”, but does not apply to Markers or Likenesses.
- 3.2 Naming of Interior Spaces requires the approval of the President.
- 3.3 Campus and Community Planning will seek recommendations regarding the Naming of an Interior Space from:
- 3.3.1 the Responsible Executive;
- 3.3.2 the Vice-President, Development and Alumni Engagement;
- 3.3.3 if the Naming relates to:
- (a) an Interior Space used by an Academic Unit, the Dean of the relevant Faculty; or
- (b) an Interior Space that is not used by an Academic Unit, the Vice-President who has responsibility for the use or functional purpose of the Interior Space.
- 3.4 If all of the individuals identified in section 3.3 recommend that the proposal for Naming be approved, Campus and Community Planning will forward the proposal to the

President for approval and forward a report summarizing the details of any approved Naming of the Interior Space to the Naming Committee.

- 3.5 UBC Government Relations will oversee the process of securing any approvals that may be required from the provincial government. If any applicable approvals from the provincial government are outstanding, the approval of the President will be subject to such government approvals being secured.

#### **4. Naming of Other Physical Assets**

- 4.1 This section 4 applies to the Naming of all physical assets, including collections of physical assets, referred to as “**Other Physical Assets**”, but does not apply to Places, Interior Spaces, Markers, or Likenesses.
- 4.2 Naming of Other Physical Assets requires the approval of all of the individuals listed in section 4.4.
- 4.3 Development and Alumni Engagement will seek a recommendation of the proposed Naming of an Other Physical Asset from:
- 4.3.1 for an Other Physical Asset used by an Academic Unit, the Dean of the relevant Faculty; or
- 4.3.2 for an Other Physical Asset not used by an Academic Unit, the Vice-President responsible for that Other Physical Asset.
- 4.4 If the individual identified in section 4.3 recommends that the Naming proposal be approved, Development and Alumni Engagement will forward the proposal for approval by all of the following individuals:
- 4.4.1 the Responsible Executive; and
- 4.4.2 the Vice-President, Development and Alumni Engagement.
- 4.5 UBC Government Relations will oversee the process of securing any approvals that may be required from the provincial government. If any applicable approvals from the provincial government are outstanding, the approval of the individuals listed in section 4.4 will be subject to such government approvals being secured.

#### **5. Naming of Academic Units**

- 5.1 Naming of Academic Units requires a recommendation from the Provost to the President, a recommendation of the President to the relevant Senate(s), approval of the relevant Senate(s) and Senate(s) recommendation for approval to the Board of Governors, and the approval of the Board of Governors.
- 5.2 The Provost will seek a recommendation for a proposed Naming of an Academic Unit from:

- 5.2.1 where the Academic Unit is a Faculty, the members of the leadership of the Faculty;
  - 5.2.2 where the Academic Unit is within a Faculty, the members of the leadership of that Faculty, the members of the leadership of that Academic Unit, and, if applicable, the members of the leadership of any other unit which is identified by the leadership of that Faculty as being relevant in the reporting structure between the Academic Unit and that Faculty (as an example, a centre which is within a school within a Faculty); or
  - 5.2.3 where the Academic Unit is not within a Faculty, the members of the leadership of the Academic Unit.
- 5.3 If the individuals identified in section 5.2 recommend that the Naming proposal be approved, the Provost will forward the proposal to the Naming Committee for consideration, which for the purposes of considering a proposed Naming of an Academic Unit will have the following members in addition to the members listed in section 10.4:
- 5.3.1 if the Academic Unit is a Faculty or within a Faculty, the relevant Dean;
  - 5.3.2 if the Academic Unit is not a Faculty, the administrative head of the Academic Unit;
  - 5.3.3 the Chair of the Senate Academic Policy Committee (Okanagan), as relevant;
  - 5.3.4 the Chair of the Senate Academic Policy Committee (Vancouver), as relevant;
  - 5.3.5 the Chair of the Senate Learning and Research Committee (Okanagan), as relevant;
  - 5.3.6 the Chair of the Senate Tributes Committee (Vancouver), as relevant; and
  - 5.3.7 any other individuals determined by the President.
- 5.4 The Naming Committee will consider the proposed Naming of an Academic Unit and make a recommendation, which it will forward to the Provost to provide to the President under section 5.6.
- 5.5 If the Naming Committee recommends that the proposed Naming of an Academic Unit be approved, the Provost will seek the support for the proposed Naming from ~~the an ad hoc panel made up of a broad representative group of not more than 25~~ members of that Academic Unit ~~as follows:~~ selected by the Provost.
- ~~5.5.1—where the Academic Unit is a Faculty, the Faculty Council of the Faculty; and~~
- ~~5.5.2—where the Academic Unit is not a Faculty, a meeting to which all members of that Academic Unit receive reasonable notice and at which a simple majority of~~

~~the members who attend that meeting are supportive of the proposed Naming of the Academic Unit.~~

- 5.6 If the Provost recommends that the Naming proposal be approved, the Provost will forward to the President the proposal and the Provost's a report setting out the Provost's recommendations, the support of the Academic Unit and the recommendations of the Naming Committee.
- 5.7 If the President accepts the recommendation of the Provost that the Naming be approved, the President will forward the recommendation for the Naming of the Academic Unit to the relevant Senate(s) for approval and recommendation to the Board of Governors, and the Senate will forward its recommendation to the Board of Governors for approval.

## **6. Naming of Awards and Honorifics**

- 6.1 The Naming of a Student Award is approved as part of the approval of the Student Award under the applicable Senate's policy on Student Awards.
- 6.2 The Naming of an Award which is not a Student Award is approved as part of the approval of that Award by the relevant Senate, upon recommendation of:
- 6.2.1 the relevant Dean(s); and
  - 6.2.2 the Chair of the Senate Tributes Committee (Vancouver) or the Chair of the Senate Learning and Research Committee (Okanagan), as relevant.
- 6.3 The Naming of an Honorific is approved as part of the approval of that Honorific under the Honorifics Policy.

## **7. Naming of Activities**

- 7.1 This section 7 applies to the Naming of activities which are not required to be approved by a Senate, such as projects, programs, non-credential courses, lectures, conferences, events, and non-academic centres, referred to as "**Activities**".
- 7.2 Subject to section 7.6, Naming of Activities which does not include Philanthropic Naming or Honourary Naming requires the approval of:
- 7.2.1 for an Activity associated with an Academic Unit, the Dean of the relevant Faculty; or
  - 7.2.2 for an Activity not associated with an Academic Unit, the Vice-President responsible for that Activity.
- 7.3 Subject to section 7.6, Naming of Activities which include Philanthropic Naming or Honourary Naming requires the approval of the individuals listed in section 7.5.

- 7.4 Development and Alumni Engagement will seek a recommendation of a proposed Philanthropic Naming or Honourary Naming of an Activity from:
- 7.4.1 for an Activity associated with an Academic Unit, the Dean of the relevant Faculty; or
  - 7.4.2 for an Activity not associated with an Academic Unit, the Vice-President responsible for that Activity.
- 7.5 If the individual identified in section 7.4 recommends that the Naming proposal be approved, Development and Alumni Engagement will forward the proposal for approval to:
- 7.5.1 the Responsible Executive; and
  - 7.5.2 the Vice-President, Development and Alumni Engagement.
- 7.6 The Naming of an Activity where the Naming is intended to be in use for five years or less is to be approved as part of the approval of that Activity by the individual(s) normally responsible for approving, unless that Naming that is intended to have significant prominence during the time it is in use, in which case the Naming will be approved following the process described in section 7.2 or section 7.3, as applicable. If there is a question about whether a Naming will have significant prominence, then that question will be determined by the Responsible Executive.

## 8. Markers and Likenesses

- 8.1 This section 8 applies to all:
- 8.1.1 tribute markers, plaques, medallions or other markers, inside or outside, usually installed as recognitions of distinction or benefactions, referred to as “**Markers**”, other than a signage commemorating the approved Naming of a Place, Interior Space or Other Physical Asset. Markers may be a collection of recognitions such as a donor wall or other display; and
  - 8.1.2 likenesses of identifiable individuals installed as focal pieces, such as statues or large images, whether indoors or outdoors, in connection with recognition for service or philanthropy, referred to as “**Likenesses**”.
- 8.2 Likenesses will only be used as a form of recognition in the most exceptional of circumstances.
- 8.3 Development and Alumni Engagement will forward a proposal for an indoor Marker or an indoor Likeness for approval by:
- 8.3.1 the Associate Vice-President, Development and Alumni Engagement; and
  - 8.3.2 either:

- (a) where the Marker will be in an Interior Space used by an Academic Unit, the Dean of that Faculty; or
  - (b) where the Marker will be in an Interior Space that is not used by an Academic Unit, the Vice-President responsible for that Interior Space.
- 8.4 Campus and Community Planning will forward a proposal for an outdoor Marker for approval by all of the following individuals:
  - 8.4.1 the Associate Vice-President, Development and Alumni Engagement;
  - 8.4.2 the Associate Vice-President, Campus Community and Planning; and
  - 8.4.3 the Managing Director, Infrastructure Development for a Marker at UBC Vancouver or the Associate Vice-President, Finance and Operations (UBC Okanagan) for a Marker at UBC Okanagan.
- 8.5 Where a Likeness will be outdoors, Campus and Community Planning will seek the recommendation of:
  - 8.5.1 if the Likeness will be located on or adjacent to a Place used by an Academic Unit, the Dean of that Faculty;
  - 8.5.2 otherwise, the Vice-President responsible for the Place;
- 8.6 If the individual identified in Section 8.5 recommends that the proposal for the outdoor Likeness be approved, Campus and Community Planning will forward the proposal for approval by both:
  - 8.6.1 the Responsible Executive; and
  - 8.6.2 the Vice-President, Development and Alumni Engagement.
- 8.7 Any individual responsible for approvals in this section 8.6 may direct that the proposal be referred to the Naming Committee, in which case Campus and Community Planning will forward the proposal to the Naming Committee for review and recommendation to the President and approval by the President or, if the President so directs, to the Board of Governors for approval by the Board of Governors.

## 9. **Other Naming**

- 9.1 Where an Asset to be named is not described in these Procedures and is normally approved by a Senate(s), the relevant Senate(s) may make the Naming decision.
- 9.2 Where an Asset to be named is not described in these Procedures and is not normally approved by a Senate(s), the Responsible Executive may make the Naming decision or may determine the process for making the Naming decision which may include directing that the proposal be decided under one of the processes in these Procedures. The

Responsible Executive will consider the prominence of the Asset when determining the process and who will be authorized to approve the Naming under that process.

- 9.3 Where this section 9 applies to the Asset to be named and the Naming is intended to be in use for five years or less, the Naming is to be approved as part of the approval of that Asset by the individual(s) normally responsible for approving. Notwithstanding the foregoing, a Naming that is intended to have significant prominence during the time it is in use will be approved under section 9.2. If there is a question about whether a Naming will have significant prominence, then that question will be determined by the Responsible Executive.

## **10. Naming Committee**

- 10.1 The Naming Committee may establish Naming recognition levels for Philanthropic Naming of Places and Interior Spaces through Naming opportunity plans that serve to:

10.1.1 provide guidance on the appropriate balance between the roles and benefits of Naming described in section 2.2 of the Policy; and

10.1.2 provide a stable, dependable framework for discussions with donors.

Updates to a Naming opportunity plan can be submitted for approval to the Naming Committee as projects develop.

- 10.2 The Naming Committee is responsible for making recommendations to the President regarding Naming of Places and Naming of Academic Units.

- 10.3 The Naming Committee receives notice of the Naming of Interior Spaces for its information.

- 10.4 The Naming Committee is made up of the following members:

10.4.1 the Responsible Executive (Chair);

10.4.2 the Chancellor;

10.4.3 the Provost and Vice-President, Academic (UBC Vancouver);

10.4.4 the Provost and Vice-President, Academic (UBC Okanagan);

10.4.5 the Vice-President, Development and Alumni Engagement;

10.4.6 the Associate Vice-President, Campus and Community Planning;

10.4.7 the Associate Vice-President, Finance and Operations (UBC Okanagan);

10.4.8 a Dean (appointed by the President);

- 10.4.9 one or more members of faculty or staff (appointed by the President) whose roles involve advancing inclusive excellence, Indigenous reconciliation, or other strategic priorities;
- 10.4.10 an alumnus/a (appointed by the President);
- 10.4.11 a faculty member (appointed by the President);
- 10.4.12 a member of staff (appointed by the President);
- 10.4.13 a student (UBC Okanagan) (appointed by the President);
- 10.4.14 a student (UBC Vancouver) (appointed by the President); and
- 10.4.15 if the Exterior Place in question is a Neighbourhood Amenity, the Chair of the Board of Directors of University Neighbourhoods Association or a Director of the University Neighbourhoods Association designated by the Chair of the Board of Directors of the University Neighbourhoods Association for this purpose.

For the purposes of these Procedures, the term “**Neighbourhood Amenity**” means an amenity or facility that is constructed in whole or in part using funds which are referred to as community amenity charges under the Neighbours’ Agreement between UBC and the University Neighbourhoods Association, as amended from time to time, but shall specifically exclude roads and walkways.

## 11. Additional Considerations for Philanthropic Naming

- 11.1 The Vice-President, Development and Alumni Engagement is responsible for ensuring that any proposal for Philanthropic Naming of an Asset is submitted for the review and approval applicable to that type of Asset, as set out in these Procedures.
- 11.2 Development and Alumni Engagement will conduct due diligence to confirm facts and details about any individual, family, business, or organization whose name is proposed to be incorporated into the name of an Asset as part of a Philanthropic Naming and provide a summary of those findings to all the individual(s) responsible for recommendations or approvals of a Naming for that type of Asset.
- 11.3 Agreements with donors that include terms relating to Philanthropic Naming must be in writing in the standard form approved by the Office of the University Counsel. Deviations from the standard form must be approved by the Office of the University Counsel.
- 11.4 UBC normally does not use the names of businesses or other organizations for Philanthropic Naming of Academic Units or buildings that house Academic Units, but may consider Philanthropic Naming to honour individuals or families proposed by such donors. Naming of other types of Assets may include the names of business or other organizations in connection with Philanthropic Naming.
- 11.5 UBC does not normally engage in Philanthropic Naming of credit courses.

- 11.6 Philanthropic Naming of a Place, Interior Space or Other Physical Asset will be for no longer than its useful life.
- 11.7 Philanthropic Naming should generally only be proposed where the associated donation:
  - 11.7.1 represents a significant part of the cost of the Asset to be named;
  - 11.7.2 is regarded as central to the completion of the Asset to be named; or
  - 11.7.3 provides a material increase of the amount available for spending annually in support of the activities carried out in connection with the Asset to be named.
- 11.8 All Philanthropic Naming proposals are considered confidential, including information regarding the details of the gift, the name of the honouree, and UBC's internal deliberations relating to the proposed name.

## **12. Additional Considerations for Honourary Naming**

- 12.1 Honourary Naming to recognize the exemplary service of a member of faculty or staff will only be considered after the individual's appointment or employment with UBC comes to an end.
- 12.2 All Honourary Naming proposals are considered confidential, including the name of the honouree, and UBC's internal deliberations relating to the proposed name.
- 12.3 UBC does not normally engage in Honourary Naming of credit courses.

## **13. Naming Announcements**

- 13.1 Public announcements regarding Naming will not be made until all applicable approvals have been obtained.

## **14. Engagement**

- 14.1 When considering naming opportunities through engagement under Section 2.4 of the Policy, Indigenous words may be considered as well as or instead of English words for the whole of or any part of a name.
- 14.2 Engagement with Indigenous nation(s) will be carried out in accordance with UBC's Indigenous engagement policies, agreements, or plans that are in effect at the time. The President's office should be contacted for more information.

## **15. Change or Removal of Names**

- 15.1 UBC may make a decision to change a name or remove a name by following the process set out in these Procedures for approving a name for that Asset type, except that there is no requirement for unanimity amongst the individuals who are responsible for making recommendations. The individuals who are responsible for approving the Naming will be

provided a statement summarizing the recommendation of each individual who is responsible for providing a recommendation regarding the Naming of that type of Asset.

- 15.2 Any consideration of a change to a Naming must include a review of the applicable legal arrangements.
- 15.3 When a Place has reached the end of its useful life, UBC will attempt to inform the original donor or honouree using the contact information that UBC has in its records that the Place will be substantially renovated or replaced and to advise that there will be a new naming opportunity. UBC will, where practical and appropriate, recognize earlier donors and honourees in the renovated or replacement Place.
- 15.4 A member of UBC's community, or a group of them, may propose that a Philanthropic Naming or Honourary Naming be removed on the grounds that it undermines a welcoming and inclusive environment at UBC (a "**Community Proposal**"). A Community Proposal must be made to the President in writing, make a strong stand-alone case for why that name should be removed, and include:
- 15.4.1 proposer's name(s) and relationship to UBC;
- 15.4.2 the name that is proposed to be removed;
- 15.4.3 the rationale for removing the name, including:
- (a) the specific behaviors or course of conduct by the honouree which undermine a welcoming and inclusive environment at UBC;
  - (b) why the proposer believes that the legacy of the honouree is fundamentally at odds with a welcoming and inclusive environment at UBC; and
  - (c) the sources and strength of the evidence of that behavior;
- 15.4.4 the likely harm if the name is retained; and
- 15.4.5 any other relevant information or arguments.
- 15.5 The President will review the Community Proposal and consider whether it meets the requirements of section 15.4. If the Community Proposal establishes a stand-alone case, then section 15.6 applies. If the Community Proposal fails to establish a stand-alone case or is incomplete, the President will inform the proposer, and advise what additional information or reasoning would be necessary for the Community Proposal to proceed for further consideration.
- 15.6 Where a Community Proposal meets the requirements of section 15.4, the President will determine the process to be used for considering that Community Proposal. In determining the process, the President will consider the principles in the Policy and the following principles:

- 15.6.1 the process should result in a written report;
- 15.6.2 consideration of the Community Proposal should be the responsibility of an ad hoc committee appointed by the President which includes diverse representation from UBC's community, and normally include:
- (a) the Dean of the Faculty or Vice-President who has responsibility for the non-Faculty unit most closely associated with the Asset;
  - (b) Associate Vice-President, Campus and Community Planning where the Community Proposal involves a name of a Place or an Interior Space;
  - (c) Vice-President, Development and Alumni Engagement where the Community Proposal involves a Philanthropic Naming;
  - (d) one or more members of faculty or staff (appointed by the President) whose roles involve advancing inclusive excellence, Indigenous reconciliation, or other strategic priorities; and
  - (e) faculty members, staff, students, emeriti and alumni as appropriate;
- 15.6.3 learning, research, and education opportunities should be supported throughout the process, including seeking input from scholars with applicable expertise;
- 15.6.4 faculty members, staff, students, and alumni should be given an opportunity to provide written comments on the Community Proposal, including a process for confidential comments;
- 15.6.5 the process to consider a Community Proposal to change a name involving a living or recently deceased honouree and/or donor must be carried out in a manner which respects their privacy;
- 15.6.6 normally the decision to change a name or remove a name in response to a Community Proposal will be made following the process for approving a name for that Asset type as described in section 15.1, and as part of that process copies of the report prepared under this section 15.6 will be provided to all individuals who have the responsibility to make recommendations or approvals regarding that Naming; and
- 15.6.7 where the decision maker is not already a Senate or the Board of Governors, such as in the case of Activities, Interior Spaces, Other Physical Assets, Markers and Likenesses, the President may nonetheless determine that the decision should be referred to the Senate(s) and/or the Board of Governors, as applicable, for approval upon the recommendation of the President.
- 15.7 Any proposed Naming in replacement for the name to be removed, whether at the time of removal or at a later date, must be approved following the process for approving a name for that Asset type.

## 16. Interpretation

- 16.1 All individuals identified in the Policy or these Procedures by their titles and who are charged with making recommendations, providing approvals, or sitting on the Naming Committee may appoint a designate from time to time. Members of the Naming Committee appointed by the President may not appoint a designate.
- 16.2 If more than one Faculty is relevant to the Asset to be named, these procedures will be read to require the recommendation and/or approval of all relevant Deans. An example of this is a building which houses more than one Academic Unit from different Faculties.

## 17. Definitions

- 17.1 **“Academic Unit”** means an organizational unit within UBC which has been approved by the relevant Senate, and includes any portion of that unit.
- 17.2 **“Activities”** has the meaning set out in section 7.1.
- 17.3 **“Award”** means UBC awards and prizes, and includes Student Awards.
- 17.4 **“Asset”** means Academic Units, Awards, Honorifics, Places, Interior Spaces, Other Physical Assets, Markers, Likenesses, and other assets of UBC capable of being named, without regard to the role of a donation to UBC in the creation of that asset.
- 17.5 **“Community Proposal”** has the meaning set out in section 15.4.
- 17.6 **“Functional Naming”** means a Naming which describes the function or purpose of an Asset, without any element of honorary, philanthropic, Indigenous, or inclusive elements. Examples are the “Pump House”, the “Chemistry Building”, the “Old Barn”, the “Marine Drive Residence”.
- 17.7 **“Honourary Naming”** means Naming in recognition of service to UBC or society generally, but does not include a Philanthropic Naming.
- 17.8 **“Honorific”** means an honorific under the Honorifics Policy (LR1) as amended or replaced from time to time.
- 17.9 **“Interior Spaces”** has the meaning set out in section 3.1.
- 17.10 **“Likenesses”** has the meaning set out in section 8.1.2.
- 17.11 **“Markers”** has the meaning set out in section 8.1.1.
- 17.12 **“Naming”** is the act of designating the official name of an Asset.
- 17.13 **“Naming Committee”** refers to the committee described in section 10.
- 17.14 **“Neighbourhood Amenity”** has the meaning set out in section ~~10.4.16~~[10.4.15](#).
- 17.15 **“Other Physical Assets”** has the meaning set out in section 4.1.

- 17.16 “**Philanthropic Naming**” means Naming to express gratitude for philanthropy.
- 17.17 “**Places**” has the meaning set out in section 2.1.
- 17.18 “**Provost**” means the Provost and Vice-President, Academic (UBC Vancouver), the Provost and Vice-President, Academic (UBC Okanagan), or both, as appropriate.
- 17.19 “**Responsible Executive**” means the executive responsible for the Naming Policy and these Procedures as determined by the President from time to time.
- 17.20 “**Student Award**” has the meaning set out in in Vancouver Senate Policy V-200.2 or Okanagan Senate Policy O-200, as applicable, as those policies may be amended or replaced from time to time.

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Total changes	10

 <b>The University of British Columbia Board of Governors</b>	<b>Policy No.:</b>  <b>GA6</b>
<b>Long Title:</b>  Naming (Joint Senate and Board Policy)	
<b>Short Title:</b>  <b>Naming Policy</b>	

### Background and Purpose:

UBC recognizes the integral importance of names in creating a welcoming and inclusive environment at UBC and advancing Indigenous reconciliation, as well as the importance of names in recognizing exemplary service and expressing gratitude for philanthropy. UBC uses names to strengthen UBC and its sense of heritage and connection to the community. Names have the potential to be in place for a very long time, resulting in lasting impact on UBC. Also, UBC sometimes recognizes contributions of particular people by prominently displaying their name or likeness, such as through tribute markers, statuary, or portraiture, in the campus environment, and those forms of recognition are also addressed by this Policy.

The purpose of this Policy is to set out clearly articulated standards for decisions regarding naming.

## 1. Scope

### 1.1 This Policy applies to:

- 1.1.1 all names at UBC, including names of UBC's places, spaces, other physical assets, academic units, awards, honorifics, and activities; and
- 1.1.2 the prominent display of a name or likeness of an honouree in UBC's campus environment, which will be deemed to be a naming for the purposes of this Policy.

## 2. Principles for Naming Decisions

- 2.1 When making naming decisions, UBC will consider the best interests of UBC, conduct due diligence, and consider the principles and factors described in this Policy.
- 2.2 UBC will strive for an appropriate balance between all the roles that naming plays and all the benefits that naming can bring to UBC, including, but not limited to:
  - 2.2.1 creating a welcoming and inclusive environment at UBC;
  - 2.2.2 advancing Indigenous reconciliation;
  - 2.2.3 advancing UBC's strategic objectives;

- 2.2.4 honouring exemplary service;
  - 2.2.5 expressing gratitude for philanthropy;
  - 2.2.6 impacting student experience;
  - 2.2.7 fostering UBC's sense of identity;
  - 2.2.8 preserving UBC's stories; and
  - 2.2.9 being functionally descriptive.
- 2.3 UBC will consider naming in the context of each campus and UBC as a whole.
- 2.4 UBC has a stated strategic priority to enrich UBC's campus landscape with a stronger Indigenous presence. UBC will explore, through engagement, naming opportunities to use words from the language(s) of the Indigenous nation(s) upon whose traditional, ancestral territories UBC's place or space to be named is located, where that use is supported by the applicable Indigenous nation(s). UBC will follow the engagement process set out in the Procedures when naming may include words of any Indigenous language.
- 2.5 Stories connect the names used at UBC to the people within UBC's community and provide opportunities for education. The stories of the names reflected in UBC's places, spaces, other physical assets, academic units, awards, honorifics, and activities, whenever feasible, should be easily accessible to UBC's community and the general public.
- 2.6 UBC will make academic and operational decisions in keeping with UBC's established practices and academic purposes, and those decisions will be made independently from any decisions regarding naming.
- 2.7 Namings at UBC must be consistent with UBC's values, with particular attention to UBC's values regarding academic freedom and institutional autonomy.

### **3. Factors for Naming Decisions**

- 3.1 When considering the best interests of UBC in connection with approving a name, UBC may consider any factors that it determines are appropriate in the circumstances, which will normally include the following:
- 3.1.1 whether the proposed naming is consistent with the principles set out in this Policy;
  - 3.1.2 UBC's purpose, values, and strategic priorities;
  - 3.1.3 the results of any engagement between UBC and the Indigenous nation(s) upon whose traditional, ancestral territories the place or space to be named is located, which may be an engagement regarding a specific name or a broader naming opportunities plan which includes the name being considered, as applicable;

- 3.1.4 the prominence and role of the name, including the level of visibility of the name within UBC and outside of UBC;
  - 3.1.5 how the name might impact the perception of UBC and UBC's purpose and values by UBC's community;
  - 3.1.6 whether the name will create an association that supports the reputation of UBC;
  - 3.1.7 the results of any due diligence investigation, including historical review if applicable;
  - 3.1.8 where the naming is in connection with recognition of service, whether the recognition is consistent with other namings to recognize exemplary service; and
  - 3.1.9 how the name may be used by UBC's community, including possible short-forms and nicknames.
- 3.2 UBC will normally consider the following additional factors where the naming is connected with philanthropy and, when considering those factors, UBC will preserve the confidentiality of any information that UBC is required to keep confidential or has a normal practice of keeping confidential:
- 3.2.1 whether the terms in the applicable legal documentation are consistent with UBC's standard templates, and if not, whether those inconsistencies are appropriate; and
  - 3.2.2 whether the gift and the prominence of the naming are consistent with general philanthropic trends.
- 3.3 UBC will not engage in naming which creates the impression that UBC endorses a commercial product or a partisan political or ideological position. Names will not include any design trade-marks, slogans or logos.

#### **4. Documentation**

- 4.1 All naming which refers to a living identifiable individual must be supported by written consent to the use of the name from that individual. Naming which refers to a deceased identifiable individual requires prior consultation with the individual's legal representative if one exists.
- 4.2 Arrangements with donors which deal with naming must be in writing and state that the naming is subject to this Policy, unless otherwise approved by the Responsible Executive after consultation with the Office of the University Counsel.

#### **5. Changes to Names**

- 5.1 UBC may change names where those changes are in the best interests of UBC, which will be considered in the context of the principles and factors described in this Policy to the

extent they are applicable in the circumstances, and any other factors relevant in the context. Without limiting the generality of the foregoing:

- 5.1.1 UBC may, at any time and for any reason, change or augment a name or a part of a name which is functional in nature, even if the name includes words which are intended to honour an honouree;
  - 5.1.2 UBC will normally endeavour to facilitate donor requested changes to names that UBC has put into place to express gratitude for their philanthropy, provided that the change is permitted under the terms of any legal agreements which are in place between the donor and UBC;
  - 5.1.3 UBC may change or remove a name of an honouree where UBC is of the opinion that continued association with the name would tend to bring UBC into disrepute;
  - 5.1.4 UBC may change or remove a name if the naming is to express gratitude for philanthropy and the full amount of the donation is not made; or
  - 5.1.5 UBC may change or remove a name where the Government of British Columbia advises UBC to terminate the naming pursuant to the government's naming policy.
- 5.2 Before approving any changes to or removal of a name which recognizes an honouree, UBC will attempt to consult them using the contact information that UBC has in its records.
- 5.3 Where a name is changed, UBC will endeavour to contextualize the change in an appropriate way so that it does not have the effect of erasing history.

## **6. Decisions**

- 6.1 The processes for naming decisions are set out in the Procedures.



## PROCEDURES ASSOCIATED WITH THE NAMING POLICY

*The President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported to the UBC Board of Governors and each Senate at their next regularly scheduled meetings or as soon thereafter as practicable.*

### 1. Interpretation

1.1 Definitions for terms which are capitalized in these Procedures are set out in section 17.

### 2. Naming of Places

2.1 This section 2 applies to the Naming of buildings, complexes of buildings, roads, walkways, playing fields, parks, gardens, agricultural or forestry plots, and other Assets which interface with the outside environment of UBC, referred to as “Places”, but does not apply to Markers or Likenesses.

2.2 Naming of Places requires the recommendation of the President and the approval by the Board of Governors.

2.3 Campus and Community Planning will seek recommendations regarding the Naming of a Place from:

2.3.1 the Responsible Executive;

2.3.2 the Vice-President, Development and Alumni Engagement; and

2.3.3 if the Naming relates to:

(a) a Place used by an Academic Unit, the Dean of the relevant Faculty; or

(b) a Place that is not used by an Academic Unit, the Vice-President who has responsibility for the use or functional purpose of the Place.

2.4 If all of the individuals identified in section 2.3 recommend that the Naming proposal be approved, Campus and Community Planning will forward the proposal to the Naming Committee for consideration.

2.5 The Naming Committee will consider the proposed Naming of a Place in light of the evaluation by Campus and Community Planning and Development and Alumni Engagement and make a recommendation to the President.

2.6 The Naming Committee will include in its recommendation to the President information about whether the recommendation is a Naming to advance Indigenous reconciliation,

inclusivity, or other strategic objectives; Functional Naming; Honourary Naming; and/or Philanthropic Naming, as well as background information regarding the context of the Naming and the outcomes of the engagement process.

- 2.7 Where the Place in question is a Neighbourhood Amenity, any recommendation of the Naming Committee and any recommendation of the President to the Board of Governors shall include a statement as to whether the Chair of the Board of Directors of University Neighbourhoods Association or the Director of University Neighbourhoods Association designated by the Chair for this purpose, as the case may be, supports the recommendation.
- 2.8 If the President accepts the recommendation of the Naming Committee, the President will forward the recommendation to the Board of Governors for approval.
- 2.9 UBC Government Relations will oversee the process of securing any approvals that may be required from the provincial government. If any applicable approvals from the provincial government are outstanding, the approval of the Board of Governors will be subject to such government approvals being secured.

### **3. Naming of Interior Spaces**

- 3.1 This section 3 applies to the Naming of spaces within buildings, such as classrooms, reading rooms, laboratories, seminar rooms, galleries, recreational courts, lounges, and other Assets which are part of the inside environment of UBC, referred to as “**Interior Spaces**”, but does not apply to Markers or Likenesses.
- 3.2 Naming of Interior Spaces requires the approval of the President.
- 3.3 Campus and Community Planning will seek recommendations regarding the Naming of an Interior Space from:
  - 3.3.1 the Responsible Executive;
  - 3.3.2 the Vice-President, Development and Alumni Engagement;
  - 3.3.3 if the Naming relates to:
    - (a) an Interior Space used by an Academic Unit, the Dean of the relevant Faculty; or
    - (b) an Interior Space that is not used by an Academic Unit, the Vice-President who has responsibility for the use or functional purpose of the Interior Space.
- 3.4 If all of the individuals identified in section 3.3 recommend that the proposal for Naming be approved, Campus and Community Planning will forward the proposal to the President for approval and forward a report summarizing the details of any approved Naming of the Interior Space to the Naming Committee.

- 3.5 UBC Government Relations will oversee the process of securing any approvals that may be required from the provincial government. If any applicable approvals from the provincial government are outstanding, the approval of the President will be subject to such government approvals being secured.

#### **4. Naming of Other Physical Assets**

- 4.1 This section 4 applies to the Naming of all physical assets, including collections of physical assets, referred to as “**Other Physical Assets**”, but does not apply to Places, Interior Spaces, Markers, or Likenesses.
- 4.2 Naming of Other Physical Assets requires the approval of all of the individuals listed in section 4.4.
- 4.3 Development and Alumni Engagement will seek a recommendation of the proposed Naming of an Other Physical Asset from:
- 4.3.1 for an Other Physical Asset used by an Academic Unit, the Dean of the relevant Faculty; or
- 4.3.2 for an Other Physical Asset not used by an Academic Unit, the Vice-President responsible for that Other Physical Asset.
- 4.4 If the individual identified in section 4.3 recommends that the Naming proposal be approved, Development and Alumni Engagement will forward the proposal for approval by all of the following individuals:
- 4.4.1 the Responsible Executive; and
- 4.4.2 the Vice-President, Development and Alumni Engagement.
- 4.5 UBC Government Relations will oversee the process of securing any approvals that may be required from the provincial government. If any applicable approvals from the provincial government are outstanding, the approval of the individuals listed in section 4.4 will be subject to such government approvals being secured.

#### **5. Naming of Academic Units**

- 5.1 Naming of Academic Units requires a recommendation from the Provost to the President, a recommendation of the President to the relevant Senate(s), approval of the relevant Senate(s) and Senate(s) recommendation for approval to the Board of Governors, and the approval of the Board of Governors.
- 5.2 The Provost will seek a recommendation for a proposed Naming of an Academic Unit from:
- 5.2.1 where the Academic Unit is a Faculty, the members of the leadership of the Faculty;

- 5.2.2 where the Academic Unit is within a Faculty, the members of the leadership of that Faculty, the members of the leadership of that Academic Unit, and, if applicable, the members of the leadership of any other unit which is identified by the leadership of that Faculty as being relevant in the reporting structure between the Academic Unit and that Faculty (as an example, a centre which is within a school within a Faculty); or
  - 5.2.3 where the Academic Unit is not within a Faculty, the members of the leadership of the Academic Unit.
- 5.3 If the individuals identified in section 5.2 recommend that the Naming proposal be approved, the Provost will forward the proposal to the Naming Committee for consideration, which for the purposes of considering a proposed Naming of an Academic Unit will have the following members in addition to the members listed in section 10.4:
- 5.3.1 if the Academic Unit is a Faculty or within a Faculty, the relevant Dean;
  - 5.3.2 if the Academic Unit is not a Faculty, the administrative head of the Academic Unit;
  - 5.3.3 the Chair of the Senate Academic Policy Committee (Okanagan), as relevant;
  - 5.3.4 the Chair of the Senate Academic Policy Committee (Vancouver), as relevant;
  - 5.3.5 the Chair of the Senate Learning and Research Committee (Okanagan), as relevant;
  - 5.3.6 the Chair of the Senate Tributes Committee (Vancouver), as relevant; and
  - 5.3.7 any other individuals determined by the President.
- 5.4 The Naming Committee will consider the proposed Naming of an Academic Unit and make a recommendation, which it will forward to the Provost to provide to the President under section 5.6.
- 5.5 If the Naming Committee recommends that the proposed Naming of an Academic Unit be approved, the Provost will seek the support for the proposed Naming from an ad hoc panel made up of a broad representative group of not more than 25 members of that Academic Unit selected by the Provost.
- 5.6 If the Provost recommends that the Naming proposal be approved, the Provost will forward to the President the proposal and the Provost's a report setting out the Provost's recommendations, the support of the Academic Unit and the recommendations of the Naming Committee.
- 5.7 If the President accepts the recommendation of the Provost that the Naming be approved, the President will forward the recommendation for the Naming of the Academic Unit to the relevant Senate(s) for approval and recommendation to the Board

of Governors, and the Senate will forward its recommendation to the Board of Governors for approval.

## **6. Naming of Awards and Honorifics**

- 6.1 The Naming of a Student Award is approved as part of the approval of the Student Award under the applicable Senate's policy on Student Awards.
- 6.2 The Naming of an Award which is not a Student Award is approved as part of the approval of that Award by the relevant Senate, upon recommendation of:
  - 6.2.1 the relevant Dean(s); and
  - 6.2.2 the Chair of the Senate Tributes Committee (Vancouver) or the Chair of the Senate Learning and Research Committee (Okanagan), as relevant.
- 6.3 The Naming of an Honorific is approved as part of the approval of that Honorific under the Honorifics Policy.

## **7. Naming of Activities**

- 7.1 This section 7 applies to the Naming of activities which are not required to be approved by a Senate, such as projects, programs, non-credential courses, lectures, conferences, events, and non-academic centres, referred to as "**Activities**".
- 7.2 Subject to section 7.6, Naming of Activities which does not include Philanthropic Naming or Honourary Naming requires the approval of:
  - 7.2.1 for an Activity associated with an Academic Unit, the Dean of the relevant Faculty; or
  - 7.2.2 for an Activity not associated with an Academic Unit, the Vice-President responsible for that Activity.
- 7.3 Subject to section 7.6, Naming of Activities which include Philanthropic Naming or Honourary Naming requires the approval of the individuals listed in section 7.5.
- 7.4 Development and Alumni Engagement will seek a recommendation of a proposed Philanthropic Naming or Honourary Naming of an Activity from:
  - 7.4.1 for an Activity associated with an Academic Unit, the Dean of the relevant Faculty; or
  - 7.4.2 for an Activity not associated with an Academic Unit, the Vice-President responsible for that Activity.
- 7.5 If the individual identified in section 7.4 recommends that the Naming proposal be approved, Development and Alumni Engagement will forward the proposal for approval to:

- 7.5.1 the Responsible Executive; and
  - 7.5.2 the Vice-President, Development and Alumni Engagement.
- 7.6 The Naming of an Activity where the Naming is intended to be in use for five years or less is to be approved as part of the approval of that Activity by the individual(s) normally responsible for approving, unless that Naming that is intended to have significant prominence during the time it is in use, in which case the Naming will be approved following the process described in section 7.2 or section 7.3, as applicable. If there is a question about whether a Naming will have significant prominence, then that question will be determined by the Responsible Executive.

## 8. Markers and Likenesses

- 8.1 This section 8 applies to all:
  - 8.1.1 tribute markers, plaques, medallions or other markers, inside or outside, usually installed as recognitions of distinction or benefactions, referred to as “**Markers**”, other than a signage commemorating the approved Naming of a Place, Interior Space or Other Physical Asset. Markers may be a collection of recognitions such as a donor wall or other display; and
  - 8.1.2 likenesses of identifiable individuals installed as focal pieces, such as statues or large images, whether indoors or outdoors, in connection with recognition for service or philanthropy, referred to as “**Likenesses**”.
- 8.2 Likenesses will only be used as a form of recognition in the most exceptional of circumstances.
- 8.3 Development and Alumni Engagement will forward a proposal for an indoor Marker or an indoor Likeness for approval by:
  - 8.3.1 the Associate Vice-President, Development and Alumni Engagement; and
  - 8.3.2 either:
    - (a) where the Marker will be in an Interior Space used by an Academic Unit, the Dean of that Faculty; or
    - (b) where the Marker will be in an Interior Space that is not used by an Academic Unit, the Vice-President responsible for that Interior Space.
- 8.4 Campus and Community Planning will forward a proposal for an outdoor Marker for approval by all of the following individuals:
  - 8.4.1 the Associate Vice-President, Development and Alumni Engagement;
  - 8.4.2 the Associate Vice-President, Campus Community and Planning; and

- 8.4.3 the Managing Director, Infrastructure Development for a Marker at UBC Vancouver or the Associate Vice-President, Finance and Operations (UBC Okanagan) for a Marker at UBC Okanagan.
- 8.5 Where a Likeness will be outdoors, Campus and Community Planning will seek the recommendation of:
- 8.5.1 if the Likeness will be located on or adjacent to a Place used by an Academic Unit, the Dean of that Faculty;
- 8.5.2 otherwise, the Vice-President responsible for the Place;
- 8.6 If the individual identified in Section 8.5 recommends that the proposal for the outdoor Likeness be approved, Campus and Community Planning will forward the proposal for approval by both:
- 8.6.1 the Responsible Executive; and
- 8.6.2 the Vice-President, Development and Alumni Engagement.
- 8.7 Any individual responsible for approvals in this section 8.6 may direct that the proposal be referred to the Naming Committee, in which case Campus and Community Planning will forward the proposal to the Naming Committee for review and recommendation to the President and approval by the President or, if the President so directs, to the Board of Governors for approval by the Board of Governors.

## **9. Other Naming**

- 9.1 Where an Asset to be named is not described in these Procedures and is normally approved by a Senate(s), the relevant Senate(s) may make the Naming decision.
- 9.2 Where an Asset to be named is not described in these Procedures and is not normally approved by a Senate(s), the Responsible Executive may make the Naming decision or may determine the process for making the Naming decision which may include directing that the proposal be decided under one of the processes in these Procedures. The Responsible Executive will consider the prominence of the Asset when determining the process and who will be authorized to approve the Naming under that process.
- 9.3 Where this section 9 applies to the Asset to be named and the Naming is intended to be in use for five years or less, the Naming is to be approved as part of the approval of that Asset by the individual(s) normally responsible for approving. Notwithstanding the foregoing, a Naming that is intended to have significant prominence during the time it is in use will be approved under section 9.2. If there is a question about whether a Naming will have significant prominence, then that question will be determined by the Responsible Executive.

## 10. Naming Committee

10.1 The Naming Committee may establish Naming recognition levels for Philanthropic Naming of Places and Interior Spaces through Naming opportunity plans that serve to:

10.1.1 provide guidance on the appropriate balance between the roles and benefits of Naming described in section 2.2 of the Policy; and

10.1.2 provide a stable, dependable framework for discussions with donors.

Updates to a Naming opportunity plan can be submitted for approval to the Naming Committee as projects develop.

10.2 The Naming Committee is responsible for making recommendations to the President regarding Naming of Places and Naming of Academic Units.

10.3 The Naming Committee receives notice of the Naming of Interior Spaces for its information.

10.4 The Naming Committee is made up of the following members:

10.4.1 the Responsible Executive (Chair);

10.4.2 the Chancellor;

10.4.3 the Provost and Vice-President, Academic (UBC Vancouver);

10.4.4 the Provost and Vice-President, Academic (UBC Okanagan);

10.4.5 the Vice-President, Development and Alumni Engagement;

10.4.6 the Associate Vice-President, Campus and Community Planning;

10.4.7 the Associate Vice-President, Finance and Operations (UBC Okanagan);

10.4.8 a Dean (appointed by the President);

10.4.9 one or more members of faculty or staff (appointed by the President) whose roles involve advancing inclusive excellence, Indigenous reconciliation, or other strategic priorities;

10.4.10 an alumnus/a (appointed by the President);

10.4.11 a faculty member (appointed by the President);

10.4.12 a member of staff (appointed by the President);

10.4.13 a student (UBC Okanagan) (appointed by the President);

10.4.14 a student (UBC Vancouver) (appointed by the President); and

10.4.15 if the Exterior Place in question is a Neighbourhood Amenity, the Chair of the Board of Directors of University Neighbourhoods Association or a Director of the University Neighbourhoods Association designated by the Chair of the Board of Directors of the University Neighbourhoods Association for this purpose.

For the purposes of these Procedures, the term “**Neighbourhood Amenity**” means an amenity or facility that is constructed in whole or in part using funds which are referred to as community amenity charges under the Neighbours’ Agreement between UBC and the University Neighbourhoods Association, as amended from time to time, but shall specifically exclude roads and walkways.

## **11. Additional Considerations for Philanthropic Naming**

- 11.1 The Vice-President, Development and Alumni Engagement is responsible for ensuring that any proposal for Philanthropic Naming of an Asset is submitted for the review and approval applicable to that type of Asset, as set out in these Procedures.
- 11.2 Development and Alumni Engagement will conduct due diligence to confirm facts and details about any individual, family, business, or organization whose name is proposed to be incorporated into the name of an Asset as part of a Philanthropic Naming and provide a summary of those findings to all the individual(s) responsible for recommendations or approvals of a Naming for that type of Asset.
- 11.3 Agreements with donors that include terms relating to Philanthropic Naming must be in writing in the standard form approved by the Office of the University Counsel. Deviations from the standard form must be approved by the Office of the University Counsel.
- 11.4 UBC normally does not use the names of businesses or other organizations for Philanthropic Naming of Academic Units or buildings that house Academic Units, but may consider Philanthropic Naming to honour individuals or families proposed by such donors. Naming of other types of Assets may include the names of business or other organizations in connection with Philanthropic Naming.
- 11.5 UBC does not normally engage in Philanthropic Naming of credit courses.
- 11.6 Philanthropic Naming of a Place, Interior Space or Other Physical Asset will be for no longer than its useful life.
- 11.7 Philanthropic Naming should generally only be proposed where the associated donation:
  - 11.7.1 represents a significant part of the cost of the Asset to be named;
  - 11.7.2 is regarded as central to the completion of the Asset to be named; or
  - 11.7.3 provides a material increase of the amount available for spending annually in support of the activities carried out in connection with the Asset to be named.

- 11.8 All Philanthropic Naming proposals are considered confidential, including information regarding the details of the gift, the name of the honouree, and UBC's internal deliberations relating to the proposed name.

**12. Additional Considerations for Honourary Naming**

- 12.1 Honourary Naming to recognize the exemplary service of a member of faculty or staff will only be considered after the individual's appointment or employment with UBC comes to an end.
- 12.2 All Honourary Naming proposals are considered confidential, including the name of the honouree, and UBC's internal deliberations relating to the proposed name.
- 12.3 UBC does not normally engage in Honourary Naming of credit courses.

**13. Naming Announcements**

- 13.1 Public announcements regarding Naming will not be made until all applicable approvals have been obtained.

**14. Engagement**

- 14.1 When considering naming opportunities through engagement under Section 2.4 of the Policy, Indigenous words may be considered as well as or instead of English words for the whole of or any part of a name.
- 14.2 Engagement with Indigenous nation(s) will be carried out in accordance with UBC's Indigenous engagement policies, agreements, or plans that are in effect at the time. The President's office should be contacted for more information.

**15. Change or Removal of Names**

- 15.1 UBC may make a decision to change a name or remove a name by following the process set out in these Procedures for approving a name for that Asset type, except that there is no requirement for unanimity amongst the individuals who are responsible for making recommendations. The individuals who are responsible for approving the Naming will be provided a statement summarizing the recommendation of each individual who is responsible for providing a recommendation regarding the Naming of that type of Asset.
- 15.2 Any consideration of a change to a Naming must include a review of the applicable legal arrangements.
- 15.3 When a Place has reached the end of its useful life, UBC will attempt to inform the original donor or honouree using the contact information that UBC has in its records that the Place will be substantially renovated or replaced and to advise that there will be a new naming opportunity. UBC will, where practical and appropriate, recognize earlier donors and honourees in the renovated or replacement Place.

- 15.4 A member of UBC's community, or a group of them, may propose that a Philanthropic Naming or Honourary Naming be removed on the grounds that it undermines a welcoming and inclusive environment at UBC (a "**Community Proposal**"). A Community Proposal must be made to the President in writing, make a strong stand-alone case for why that name should be removed, and include:
- 15.4.1 proposer's name(s) and relationship to UBC;
  - 15.4.2 the name that is proposed to be removed;
  - 15.4.3 the rationale for removing the name, including:
    - (a) the specific behaviors or course of conduct by the honouree which undermine a welcoming and inclusive environment at UBC;
    - (b) why the proposer believes that the legacy of the honouree is fundamentally at odds with a welcoming and inclusive environment at UBC; and
    - (c) the sources and strength of the evidence of that behavior;
  - 15.4.4 the likely harm if the name is retained; and
  - 15.4.5 any other relevant information or arguments.
- 15.5 The President will review the Community Proposal and consider whether it meets the requirements of section 15.4. If the Community Proposal establishes a stand-alone case, then section 15.6 applies. If the Community Proposal fails to establish a stand-alone case or is incomplete, the President will inform the proposer, and advise what additional information or reasoning would be necessary for the Community Proposal to proceed for further consideration.
- 15.6 Where a Community Proposal meets the requirements of section 15.4, the President will determine the process to be used for considering that Community Proposal. In determining the process, the President will consider the principles in the Policy and the following principles:
- 15.6.1 the process should result in a written report;
  - 15.6.2 consideration of the Community Proposal should be the responsibility of an ad hoc committee appointed by the President which includes diverse representation from UBC's community, and normally include:
    - (a) the Dean of the Faculty or Vice-President who has responsibility for the non-Faculty unit most closely associated with the Asset;
    - (b) Associate Vice-President, Campus and Community Planning where the Community Proposal involves a name of a Place or an Interior Space;

- (c) Vice-President, Development and Alumni Engagement where the Community Proposal involves a Philanthropic Naming;
  - (d) one or more members of faculty or staff (appointed by the President) whose roles involve advancing inclusive excellence, Indigenous reconciliation, or other strategic priorities; and
  - (e) faculty members, staff, students, emeriti and alumni as appropriate;
- 15.6.3 learning, research, and education opportunities should be supported throughout the process, including seeking input from scholars with applicable expertise;
- 15.6.4 faculty members, staff, students, and alumni should be given an opportunity to provide written comments on the Community Proposal, including a process for confidential comments;
- 15.6.5 the process to consider a Community Proposal to change a name involving a living or recently deceased honouree and/or donor must be carried out in a manner which respects their privacy;
- 15.6.6 normally the decision to change a name or remove a name in response to a Community Proposal will be made following the process for approving a name for that Asset type as described in section 15.1, and as part of that process copies of the report prepared under this section 15.6 will be provided to all individuals who have the responsibility to make recommendations or approvals regarding that Naming; and
- 15.6.7 where the decision maker is not already a Senate or the Board of Governors, such as in the case of Activities, Interior Spaces, Other Physical Assets, Markers and Likenesses, the President may nonetheless determine that the decision should be referred to the Senate(s) and/or the Board of Governors, as applicable, for approval upon the recommendation of the President.
- 15.7 Any proposed Naming in replacement for the name to be removed, whether at the time of removal or at a later date, must be approved following the process for approving a name for that Asset type.

## **16. Interpretation**

- 16.1 All individuals identified in the Policy or these Procedures by their titles and who are charged with making recommendations, providing approvals, or sitting on the Naming Committee may appoint a designate from time to time. Members of the Naming Committee appointed by the President may not appoint a designate.
- 16.2 If more than one Faculty is relevant to the Asset to be named, these procedures will be read to require the recommendation and/or approval of all relevant Deans. An example of this is a building which houses more than one Academic Unit from different Faculties.

## 17. Definitions

- 17.1 “**Academic Unit**” means an organizational unit within UBC which has been approved by the relevant Senate, and includes any portion of that unit.
- 17.2 “**Activities**” has the meaning set out in section 7.1.
- 17.3 “**Award**” means UBC awards and prizes, and includes Student Awards.
- 17.4 “**Asset**” means Academic Units, Awards, Honorifics, Places, Interior Spaces, Other Physical Assets, Markers, Likenesses, and other assets of UBC capable of being named, without regard to the role of a donation to UBC in the creation of that asset.
- 17.5 “**Community Proposal**” has the meaning set out in section 15.4.
- 17.6 “**Functional Naming**” means a Naming which describes the function or purpose of an Asset, without any element of honorary, philanthropic, Indigenous, or inclusive elements. Examples are the “Pump House”, the “Chemistry Building”, the “Old Barn”, the “Marine Drive Residence”.
- 17.7 “**Honourary Naming**” means Naming in recognition of service to UBC or society generally, but does not include a Philanthropic Naming.
- 17.8 “**Honorific**” means an honorific under the Honorifics Policy (LR1) as amended or replaced from time to time.
- 17.9 “**Interior Spaces**” has the meaning set out in section 3.1.
- 17.10 “**Likenesses**” has the meaning set out in section 8.1.2.
- 17.11 “**Markers**” has the meaning set out in section 8.1.1.
- 17.12 “**Naming**” is the act of designating the official name of an Asset.
- 17.13 “**Naming Committee**” refers to the committee described in section 10.
- 17.14 “**Neighbourhood Amenity**” has the meaning set out in section 10.4.15.
- 17.15 “**Other Physical Assets**” has the meaning set out in section 4.1.
- 17.16 “**Philanthropic Naming**” means Naming to express gratitude for philanthropy.
- 17.17 “**Places**” has the meaning set out in section 2.1.
- 17.18 “**Provost**” means the Provost and Vice-President, Academic (UBC Vancouver), the Provost and Vice-President, Academic (UBC Okanagan), or both, as appropriate.
- 17.19 “**Responsible Executive**” means the executive responsible for the Naming Policy and these Procedures as determined by the President from time to time.

- 17.20 **“Student Award”** has the meaning set out in in Vancouver Senate Policy V-200.2 or Okanagan Senate Policy O-200, as applicable, as those policies may be amended or replaced from time to time.

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