



## **Naming Privileges Policy**

### **1. Purpose**

- 1.1 This policy governs the naming of physical assets in recognition of financial or in-kind contributions from individuals, businesses, organizations and others.
- 1.2 This policy ensures a consistent framework across government ministries and government bodies, and ensures that naming recognition is granted to benefactors in a fair and equitable manner.
- 1.3 All naming recognition shall be consistent with the government's values and objectives, and must uphold the integrity and reputation of the government.

### **2. Scope**

- 2.1 This policy applies to all government ministries and government bodies as defined in the *Financial Administration Act*.
- 2.2 Naming recognition may be granted for the naming of buildings and other physical assets including, but not limited to, wings, rooms, laboratories, roads and other transportation infrastructure, recreational areas and other public spaces, collections of books or art, and equipment of significant value.
- 2.3 An asset may be named in its entirety or portions of an asset may be named to reflect contributions made by different naming benefactors.
- 2.4 In the case of a building or other physical facility, the entire structure or discrete and functional portions of the structure may be considered for naming recognition.

### **3. General**

- 3.1 An offer of financial or in-kind contribution does not guarantee that naming recognition will be granted. Each opportunity for naming recognition must be considered on its merits.

3.2 Government bodies will bring their policy for naming recognition into alignment with this policy.

3.3 Government ministries and government bodies must ensure the financial contribution received in exchange for naming recognition is commensurate with the size, location and visibility of the asset.

#### **4. Approval**

4.1 Government ministries and government bodies that become aware of an opportunity for naming recognition must submit a Naming Opportunity Request Form, attached as Appendix A, to the Corporate Services Division within the Ministry of Infrastructure.

4.2 Opportunities for naming recognition must be approved by government prior to any public announcement concerning naming recognition.

4.3 A Naming Committee identified by the Minister of Infrastructure will review all opportunities for naming recognition.

4.4 The Naming Committee shall include representatives from ministries responsible for stakeholder organizations and representatives from the Ministry of Indigenous Relations and Reconciliation, and the Public Service Agency.

4.5 The Naming Committee will exercise decision-making authority for opportunities for naming recognition unless, in the opinion of the Naming Committee, one or more of the criteria identified in section 4.6 or 4.7 applies.

4.6 The Minister of Infrastructure will exercise decision-making authority for opportunities for naming recognition if the value of the contribution is between one million and five million dollars.

4.7 Cabinet will exercise decision-making authority for opportunities for naming recognition if, in the opinion of the Naming Committee, one or more of the following criteria apply:

- (a) the size or visibility of the asset is of particular significance;
- (b) the value of the contribution is greater than five million dollars;
- (c) the asset is or will likely be the object of media attention, or is otherwise in the public eye;
- (d) the proposed name is inconsistent with the government's values and objectives; or

- (e) the proposed name is likely to harm the integrity and reputation of the government.

4.8 The Naming Committee will provide cabinet with a report at least annually on all opportunities for naming recognition.

## **5. Approval Criteria**

- 5.1 Where the opportunity for naming recognition involves a commercial benefactor, the Naming Committee may require the government ministry or government body to offer the naming opportunity through a competitive process.
- 5.2 A proposed opportunity for naming recognition must be appropriate to the purpose or use of the asset and to the target audience. Additional consideration is warranted where the target audience is children, seniors, minority groups, persons with disabilities or First Nations.
- 5.3 The proposed benefactor's history and, if applicable, business activities should be appropriate to the specific opportunity for naming recognition.
- 5.4 If the opportunity for naming recognition is to replace an existing name, consideration should be given to the history or legacy of the current name and whether the existing name might be incorporated into the proposed new name.

## **6. Restrictions**

- 6.1 The government will not approve an opportunity for naming recognition:
  - (a) that may be inconsistent with government's legal obligations;
  - (b) that implies the government's endorsement of a partisan political or ideological position or of a commercial product;
  - (c) that involves naming an asset after an elected official who is currently in office;
  - (d) that results in an employee of a public sector body, or an elected official, receiving any benefit or personal gain;
  - (e) that results in naming an asset after a public sector body;
  - (f) that conveys a message that might be deemed prejudicial to race, religion, gender or sexual orientation;
  - (g) that presents demeaning or derogatory portrayals of communities or groups or, in light of generally prevailing community standards, could reasonably be expected to cause offence to a community or group;

- (h) that promotes alcohol or other addictive substances at venues geared primarily to children; or
- (i) that involves an individual, business or organization whose products or services include the sale of:
  - (i) sexually explicit materials; or
  - (ii) illegal products or substances.

## **7. Signs and Naming Devices**

- 7.1 Signage or other naming devices associated with naming recognition must not impact the quality and integrity of the associated properties, buildings or land and must not provide any added risks to safety.
- 7.2 A name may only be given to one asset in recognition of a contribution, but a benefactor name may be displayed on more than one sign or naming device associated with the designated asset.
- 7.3 The government is under no obligation to create new or alter existing maps, signage or other similar naming devices when an opportunity for naming recognition is approved or terminated.

## **8. Naming Recognition Agreements**

- 8.1 All agreements with benefactors for naming recognition must be in writing.
- 8.2 A copy of all agreements for naming recognition must be maintained in a central repository located within the Corporate Services Division.
- 8.3 All agreements for naming recognition must specify the term of the agreement.
- 8.4 All agreements for naming recognition must include language that will enable the naming recognition to be revoked if any act or association of the benefactor or the honouree calls into serious question the integrity and reputation of the government.
- 8.5 The government may, upon giving written notice to the government ministry or government body, require termination of an agreement for naming recognition where, in the opinion of the Naming Committee or cabinet, any action or association by the naming benefactor calls into serious question the integrity and reputation of the government.

## **9. Continuation, Change or Transfer of Naming Recognition**

9.1 Any discontinuation, transfer or change to the name of an asset will require government approval.

Corporate Services Division  
Ministry of Infrastructure  
Province of British Columbia  
Email: [Naming@gov.bc.ca](mailto:Naming@gov.bc.ca)  
[www.gov.bc.ca/NamingPrivileges](http://www.gov.bc.ca/NamingPrivileges)



## NAMING OPPORTUNITY REQUEST FORM

This form is to be used by government bodies to submit proposals pursuant to the Naming Privileges Policy

### PART 1 - NAMING REQUEST

1. Proposed name of asset (plus former name of asset, if any):
2. If a logo will be used on the plaque/signage, please provide a sample:
3. Has there been any public announcement of the naming opportunity prior to the submission of this request form (i.e. signage installed; opening or sod-turning event; annual report; news release; posting on a website; or on social media; etc.)?
4. Term of the naming opportunity (how long will the naming opportunity apply to the asset):
5. Description of the public asset to be named (including physical location, and whether the proposal applies to an entire asset such as a building or to only a portion of the asset, such as a room, wing, etc.):
6. Description of your internal approval process(es) for the naming opportunity:
7.
  - a) Dollar value of the donation to be associated with the naming opportunity:
  - b) Has the donation been received?
  - c) Date and amount paid for each received payment:
  - d) Anticipated date and amount to be paid for each future payment:
  - e) If the donation was not received in cash (i.e. in-kind contribution, shares, etc.) please provide a description of the donation and information to describe how it was valued.

**PART 2 - BENEFACTOR INFORMATION**

1. Benefactor profile: (name, philanthropic and business history, community activities, public offices held, etc.):
2. If the asset is to be named in honour of individual(s) other than the benefactor listed above, please provide any relevant information pertaining to that person:
3. If the financial contribution is provided by a commercial benefactor, please provide details of the process used to select the benefactor:

**PART 3 - OTHER**

1. Is there a public announcement or event planned? If yes, please include the date/time and any available particulars.
2. Any additional information that the Naming Committee should be aware of:
3. Entity submitting the request, such as Health Authorities, Foundations, Institutions etc. (please include contact name and title, address, telephone and email address):

**Please attach the formal letter of commitment or contractual arrangement with the benefactor.**

**SIGNATURE OF REQUESTOR**

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Date

Corporate Services Division  
Ministry of Infrastructure  
Attn: Randall Gerlach  
Email: [Naming@gov.bc.ca](mailto:Naming@gov.bc.ca)  
[www.gov.bc.ca/NamingPrivileges](http://www.gov.bc.ca/NamingPrivileges)