



## OFFICIAL COLLEGE POLICY

### NAMING OF PHYSICAL FACILITIES AND GROUNDS AFTER AN INDIVIDUAL OR ORGANIZATION (7110-8)

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## **NAMING OF PHYSICAL FACILITIES AND GROUNDS AFTER AN INDIVIDUAL OR ORGANIZATION (7110-8)**

Division or Sector: Director General

Responsibility: Director of Advancement and Communications

History: Approved by Management Executive Committee, 2013  
Amended by Management Executive Committee, 2015  
With a review requested in 5 years

Approved by the Vanier College Board of Directors, May 2010.  
Amended by the Vanier College Board of Directors, April 2013.  
Amended by the Vanier College Board of Directors, September 2015.

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**NAMING OF PHYSICAL FACILITIES  
AND  
GROUNDS AFTER AN INDIVIDUAL OR ORGANIZATION  
(7110-8)**

**Purpose:**

To provide guidelines to officially approve the naming of College buildings, grounds, or areas within buildings and grounds after an individual or organization.

**Guidelines:**

1. Upon receipt of a request to name a physical facility or area of Vanier College after an individual or organization, the Director General chairs and appoints a committee consisting of the Director of Administrative Services and Director of Financial Services, the Director of Communications and Corporate Affairs; a representative from the Vanier College Foundation; one external member of the Board of Directors, and two internal members of the Board of Directors of which one will be a student.
2. The Committee is convened to discuss the request and to determine any questions that should be addressed by the proposers in their formal submission, aside from rationale and biography of the honouree, if applicable. The appendix contains a sample list of such items.
3. Those making the request proposal must have obtained the consent of the proposed honouree, estate or organization prior to submission of the proposal and should provide some proof of this along with any conditions or expectations financial or otherwise connected with this request.
4. The committee shall consider the request based on the criteria listed below:
  - a. Significance of contributions (personal or financial or gift-in-kind) to the College and its mission.
  - b. Appropriateness of the physical facility or space selected in terms of the significance and kind of contribution.
  - c. Benefits to the College and the expected duration of these benefits.
5. No building, grounds, or areas within buildings or grounds may be named after a current employee of the College. An individual who resumes an active association with the College while his/her proposal is pending will have the nomination withdrawn.

6. A building, grounds or area within buildings or grounds may be named after a former or deceased employee one year after the employee is no longer formally associated with Vanier College. If there are special circumstances making an earlier naming appropriate, such special circumstances will be indicated to the Board of Directors at the time of the recommendation is made to the Board of Directors.
7. Areas within buildings (classrooms, labs) are considered appropriate for individual naming for honorary reasons, while buildings, grounds and larger entities such as the Library, Gymnasiums or Auditorium/Amphitheatre are reserved for individual or organization naming linked to monetary contributions to the College or the College Foundation.
8. The Committee is charged with limiting the number of naming designations on campus in order to maintain the exclusivity and honour of the practice.
9. The Committee submits a report to the Director General, which includes a recommendation for the naming, documentation of all suggestions considered, and justification of the recommendation, date after which the naming can take effect, and duration of the retention of the name.
10. The Director General considers the recommendation and submits his or her recommendation, along with the Committee's report and any additional supporting information deemed appropriate, to the Board of Directors.
11. No publicity shall be given to the recommendation for naming until it is approved by the Board of Directors.
12. The Director General or delegate will notify the proposal sponsors and the nominee or estate or organization in writing after the Board of Directors has made its decision.
13. The naming designation may be revoked at any time during the period reserved for the naming honour if:
  - a) The honouree name becomes problematic or embarrassing for the College
  - b) The College requires the named space for renovations or alterations which eliminate or drastically alter the actual space itself.
14. This policy will be reviewed every five years.

## APPENDIX ONE

List of Vanier College Physical Facilities Named in Honour of an Individual or Organization:

### **Kevin O'Connell Science Centre**

Named in 1984 after innovative Snowdon Campus Physics teacher and engineer, Kevin O'Connell, who died while climbing in the Andes in 1983, this resource centre was originally located in the Snowdon Campus. The Snowdon Campus itself was relocated to the Ste-Croix complex in 1986.

A plaque for the Kevin O'Connell Science Centre is affixed to the entrance of the current Math and Science Centre, F-540.

### **Galerie Henry Lehmann Gallery**

Named in 2010 for a five year period, this student curated art gallery in B-305 holds shows principally of student work throughout the academic year.

It recognizes long time Communications, Art, Media Theatre teacher, Henry Lehmann, who died in 2009, and was an artist in his own right, as well as an art critic of some renown.

## APPENDIX TWO

Sample checklist of considerations to be addressed:

PROPOSAL TITLE:

NAME REQUESTED:

RATIONALE –

BIOGRAPHY –

HAS THE ESTATE OR ORGANIZATION GIVEN APPROVAL FOR THIS HONOUR?

EXPECTATIONS OR CONDITIONS ASSOCIATED WITH THE RENAMING? (ESTATE FUNDING,  
SUPPORT, ROLE)

SIGNIFICANCE OF THE CONTRIBUTIONS TO THE COLLEGE AND ITS MISSION?

APPROPRIATENESS OF THE CONTRIBUTIONS TO THE COLLEGE AND ITS MISSION?

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PERCEIVED ACCEPTANCE OF THE RENAMING BY THE VANIER COMMUNITY?

FUNDING CONTRIBUTION TO THE COLLEGE?

PHYSICAL SPACE REQUIRED?

RENOVATIONS, UPGRADES OR EXPANSIONS TO THE PHYSICAL SPACE ASSOCIATED WITH THE  
RENAMING?

PREVIOUS OR COMPETING REQUESTS WHICH PERTAIN TO THE NAMING OF THIS SPACE:

COSTS ANTICIPATED AND BUDGET ARRANGEMENTS MADE:

SIGNAGE, DEDICATION PLAQUE?

DATE THE RENAMING TAKES EFFECT?

PUBLICITY EXPECTATIONS?

DATES THE RENAMING HONOUR IS IN EFFECT? (5 YEARS, INDEFINITE...)

RECOMMENDATION TO THE DIRECTOR GENERAL:

DATE OF COMMITTEE RECOMMENDATION: