

POLICY TITLE	Naming Policy
POLICY HOLDER	Board of Governors
EXECUTIVE RESPONSIBILITY	President’s Office
ORIGINAL DATE	April 2019
REVIEW DATE	
REVISED DATE	
NEXT REVIEW	April 2021

POLICY

Yukon College may name facilities and academic entities to recognize support that it has accepted from individuals, corporations, organizations and foundations, (“philanthropic naming” and “sponsorship naming”) and honour legacy contributions from individuals who have had a pivotal impact on the history and evolution of the institution (“honorific naming”).

The naming opportunity will coincide with a new or renovated facility, when possible.

Approval Statement

With the consent of the Board of Governors this policy is hereby deemed in effect the day of April 8, 2019



Chair, Board of Governors, Yukon College

April 8, 2019
Date

1.0 PURPOSE

This policy ensures a consistent framework for naming facilities and physical assets on the campuses of Yukon College.

All donations must meet the requirements of the Philanthropic Gift Acceptance Policy (CR-07) and support Yukon College’s vision, mission and values, while enhancing the institution’s National presence, connection to a wider community and preserving the institution’s integrity.

All naming shall be consistent with the College’s mission, vision, values and objectives, and must uphold the integrity and reputation of the institution.

2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Canada Revenue Agency’s relevant guidelines

Donor Bill of Rights

CR-08 Gift –in-Kind policy

CR-06 Fundraising policy

CR-07 Philanthropic Gift Acceptance policy

CR-01 Visual Identity policy

CR-04 Student Awards policy

Exempt from Yukon government Naming Policy but naming of YG-owned facilities must be approved by Cabinet.

3.0 SCOPE

This policy governs naming of all Yukon College campuses, facilities and physical assets.

The college may grant naming recognition to a range of physical assets including, but not limited to, buildings, wings, rooms, laboratories, roads, public spaces, collections, and equipment.

The college can also attribute naming to student awards, scholarships and bursaries, lecture series, conferences, special events, endowed chair positions, and non-academic programs.

The college may name an entire asset or a portion of an asset to reflect contributions made by different benefactors.

The Government of Yukon, Yukon University Foundation Board, and Academic Council may provide comment on the naming of facilities. The Board of Governors has final approval for the naming of facilities.

The naming of student awards is at the discretion of the Development Office under the guidance of the President's Office, Registrar and Enrolment Services and Student Awards Policy (CR-04). No further approval processes are required.

4.0 DEFINITIONS

Philanthropic naming – recognizes the donations (cash in-kind) to the college from individuals, corporations, organizations and foundations. Philanthropic naming is typically for a defined period.

Honorific naming – names of individuals who have made an exceptional or long-term contribution to the development or status of the institution, or whom the college deems appropriate to recognize in memoriam. Honorific naming is typically for a defined period.

Sponsorship naming - naming rights are a financial transaction and form of advertising whereby a corporation or other entity purchases the right to name a facility or event, typically for a defined period.

Academic entities – Academic units other than Departments (school, centre, institute, initiative, program). Naming is typically for a defined period.

5.0 PROCEDURES

PRINCIPLES GOVERNING NAMING

The college will execute due diligence to ensure prospects and their business practices, actions, beliefs and values align with the institution's mission, vision and values.

A proposal to re-name or to add an additional name to a facility or physical asset shall adhere to the same principles and processes as set out in this policy and its associated procedures.

PROCESS

The Development Office will draft proposals with the support of the Yukon University Foundation Board, related faculty and staff, First Nations Initiatives and the President’s Office will obtain the appropriate internal approvals.

The Cabinet of the Government of Yukon will also approve the naming of any government-owned facility or portion thereof.

Once the Board of Governors provides a final decision in writing on a naming proposal, the Development Office will inform the donor and if appropriate, work with them on the launch details.

AUTHORITY FOR NAMING

1. The Development Office will submit proposals for philanthropic, honorific or sponsorship naming to the Senior Executive Committee, followed by the Board of Governors for approval.
 - I. If the proposal suggests naming a faculty, school, research unit, centre, or institute, the Development Office must obtain comments from Academic Council prior to submission to the Senior Executive Committee and the Board.
2. The Board of Governors has final responsibility for all naming decisions and revocations apart from facilities.
 - II. Facility naming recommendation will be made by the Board of Governors and require approval by the Cabinet of the Government of Yukon.
3. The Development Office will provide the final decision to the donor in writing.

RESTRICTIONS

The expected timeframe of naming a Yukon College asset is 10 years, unless otherwise agreed. Naming in perpetuity is not permitted. Donors will be advised that naming is time-limited and can be revoked under the circumstances outlined below.

The Yukon College Board of Governors reserves the right to revoke any name in its sole discretion under the following circumstances:

- The primary usage or occupancy of the facility or physical asset has changed;
- The facility or physical asset will no longer be used;
- Subsequent circumstances pertaining to an individual or organization that a facility or physical asset has been named after contradicts the college's mission, vision, or values or brings its reputation into disrepute;
- The donor and/or the donor's family request in writing that the name be revoked;
- The donor fails to complete financial or contractual agreements;
- Other exceptional circumstances occur where renaming or revoking a name is warranted.

Naming may not:

- be considered for academic programs;
- be considered for a public official in office, reflect endorsement of partisan political or ideological position or of a commercial product;
- convey a message that might be deemed prejudicial to race, ethnicity, religion, gender or sexual orientation;
- promote, drug, alcohol or other addictive substances where association would bring the College's reputation into disrepute;
- provide the benefactor/honoree with any involvement/influence in the institution's affairs as a consequence of the naming;
- involve businesses or organizations whose products or services include the sale of sexually explicit material, illegal products or substances.

VALUATION

The Development Office is responsible for preparing costed naming proposals. The proposal must be submitted to the Senior Executive Committee and then the Board along with the request.

CONFIDENTIALITY

All Honorific, Philanthropic and Sponsorship naming proposals will be treated as confidential and announcements regarding the naming shall be done in partnership with the donor, only after the President's Office has obtained required approvals.

The Development Office will oversee any naming announcements.

MANAGEMENT OF NAMING RECORDS

The President's Office shall keep records of all naming proposals and decisions.

Student Infrastructure Support shall maintain an inventory of all named facilities and physical assets.

A copy of all gift and sponsorship agreements involving naming recognition shall be maintained in the Development Office.

6.0 PROBLEM SOLVING

Any concerns arising out of the intent, content, implementation or application of this policy should be reported to the Development Director and reviewed by the Yukon University Foundation Board of Directors.

Issues that cannot be resolved will be brought to Board of Governors.

7.0 FORMS

TBD

8.0 APPENDICES

N/A

9.0 ADDENDUMS

Addendum A - Policy Communication Checklist

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Naming Policy
 Number: BOG-19
 Submitted by: Kelly Proudfoot

List those consulted with in preparation of this policy:

Name	Department	Date
Colleen Wirth	SIS	
Jacqueline Bedard	College and External Relations	Feb. 27, 2019
Michael Kulachkosky	Policy Analyst	Feb. 20, 2019
Kendra Black	Finance	Feb. 27, 2019
Lacia Kinnear	Governance	Feb. 20, 2019
Karen Barnes	President's Office	

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC			
Student Union			
Employee's Union			
Occupational Health and Safety			
Academic Council			
Board or a Board subcommittee			
<i>Other</i>			
SEC for Final Review			