



Board of Governors  
Policy Manual



Policy #: B-17  
Approved: 2013-01-08  
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Motion: 80-11-20

## B – Governance Process

## PROTOCOL FOR NAMING FACILITIES

as established in policy D-6 Naming of

Optional contributions is important, consideration must be given

Positive corporate image and College reputation  
Contribution advances the vision and mission of the College  
Contribution is truly extraordinary in nature or magnitude  
Contribution supports the opportunities to raise funds and build relationships.

The Board of Governors approves the naming of College facilities as recommended by

This procedure applies to the naming or re-naming of buildings owned, operated and/or  
leased, leased or owned by Northern College. For this procedure,  
campus residences, the interiors of physical structures, and the land  
under Northern College's jurisdiction.

This procedure does not imply that the name will be used in perpetuity.  
The naming of facilities shall support the fundraising activities of the Northern College

The naming of spaces and facilities in recognition of individuals,  
organizations shall be reviewed by the Senior Management Team, for  
approval by the Board of Governors. Senior Management may consult the  
Property and/or Campus Manager as required.



Throughout the facility naming process, the Senior Management Team will ensure that naming opportunities are held in confidence until approval has been granted by the Board of Governors.

## Roles

### A. Board of Governors

The Board of Governors shall approve naming:

1. Of buildings or any part thereof;
2. Of



2. to communicate the function and/or location and/or activity undertaken in the building;
3. in recognition of former/retiring Northern College Presidents.

Buildings may not be named:

1. to recognize long service in and of itself;
2. to recognize/honour a person who is a current employee of Northern College;
3. to recognize a person who is politically active while they remain in office;
4. for a corporation, company or organization whose primary activity might not be appropriate for association with Northern College;
5. for a corporation, company or organization whose name has a commercial connotation (unless Northern College clearly recognizes an advantage and/or added value for the institution);
6. to recognize a recently deceased person. To avoid the potential for an emotional decision, the Senior Management Team will not consider naming a building for a deceased individual until at least one year following the death of that individual.

### Re-naming of Buildings

It is recognized that conditions and circumstances may change and/or cause the College to consider re-naming a building. If such a situation does occur, the following factors should also be considered when deliberating and/or approving a name change:

1. tradition, history, previous agreements, existing commitments and building uses;
2. costs associated with the name change;
3. legal implications of the name change;
4. recognition already accorded to the same individual.

Naming of college facilities is not applicable to meritorious contributions by students, staff and community members. Please refer to Human Resources Policy – Meritorious Recognition.