PROCEDURE FOR POLICY 1.44 – Revocation of a Name

Governing Policy: Policy 1.44 - Namings

Sections: Overview; Definitions; Scope; Procedure

Responsible Officer: Vice-President (Western Advancement)

Responsible Office: Western Advancement

Effective Date: June 26, 2025

Supersedes: (New)

OVERVIEW

The purpose of this Procedure is to provide clear instruction on how to revoke a Name.

DEFINITIONS

The defined terms in this Procedure have the same meaning as in Policy 1.44 - Namings.

SCOPE

This Procedure applies to the authority to revoke a Name recognizing Gifts or Grants or an honorific Naming to which the Policy applies. This includes:

- Namings recognizing Gifts or Grants of less than $1 million.
- Namings recognizing Gifts or Grants of $1 million or more but less than $10 million.
- Namings recognizing Gifts or Grants of $10 million or more.
- Namings recognizing honorific Namings

PROCEDURE

1. All Revocations

1.1 The Vice-President (Western Advancement) or President may begin the process of revoking a Name at their own discretion or in response to a

proposal from any member of the University community.

1.2 A revocation proposal that is not approved may be considered again in five years following the most recent decision, unless otherwise permitted by the President and the Chair of the Board.

1.3 No person or unit within the University may revoke a Name to a University Asset unless the revocation has been approved in accordance with the Policy and this Procedure.

1.4 Individuals proposing the revocation of a Name shall consult first with a Director of Development and Donor Experience in Western Advancement for information and advice.

1.5 If a revocation of a Name is to proceed, a written proposal by the individual(s) is to be submitted to Donor Experience in Western Advancement. The proposal shall:

(i) Identify the Name in issue;

(ii) Address why the continuation of the Name would, in the opinion of the individual(s) submitting the proposal, be contrary to the principles articulated in the Policy;

(iii) Provide any documentation or identify any resources supporting the information in (ii); and

(iv) Be signed and dated by the individual(s) submitted the proposal.

(collectively, a “Revocation Proposal”)

1.6 Following receipt of a Revocation Proposal, Donor Experience in Western Advancement will investigate the issues raised in the proposal and provide advice on the matter (the “Advice”).

1.7 Consideration of the Revocation Proposal and the Advice will proceed to the next steps.

2. Revocation of a Name in Recognition of Gifts and Grants of Less Than $1 million

2.1 The Vice-President (Western Advancement) will consider the revocation proposal and Advice for all University Assets in recognition of Gifts and Grants of less than $1 million, as delegated by the Board.

3. Revocation of a Name in Recognition of Gifts and Grants of $1 million or more AND Honorific Namings

3.1 The Board will consider a Revocation Proposal and Advice for all University Assets in recognition of Gifts and Grants of $1 million or more.

3.2 The Board will consider the Revocation Proposal and Advice for all honorific Namings.

3.3 The Vice-President (Western Advancement) will review and bring forward Revocation Proposals and Advice to the President for review.

3.4 The President will review the Revocation Proposal and Advice and can seek additional input, information or advice about the Naming if required.

3.5 The President may appoint and convene an ad hoc advisory committee to review the issue and make a recommendation to the President.

3.6 The President will act independently of the advisory committee.

3.7 The advisory committee will:

(i) Review the Revocation Proposal;

(ii) Review the Advice;

(iii) Review the original Gift or Grant Agreement and context for original Naming;

(iv) Consider the principles in the Naming Policy;

(v) Consult such university constituencies as it determines appropriate; and

(vi) Take such further steps as the committee determines reasonable to investigate the matter.

3.8 Following its review, the ad hoc advisory committee will provide a final report and recommendation to the President (Report and Recommendation).

3.9 The President will consider the Report and Recommendation of the ad hoc advisory committee and such other relevant information and decide whether to submit a recommendation to the Fundraising and Donor Relations Committee (FDRC) for consideration.

3.10 If the President decides not to submit a recommendation to the FDRC for consideration, the matter will be deemed closed.

3.11 The FDRC will review and consider a recommendation submitted by the President. If the FDRC agrees with the recommendation of the

President, the recommendation to revoke the Name will be submitted to the Board. If the FDRC decides not to agree with the recommendation, the matter will be deemed closed. This official and final decision will be recorded in the FDRC minutes.

3.12 The Authority to approve the recommendation to revoke a Name rests with the Board and the outcome will act as the official record of decision on the Revocation Proposal.

Last Reviewed: June 2025