

GENERAL ADMINISTRATION MANUAL

VOLUME 1: CORPORATE POLICIES - GENERAL

TITLE: NAMING OF GOVERNMENT INFRASTRUCTURE

EFFECTIVE: 2018 04 18

1.0 SCOPE

1.1 Authority

1.1.1 This policy is issued under authority of Cabinet meeting No. 18-11, dated April 18, 2018.

1.2 Content

1.2.1 This policy describes principles, guidance, limitations, roles and responsibilities, procedures and exemptions for the naming of new or existing Yukon government infrastructure.

1.3 Application

1.3.1 This policy applies to all infrastructure owned by the Government of Yukon and to all departments, as defined in Policy 1.1, except for projects that do not involve the use of public funds (i.e. YWCH&SB buildings), or where Cabinet has approved specific exemptions. The policy applies to the naming of rooms, wings or areas within government buildings, except that Cabinet approval is not required to name these spaces.

1.3.2 This policy applies to naming territorial highways, structures, buildings, airports and other infrastructure within the Government of Yukon's jurisdiction that are owned by the Government of Yukon.

1.4 Purpose

1.4.1 The purpose of the policy is to ensure that names given to infrastructure owned by Yukon government allows government officials and the general public to readily identify highways, airports, locations, buildings and structures in ways that recognize Yukon's history, geography, natural environment and people.

1.5 Principles

1.5.1 Guidance on Name Selection

In choosing names for existing* or new infrastructure, consideration should be given to identifying and acting on opportunities for reconciliation with Yukon First Nations and Aboriginal people, and in particular:

- recognizing First Nations or Inuvialuit prior or current use, or cultural significance;
- reversing the negation or omission of First Nations or Inuvialuit history on or related to a particular site

- acknowledging First Nations and the Inuvialuit, their citizens, leaders, languages, cultures and contributions as a central part of Yukon's identity.

In selecting names, the following additional criteria should also be considered:

- names in current use by the general public;
- descriptive names appropriate to geographic features or natural environment of the area;
- names appropriate to the Yukon and its history;
- names of individuals or groups who have made a significant contribution to an area and its history;
- names of groups or individuals who have made a significant contribution to the function, community, users or clients that the infrastructure serves;
- names associated with historical events connected with the area;
- names that reflect Yukon's gender, cultural and regional diversity and the contributions of people from diverse groups, genders or regions.

** Renaming of infrastructure can be desirable in order to meet certain specific objectives such as improving the recognition of First Nations and Inuvialuit presence in the Yukon, to foster reconciliation with Aboriginal people or to increase the recognition of individuals or groups from a diversity of gender, cultural and regional backgrounds.*

1.5.2 Limitations

When considering naming infrastructure in a person's name, the person must have been deceased for at least one year. Research must be conducted to ensure that any of the person's unknown history does not harm the reputation of YG or others. When possible, the consent of the deceased's family must be obtained.

In no case should the naming of infrastructure result in a direct or indirect benefit or payment to an individual, an individual's family, a group or a commercial enterprise.

1.5.3 Language and Character of Names

Names used shall be words or combinations of words recognizable in either French, English or an Aboriginal language and shall be in good taste.

Infrastructure can be named in one language or in more than one language (e.g. English and French or English and a Yukon First Nations language). Naming should meet Yukon's obligations under the *Languages Act* and regulations and be consistent with Yukon's French-Language Services Policy (GAM 1.7)

1.5.4 Linguistic Form of Names

Names shall be adopted in a single linguistic form in each language and shall be written in a form acceptable to the appropriate naming authority and the language communities concerned. For example, if a name refers to a geographic feature, the written form of the name will be acceptable to the geographic place names authority in Yukon and to the community in whose language the name is written.

2.0 ***PROCEDURES***

2.1 **Naming Proposals**

Names may be proposed by government officials, departments, agencies, by First Nations or local governments or by affected residents or users, community groups and members of the general public. The department responsible for the infrastructure may either propose a name, solicit proposed names, receive unsolicited proposals or form a committee to recommend proposed names.

2.2 **Requirements**

Naming proposals, whether initiated by the department, solicited, unsolicited or proposed by a naming committee should include the following information:

- * reason for proposal;
- * origin and meaning of the name proposed;
- * if a person:
 - * the contribution of the person
 - ancestry and place of birth
 - date of birth and death
 - detailed biography of the individual(s)
 - family's permission for use of the name;
- * if the proposed name or terminology is in an Aboriginal language, permission from the appropriate First Nation(s) or the Inuvialuit, as relevant;
- * if the proposed name is in reference to a geographic location, a map identifying the name and location of the feature;
- * name of the individual/group/community submitting the proposal;
- * evidence of support of the affected persons/community;
- * research to support the naming request.

2.3 **Engagement on Proposed Names**

2.3.1 **Public Engagement**

A department may seek input on proposed names from the affected public, organizations, municipalities, users of the infrastructure and community groups and organizations.

Levels of public engagement and research will vary depending on the type of infrastructure (e.g. public school versus access road).

2.3.2 Engagement with First Nations and the Inuvialuit

It is recommended that a department seek input on proposed names from the First Nation or Nations on whose traditional territory the infrastructure is located. It is recommended that the government seek input from the Inuvialuit for infrastructure located in the Inuvialuit Settlement Region.

2.4 Naming Proposal Committee

- 2.4.1 The department may choose to establish a committee to review and make recommendations on naming a piece of infrastructure. This committee should have diverse gender, cultural and regional representation from the public-at-large, affected persons, First Nations or Inuvialuit representatives designated by the First Nation(s) or the Inuvialuit, municipalities, community groups and other groups and organizations. The department will provide the necessary support to the committee and will bear all related costs. Members of the committee will not be remunerated.
- 2.4.2 The committee will make a recommendation to the department, which will analyze the recommendation and prepare a recommendation for Cabinet's consideration.
- 2.4.3 Following a decision by Cabinet, the responsible department shall contact the proponent and inform the public.

2.5 Exemptions

- 2.5.1 Yukon College is exempt from the application of this policy except to the extent that Cabinet approval is required for the naming of Yukon College infrastructure that is owned by the Yukon government, including rooms, wings, areas or parts of that infrastructure.

3.0 ROLES AND RESPONSIBILITIES

3.1 Cabinet

Cabinet shall have the final decision on the naming of all government infrastructure.

3.2 Boards of Directors

Boards of Directors responsible for facilities owned by government, may propose, review or solicit naming proposals and offer naming recommendations through the responsible department.

3.3 Departments, Crown Corporations and Agencies

- 3.3.1 Departments, Crown Corporations and agencies are responsible for:
 - proposing or receiving naming requests, ensuring all information required to support the naming request is submitted and ensuring that the naming criteria and limitations are met;

- ensuring that all research and background information is complete and verified and that public and Aboriginal engagement is completed as appropriate for the type of request;
- implementing the decision and informing the public, after the naming request is approved;
- any funding associated with naming such as funding new signage;
- communicating the approved name to the Department of Highways and Public Works.

3.3.2 The Department of Highways and Public Works is responsible for tracking the names assigned to Yukon government infrastructure.

3.4 The Proponent

3.4.1 The proponent is responsible for conducting the research necessary to support the naming proposal, including providing evidence of support from the community/group/persons affected to the department responsible for the infrastructure.