Principles and Procedures
for Geographical Naming 2011

Geographical Names Board of Canada

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Preface

Geographical names, or toponyms, provide a widely recognized and easily understandable reference to a place or location. They serve a range of purposes, from identification of a location in official documents such as passports and birth certificates, to providing an authoritative reference system for on-line search tools, web-based interactive mapping, Geographic Information Systems (GIS) and Global Positioning System (GPS) devices. They describe our landscape, highlight our multicultural and multilingual heritage, and record the history that shapes our values.

In Canada, geographical naming is the responsibility of the province or territory where the physical feature is situated. In the case of federal lands, such as national parks, naming is the joint responsibility of provincial, territorial and federal naming authorities. The Geographical Names Board of Canada (GNBC) is the national coordinating body working through the jurisdictions of its members to preserve the toponymic heritage of Canada.

The GNBC was originally established as the Geographic Board of Canada in 1897, when resource mapping beyond the frontiers of settlement and extensive immigration into Canada made it an urgent matter to regulate the country's geographical names and standardize identification of features. Principles and guidelines for geographical naming in Canada were first developed in 1898. Changing attitudes and perceptions and the evolving nature of toponymy have led to periodic revisions and updates.

The GNBC currently comprises 27 members. Each of the provinces and territories is represented, as are various departments of the Government of Canada. The Chair of the Board is appointed by the Minister of Natural Resources Canada. The Board's main roles are to stimulate the development and adoption of standard policies within Canada for the handling of names and terminology, and to encourage the development of international standards in cooperation with the United Nations and other national authorities responsible for naming policies and practices.

Today, toponyms provide an essential referencing component to the geospatial infrastructure for Canada and, equally important, are a testimonial to the multicultural mosaic that is Canada. We have long demonstrated international leadership in toponymy and our knowledge and expertise, founded on our cultural pluralism and indigenous roots, are sought by other countries wishing to develop their own national toponymic programs.

The revised *Principles and Procedures for Geographical Naming in Canada* presented here continues to address fundamental requirements surrounding toponyms: ensuring that the naming process respects established practices such as local usage, and making certain that when toponyms are included in official publications in either traditional or electronic forms, these established principles are consistently applied.

On behalf of all members of the Geographical Names Board of Canada, I am pleased to present this document which continues to guide the naming of the Canadian landscape and therefore ensure a sound toponymic heritage for future generations.

Bruce Amos
Chair, Geographical Names Board of Canada

PRINCIPLE 1 — NAMES GOVERNED BY STATUTORY AUTHORITY

The names of municipalities, territorial divisions, reserves, parks and other legal entities as created by, or resulting from, legislation by the appropriate government shall be accepted.

Notes:

1. This principle requires adherence to the spelling and language form of names specifically legislated by federal, provincial or territorial governments.

    a) The name **Newfoundland and Labrador** is statutory, as is the French form **Terre-Neuve-et-Labrador**. Its capital's name, **St. John's**, is also official, but the French form, **Saint-Jean**, is not authorized, even if it should occur incidentally, although incorrectly, in a statute.

    b) **Saint John** in New Brunswick is the statutory form of that name, with **Saint-Jean** having no official status.

    c) In Quebec, **Saint-Jean-sur-Richelieu**, is an official name; the incidental occurrence of **St. Johns** in an English statute does not accord to it any official status.

    d) The misspelling of any name used in descriptions within a statute (e.g., "Miln Point" for **Milne Point** in Nunavut or "Sainte-Clothilde" for **Sainte-Clotilde** in Quebec) does not affect the official spelling.

2. Some communities in Canada have different official forms in English and French, for example: **Grand Falls** and **Grand-Sault**, and **Caissie Cape** and **Cap-des-Caissie** in New Brunswick; **West Nipissing** and **Nipissing Ouest**, **French River** and **Rivière des Français**, **The Nation** and **La Nation**, **Greater Sudbury** and **Grand Sudbury**, and **Stoney Point/Pointe-aux-Roches** in Ontario. Most other municipalities have single authorized forms, e.g., **Trois-Rivières** (Que.), **Sept-Îles** (Que.), and **The Pas** (Man.). Please contact the GNBC Secretariat for the growing list of dual names.

3. Federal, provincial and territorial government departments and agencies, with statutory authority to establish names of places or features, are encouraged to consult the respective names authority in the provinces and the territories when considering names for new municipalities, parks, game refuges, bird sanctuaries and similar legal land divisions.

    a) In 1970 the Department of Municipal Affairs in New Brunswick proposed the establishment of the village of **Nackawick** at the mouth of Nackawic Stream. Although a post office with the name **Nackawick** had existed nearby from 1862 to 1915, the village officials were encouraged by the provincial names authority to accept **Nackawic**, the spelling approved for the watercourse in 1901.

PRINCIPLE 2   NAMES IN GENERAL PUBLIC USE

First priority shall be given to names with long-standing local usage by the general public. Unless there are good reasons to the contrary, this principle should prevail.

Notes:

1. In standardizing geographical names, precedence shall be given to the names used by local residents and to names with extensive usage on official maps and in government records.

   a) A name in Alberta with long-standing public usage is **Castle Mountain**. After being renamed **Mount Eisenhower** by the Geographic Board of Canada in 1946, persistent public efforts ultimately persuaded the names authorities in 1979 to restore the name **Castle Mountain**, while assigning **Eisenhower Peak** to its most prominent point.

   b) In 1765 Samuel Holland named **Eglington Cove**, 10 kilometres west of Souris, P.E.I., for the 10th Earl of Eglinton. Although a school district by the name of **Eglington** was established in 1859 and an atlas of the province produced by J.H. Meacham and Company in 1880 showed **Eglington Cove**, the Geographic Board, in deference to the Earl's name, authorized **Eglinton Cove** in 1934. Field work in 1966 confirmed the preference for **Eglington Cove**, and this form was restored.

   c) In 1765 **Monckton Township**, N.B., was named for Robert Monckton (1726–1782), but the name was changed to **Moncton Parish** in 1786. **Moncton**, as a municipality, was incorporated in 1855. In 1930, the city council changed the spelling to **Monckton** to conform with the name of Robert Monckton. Immediate public outrage led to the restoration of the spelling **Moncton**.

   d) In Ontario, **Colpoy's Bay** was named for Sir Edward Colpoys, a 19th-century British admiral. Although the apostrophe is not grammatically part of the original name, the Ontario Geographic Names Board endorsed the locally preferred form in 1978.

2. Where long-established forms on maps and in records conflict with extensive, preferred local usage, the latter should prevail unless it is believed that confusion might occur, derogatory or pejorative forms might result, or for some other reason local names are not deemed satisfactory by the appropriate names authority.

   a) Field work in 1965 revealed that the Credit River in Ontario had three tributaries called **West Branch**. To avoid confusion, the three were officially called **Credit River (Georgetown Branch)**, **Credit River (Erin Branch)** and **Credit River (Alton Branch)**. Subsequently, in 1977, the tributary at Georgetown became **Credit River West Branch**.

   b) During field investigation in the 1960s, **Kouchibouguacis River** in New Brunswick was found to be known as **Rivière Saint-Louis** at its mouth and **Rivière Française** from its midpoint to its headwaters. These two names were endorsed in 1971, but in 1979 the historical name was restored because it was thought that the two names for essentially a single watercourse would be confusing to the public.

PRINCIPLE 3   NAMES GIVEN BY OTHER AGENCIES

Names for facilities established by postal authorities, railway companies, and major public utilities shall be accepted, if they are in keeping with the other principles. Names established for land divisions by federal, provincial and territorial departments shall also be accepted, if they conform to the other principles. Active encouragement should be given to such agencies to have open communication with the appropriate names authorities.

Notes:

1. A number of public and private institutions, such as Canada Post Corporation and the railway companies, have reasons (e.g., local preference, duplication) for using names which vary from established local names. Their names shall be accepted by the appropriate names authorities for use on maps and for entry into official gazetteers and toponymic databases.

    a) An example of a postal name that differs in spelling from the municipal name is **Verigin** in Saskatchewan, where the village name is **Veregin**. A railway name differing in spelling is **Shippigan** in New Brunswick, where the town and postal name is **Shippagan**.

    b) An example where variations of the same name are in use is in the village of **Garson** in Manitoba; the post office name is **Garson Quarry**.

    c) There are many examples where names of facilities differ from the community name: e.g., the railway name **Snedden** in the community of **Blakeney** in Lanark County (Ont.); the postal name **Newport** in the community of **Brooklyn**, Hants County (N.S.); and the postal name **Belfast** in the community of **Eldon** (P.E.I.). Such differences are discouraged when new facilities are being established.

2. Public and private agencies are encouraged to consult the appropriate names authorities before assigning names to their facilities, such as post offices, railway stations, dams, reservoirs, roads, locks, canals and even buildings. In Quebec, other agencies are required by law to coordinate the naming of facilities with the Commission de toponymie du Québec. Some of the other provinces and territories actively advertise the existence of their geographic names authority, and invite consultation with the authority before names are promulgated by various agencies.

PRINCIPLE 4   NAMING AN ENTIRE FEATURE AND IDENTIFYING ITS EXTENT

A decision on a name proposal for a physical or cultural feature should specify the geographical limits of the feature to which the name applies. Future approval of different names with the same generic for a part of what is deemed to be the same feature should be avoided.

Notes:

1. The principle is designed to discourage several names with the same generic for different parts of the same feature. In the new naming of a creek, a mountain or a similar feature, the entire feature to be given the name is to be clearly identified on the best map or chart available (Appendix 2).

    a) In 1848 Robert Campbell gave the name **Lewes River** to the headwater of the Yukon River, from Tagish Lake to the confluence with the Pelly River. Although **Lewes River** was accepted in 1898 by the Geographic Board of Canada, it was dropped in 1945, when the application of **Yukon River** was extended upriver to include this headwater.

2. It is not necessary to extend the application of the name of the stream to its uppermost headwater, if large lakes intervene or if none of the headwaters is locally referred to by the same name.

    a) An example of multiple names for what may be deemed to be the same watercourse is **Traverse Brook** in Newfoundland and Labrador. The names **Gull Pond Brook** and **Northwest Brook** represent only a few of the multiple names given to parts of the watercourse.

3. Some perceived single geographical features may have two or more official names for different parts. Such names should be respected, and the extent of each part should be clearly identified on the best scale of map available in the records of the names authorities.

    a) In British Columbia, **Discovery Passage** and **Johnstone Strait** are essentially two names for different parts of the same channel between Vancouver Island and the mainland.

PRINCIPLE 5   USE OF PERSONAL NAMES

A personal name should not be given to a geographical feature unless such application is in the public interest. The person commemorated should have contributed significantly to the area where the feature is located; when such a name is applied, it should normally be given posthumously. The adoption of a personal name during the lifetime of the person concerned should only be made in exceptional circumstances. Ownership of land should not in itself be grounds for the application of the owner's name to a geographical feature. However, where names already in common local use are derived from the names of persons, either living or deceased, Principle 2 takes precedence.

Notes:

1. In the past, geographical features and populated places were often named after living persons. From the early days of settlement to the middle of this century, it was common to bestow the names of benefactors, crews of vessels, members of expeditions, survey assistants and family members left at home.

   a) Sometimes a feature that was given the name of a living person attained prominence, such as **Kirkland Lake** (Ont.) named in 1914 for a stenographer in the Ontario Department of Mines in Toronto.

   b) Occasionally, features were named while the individuals were still active in their careers. An example is **Mount Peters** in Alberta, named in 1928 for F. H. Peters, who was then Surveyor General of Canada, a position he continued to hold until 1948.

2. Since 1990 most of the provincial names boards and members of the GNBC have been conservative in the use of commemorative personal names, insisting that persons be deceased for at least one year[1] before their names are to be considered for features.

   a) On 2 November 1982, the Commission de toponymie du Québec named **Mont Thérèse-Casgrain**, located nine kilometres north of La Malbaie, in the Charlevoix region. It was named after the noted defender of social justice and women's rights, who died the year before on 2 November 1981.

3. In the past, many geographical features were named for members of the Royal Family and international and national figures, many of whom had no connection with the feature that was named for them. At present, most jurisdictions discourage such commemorative names unless they are established in local use (Principle 2) or are derived from the names of persons with a strong association with the area.

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[1] Please note that in recent years, the GNBC approved Commemorative Naming Guidelines, which can be found in Appendix 3. These new guidelines have modified slightly some of the original elements of Principle 5.

PRINCIPLE 6   APPROVING NAMES FOR UNNAMED FEATURES

In approving names for previously unnamed features for which no local names are found to be in use, the following sources are recommended: descriptive names appropriate to the features; names of pioneers; names of persons who died during war service; names associated with historical events connected with the area; and names from Aboriginal languages formerly identified with the general area.

Notes:

1. Names authorities themselves rarely initiate naming. They do, however, investigate to determine if local names, especially those used by Aboriginal peoples, may be in use, prior to evaluating new proposals.

2. The names authorities welcome submissions from local authorities, climbing expeditions, surveying parties, resource development companies and similar groups, who are encouraged to contact the appropriate names authority to determine if particular features unnamed on certain maps already have official names.

    a) Names given because of a strong association with the general area include **Larsen Sound** in Nunavut for Superintendent Henry Larsen, who commanded the RCMP patrol vessel St. Roch for several years; and **Mount Jimmy Simpson** in Alberta, for a noted guide in Banff and Jasper National Parks.

3. Proposed names with significance to specific groups only, names with no relevance to a particular area or names likely to generate local opposition, are usually not acceptable for approval.

    a) Names rejected include **Bad Food Mountain** and **Watermelon Mountain** because they were trite and had significance to only a small number of people.

4. The unofficial use of names in publications is no assurance they will be adopted by a names authority.

5. Pioneers and prominent community developers are often commemorated by geographical names.

    a) The name **Schwartz Lake** was given in 1986 in northern Saskatchewan in honour of Henry and Mary Schwartz, pioneers whose families settled in Saskatchewan in 1910.

6. Several thousand of Canada's war dead have been commemorated in the names of geographical features. Each provincial and territorial names authority has lists of World War II casualties from which it may choose suitable names.

    a) On 5 May 1949, a group of three lakes in northern Manitoba was named **Mynarski Lakes** in honour of Pilot Officer Andrew Charles Mynarski, who was posthumously awarded the Victoria Cross. He died in France in 1944 after risking his own life in an attempt to save a comrade trapped in their burning Lancaster bomber.
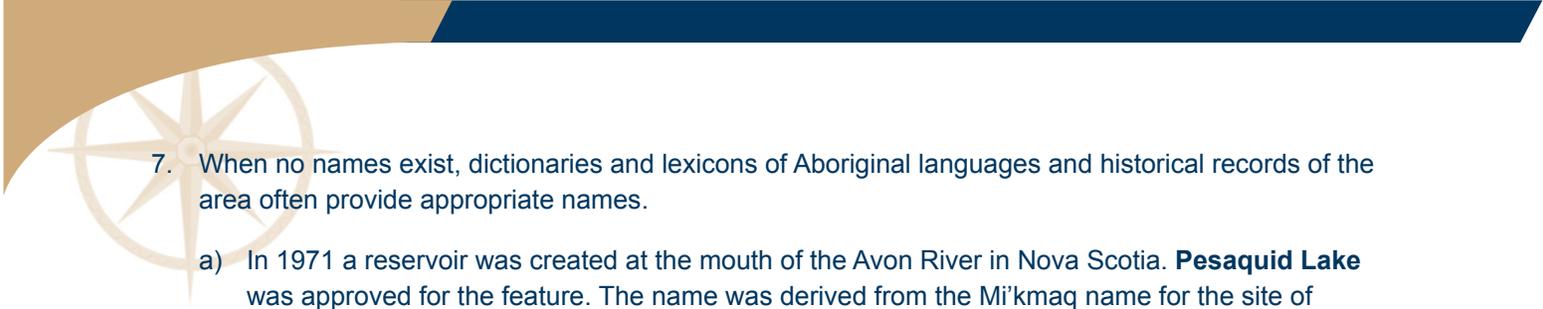
7. When no names exist, dictionaries and lexicons of Aboriginal languages and historical records of the area often provide appropriate names.

a) In 1971 a reservoir was created at the mouth of the Avon River in Nova Scotia. **Pesaquid Lake** was approved for the feature. The name was derived from the Mi'kmaq name for the site of Windsor, which is adjacent to it.

b) When Mactaquac Lake was created in the 1960s behind a dam in the Saint John River valley, upriver from Fredericton, N.B., numerous new geographical features resulted. The name **Scoodawabscook Bend** was given to a prominent turn in the lake. "Scoodawabscook" is derived from the Maliseet name for nearby Longs Creek.

PRINCIPLE 7   FORM AND CHARACTER OF NAMES

Geographical names should be recognizable words or acceptable combinations of words and should be in good taste.

Notes:

1. Names that are composed from unnatural or incongruous combinations of words, including combinations of words of different languages and fusions of forename and surname elements, are usually not accepted.

    a) An example of an unacceptable combination of words is **Gowythgas Mountain**, which was rejected for a feature in Yukon in 1979.

2. Discriminatory or derogatory names (as applied to populated places and geographical features) are those perceived, at a given point in time, to be offensive, demeaning or harmful to the reputation of individuals or to social, ethnic, religious or other groups. It is recognized that the perception of "discriminatory" or "derogatory" may vary through time and from place to place. In response to requests from the public, the appropriate status of any names deemed to be discriminatory or derogatory will be investigated.

    a) An example was the change in 1966 of **Nigger Island** near Belleville, Ontario, to **Makatewis Island**; and in 1997 in Alberta, **Chinamans Peak** was rescinded, to be replaced a year later by **Ha Ling Peak**.

3. At one time, names that were deemed cumbersome and unpronounceable were shortened or rejected. In recent years, the names boards have been more open to the approval of names with long specifics.

    a) Examples are **Pekwachnamaykoskwaskwaypinwanik Lake** in Manitoba and **Île Kuchistiniwamiskahikan** in Quebec.

4. Company or commercial product names are usually rejected to avoid publicizing a particular commercial or industrial firm.

    a) An example is **Irvco**, a name proposed in 1968 for a railway siding in New Brunswick. It was rejected because it would have drawn attention to the Irving Oil Company.
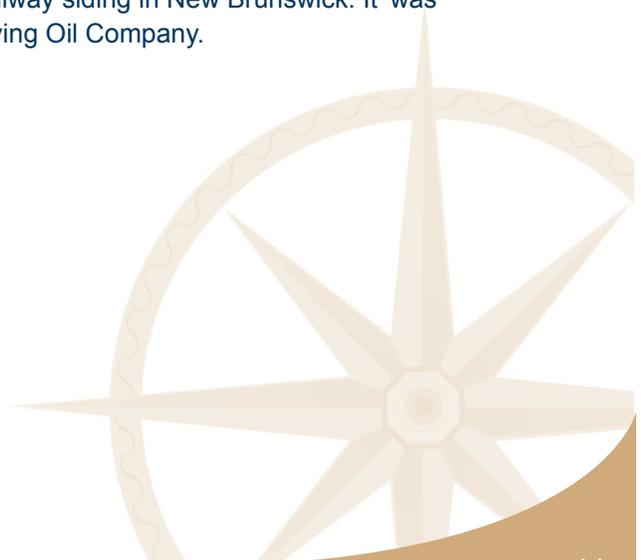
PRINCIPLE 8   LANGUAGE FORMS AND TRANSLATION

A name should be adopted in a single language form, although other forms may be accepted where in use and when sanctioned by the appropriate names authority. A name should, where possible, be written in the Roman alphabet. A name derived from languages other than English or French should be written according to the considered opinion of linguistic specialists and be acceptable to the appropriate names authorities and the language communities concerned. Names of selected geographical entities of pan-Canadian significance, first established by the Treasury Board of Canada in 1983 and later updated by the Geographical Names Board of Canada, are recognized in both English and French for use on federal maps and in federal texts.

Notes:

1. Names of Inuit and Amerindian origin are normally approved in Roman orthography, using the standard letters and diacritics available. In some names of Aboriginal origin in British Columbia, the apostrophe is used to indicate the glottal stop. Examples are **'Adade Yus Mountain** and **K'i Island**.

   However, in recent years, some geographical names had been approved using "hard-to-construct" characters, which necessitated special coding in the Canadian Geographical Names Data Base (CGNDB) until international standards were approved for such characters. For example, the "Ł" in **Łutselk'e** (N.W.T.) was coded in the CGNDB as {1}; and the "X̱" in **X̱ây Gûn** (Y.T.) was coded as {3}. The CGNDB is now able to display these "hard-to-construct" characters.

2. The specific element of a name derived from another Roman-alphabet language should follow the accepted romanized form of such names, including the diacritics where appropriate.

   a) Examples of names with specifics from other languages are **Müller Ice Cap** (Nunavut), **Branche Würtele** (Que.) and **Cañon Fiord** (Nunavut).

3. Geographical names on federal maps should be only those approved by the GNBC and those shown on the list of names of pan-Canadian significance shown in Appendix 4.

   a) On a bilingual map, both **St. Lawrence River** and **Fleuve Saint-Laurent**, and **Red River** and **Rivière Rouge** are used, because they are in the list of pan-Canadian names. Otherwise, only names as approved by the appropriate names authorities should be shown on official federal maps.

   b) In cases where two unilingual federal maps are produced, the French language map and the English language map will portray names like **Williston Lake** (B.C.), **The Missouri Coteau** (Sask.), **Notre Dame Bay** (N.L.), **Rivière aux Marais** (Man.), **Lac Seul** (Ont.), **Rivière aux Outardes** (Que.) and **Gros Morne** (N.L.).

   Some provinces and territories recognize the use of "equivalent" or "alternate" names to the official names. More information on these types of names and their use can be found on the GNBC Web site.

4. In geographical names in federal texts, generic terms may be translated. Some suggested equivalent terms in each of Canada's official languages are set out in the *Glossary of Generic Terms in Canada's Geographical Names*, produced jointly in 1987 by the CPCGN (now known as the GNBC) and the Translation Bureau. Subsequent additions to the list of generics have been published in the past in *Canoma* and *Terminology Update*. Updated information on generics is available from the GNBC Secretariat.

   a) In a narrative text, **Wilson Point** (Ont.) could become **pointe Wilson** in a French text, and **Étangs Morin** (N.B.) may be written as **Morin Ponds** in an English text.

5. In geographical names in federal texts, the specific element of a name and the name of a populated place should not be translated unless otherwise authorized by the appropriate names authorities.

   a) **Crowsnest Pass** (Alta., B.C.) should become **col Crowsnest** in a French text, not **col du Nid de Corbeau**. **Rivière Grosses Coques** (N.S.) could become **Grosses Coques River** in an English text.

   b) As a rule, names of populated places should remain the same (i.e., untranslated) in both English and French texts. Examples from Digby County, (N.S.) are **Church Point**, **Grosses Coques**, **Belliveaus Cove** and **New France**.

   c) However, Manitoba and Ontario have authorized the translation of the specific element of some names, for example **Plum River** and **Rivière aux Prunes** (Man.), and **Thunder Bay** and **Baie du Tonnerre** (Ont.) in texts.

6. Geographical names of features may remain in their original language without translation of the generic. A descriptive term may be added to indicate the true nature of the feature.

   a) Examples of the retention of French generics in English text are <u>Lac</u> **Saint-Jean** (Que.) and <u>Îles</u> **de la Madeleine** (Que.) (with initial letters capitalized).

   b) Examples of English generics retained in a French text are **Hells** <u>Gate</u> (B.C.) and **Turtles** <u>Back</u> (Man.).

   c) In an English text, **La Razade d'en Haut**, an island in Quebec, could be accompanied by the word "island," which reveals the nature of the feature.

   d) In a French text, **Giant Steps**, a set of falls in Alberta, could be accompanied by the word "chutes," which explains the nature of the feature.

PRINCIPLE 9   SPELLING STANDARDS IN ENGLISH AND FRENCH

The spelling and accenting of names should agree with the rules of the language in which they are written. In English, hyphenation and the genitive apostrophe should be approved only when well established and in current usage.

Notes:

1. In names approved in English, all words should normally be spelled out, with initial letters of each word capitalized except for articles and particles within names.

    a) **Frenchman River Wildlife Refuge** (Sask.) and **Solomons Temple Islands** (Nunavut) are examples of names where all initial letters are capitalized.

    b) **Lake on the Mountain** (Ont.) and **Sons of the Clergy Islands** (Nunavut) are examples where articles and particles within names are spelled with lower case initial letters.

2. In names approved in French, within a French text, the generic and any "linking" elements are spelled with lower case initial letters. Only the specific elements will be capitalized. However, when the generic is preceded by a qualifier, the letter is always capitalized, e.g., **rivière du Monument** (Que.) and **Petite rivière du Monument** (Que.). In an English text, the first word of a French name is usually capitalized.

3. Multiple-word names of populated places with one or more French elements should be hyphenated, except if otherwise approved by the appropriate names authority. An article or a preposition at the beginning of a name is not hyphenated with the following word. Accents should be used on upper case letters in French.

    a) **Pointe-Sapin-Centre** (N.B.), **Durham-Sud** (Que.) and **Saint-Aimé-du-Lac-des-Îles** (Que.) are examples of populated places with hyphens.

    b) Examples of names of populated places of French origin approved without hyphens are **Lac la Nonne** (Alta.), **Ste. Amélie** (Man.) and **Sault Ste. Marie** (Ont.).

    c) Examples of names with initial unhyphenated articles and prepositions are **La Coulée** (Man.) and **De Beaujeu** (Que.).

    d) Examples of names with accented upper case letters are **Les Éboulements** (Que.) and **Île-à-la-Crosse** (Sask.).

4. In French, the generic and specific are not linked by hyphens. Examples are **Ruisseau Doré** (Que.) and **Monts Deloge** (Que.).

5. Hyphens are not used in multiple words of non-administrative French toponyms, except when they are already joined by hyphens as recognized expressions. Examples are **Ruisseau de la Pointe Horse** (Que.) but **Rivière Brûle-Neige** (Que.) and **Anse de Cap-Chat** (Que.).

6. In French, specific elements with two family names, or a given name plus a surname, or names with titles require hyphens. Examples are **Ruisseau Léopold-Caron** (Que.) and **Pointe Louis-XIV** (Que.).

7. Some geographical names, including the forms Saint, Sainte, Saint-, Sainte-, St, Ste, St-, Ste-, St., Ste., St.-, Ste.- and their plural forms, are official forms and should not be modified in any way.

PRINCIPLE 10   UNIFORMITY IN THE SPELLING OF THE NAMES

Names of the same origin applying to various service facilities in a community should conform in spelling with the official name of the community. Names with the same specific for associated features should agree in form and spelling.

Notes:

1. In many instances, local consultation has achieved conformity between community names and names of various facilities.

   a) In the 1960s, the police village of **Monkland** in eastern Ontario was called **Monklands** by the Canadian Pacific Railway and **Monckland Station** by the Post Office Department. A canvass of postal patrons in 1966 revealed a preference for **Monkland**, and the CPR agreed to change to the same form of the name.

   b) In 1986, the municipality of **Saint-Tharcisius** in Quebec requested a change in the spelling of the name of the post office, **Saint-Tharsicius**, to agree with the municipality's name. The change was made in the spring of 1987.

2. Specifics of names of associated features derived from the same source should agree in their form and spelling.

   a) As a hypothetical example, if a watercourse has the name **Sandcherry Creek**, the forms **Sand Cherry Lake** and **Sand Cherries Cove** should be avoided for nearby features.

   b) In July 1974, the name **Wakwayowkastic River** in Ontario was respelled **Wekweyaukastik River**. Later the name **Wakwayowkastic Rapids** was respelled **Wekweyaukastic Rapids** to conform.

PRINCIPLE 11   DUPLICATION

Where established names are duplicated or are similar in sound or spelling and tend to cause confusion, local assistance will be obtained to achieve distinction among them. In giving new names, duplication to the extent that confusion may result in a local community should be avoided.

Notes:

1. During the first half of the 20th century, there was considerable concern about duplicating the names of populated places in the same province, and of duplicating the names of physical features within the same general area. Large numbers of features with the names **Mud Lake**, **Trout Lake** and **Long Lake** were renamed, often with no consultation with the local population.

   a) Several names of populated places in Quebec are duplicated, but it is left to the Commission de toponymie du Québec and the various service agencies to devise their own ways of distinguishing one place from another.

   b) Prince Edward Island has two places called **Baltic**; Nova Scotia has four places called **Brooklyn**; and Newfoundland and Labrador has several populated place names duplicated, including **Seal Cove** and **Little Harbour**.

   c) Duplication of names in western and northern Canada is less prevalent, perhaps because there has been a greater concern in naming in the past 100 years to avoid misdirecting mail and goods.

2. In recent years, the principle has been relaxed to allow duplication of names and physical and cultural features where no local confusion exists.

   a) Several common names for physical features have been restored. In 1936 the Geographic Board of Canada renamed **Big Gull Lake** in Frontenac County, Ont., calling it **Clarendon Lake** after the township in which it is partly located. In 1962 the name **Big Gull Lake** was restored, following a request by area residents and resort owners.

   b) Near Belleville, Ont., there is a community called **Marysville**. Another community with the same name is located 60 kilometres to the east on **Wolfe Island**. Wolfe Island was approved as the name of the unincorporated village until 1977, when the Ontario Geographic Names Board approved the use of **Marysville**, while retaining **Wolfe Island** as the postal name. Post office names are no longer shown on federal topographic maps.

PRINCIPLE 12   GENERIC TERMINOLOGY

A geographical name usually includes both a specific and a generic element. The generic term in a newly approved geographical name should be appropriate to the nature of the feature. Its position in the name should be dictated by euphony and usage. The generic term will be recorded in English, in French or in an Aboriginal language by the names authority concerned.

Notes:

1. Generic terms should indicate the type of feature being identified. If an area of permanent ice is really an "icefield" and not a "glacier," "icefield" should be approved as the generic element of the name. If a watercourse is smaller than named "rivers" nearby, the use of another term, such as "brook," "creek" or "stream" would be more appropriate (Appendix 2).

2. Normally, in French, the generic term precedes the specific, as in **Pointe au Père** (Que.), although with some adjectives, the generic may follow, as in **Le Grand Coteau** (Que.).

3. In English, the generic normally follows the specific. However, "lake," "mount," "cape" and "point" may either precede or follow. "Mount" generally precedes a personal name, as in **Mount Rundle** (Alta.) and **Mount Caubvick** (N.L.).

4. For translation in texts, the appropriate generic should be used. Equivalent terms in each of Canada's official languages are set out in the 1987 *Glossary of Generic Terms in Canada's Geographical Names* (Canadian Permanent Committee on Geographical Names – now the Geographical Names Board of Canada – and the Translation Bureau, Department of Public Works and Government Services). This publication also provides definitions of generic terms and notes terminology that may have regional use in Canada. Subsequent additions to the list of generics were published in the past in *Canoma* and in *Terminology Update*. Updated information on generics is available from the GNBC Secretariat.

5. If long-established names include generic terms that do not conform to accepted definitions, the terms will usually be retained by the names authorities, if they are commonly used and widely known.

6. Sometimes a name has been rendered bilingual by including both French and English generic terms. The use of more than one generic term with a name, in a text or on a map, should be avoided. Such pivotal forms as **Pointe aux Cerises Point** or **Anse à Ferguson Cove** are not recommended.

7. Sometimes the specific includes a false generic, such as **Blue <u>Rocks</u> Island** (N.S.) and **Chenal de l'<u>Île</u> à Cochon** (Que.). These forms are quite acceptable, the generics in these cases being "island" and "chenal."

8. Occasionally a name of Aboriginal origin has fused with the specific, a generic term that is similar in meaning to the French or English generic of the toponym. Examples are **Mississippi River** (Ont.), **Pekwawinneepi Creek** (Man.) and **Lac Matonipi** (Que.). Names such as these are quite acceptable.

9. More jurisdictions are approving generics in Aboriginal languages. Examples are **Vakak <u>Njū</u>** (lake) in Yukon, **Suzanne <u>Bung'hun</u>** (lake) in British Columbia and **Pakwatew <u>Ministik</u>** (island) in Alberta.

PRINCIPLE 13   USE OF QUALIFYING TERMINOLOGY

Qualifying words may be used to distinguish between two or more similar features with identical specific forms. Such words may be derived from other local names or features, or may be terms such as "upper," "new," "west branch," "nouveau," "petit" and "gros." Whenever possible, however, new names should be distinctive.

Notes:

1. In the Atlantic provinces, numerous places are distinguished by qualifying terms, such as **Lower Hainesville**, **Central Hainesville** and **Upper Hainesville** in New Brunswick, and **Leading Tickles South** and **Leading Tickles East** in Newfoundland and Labrador. Lakes and islands are often distinguished by qualifying terms, such as **Big Quill Lake** and **Little Quill Lake** in Saskatchewan, **Cornwallis Island** and **Little Cornwallis Island** in Nunavut, and **Lac Marsoui** and **Petit lac Marsoui** in Quebec.

2. When a specific of a name occurs frequently, it is often useful to append an area name to the name in use.

    a) **White Lake** occurs frequently in eastern Ontario. In 1948, one of them was renamed **Ashden Lake** because it was partly in Ashby Township and partly in Denbigh Township. As the created name was not locally accepted, it was renamed **Ashby White Lake** in 1968.

3. Sometimes when the same community has developed in two parts, distinctive names are needed.

    a) **Altona** (Man.) is a village two kilometres north of the original settlement, which is locally and officially called **Old Altona**.

PRINCIPLE 14 — NAMES OF SMALL FEATURES

Except where local and historic usage dictates, the official approval of a name of a minor feature should be guided by the relative significance of the feature, the familiarity with the name and the scale of mapping available.

Notes:

1. Where features are extremely small (e.g., a two-metre pillar on a mountainside), their names are not usually adopted for inclusion in gazetteers or for portrayal on maps. Such names, however, may be considered approved or unapproved, depending on the status given by toponymic authorities to these types of features, and are all recorded in the Canadian Geographical Names Data Base.

2. In Canada, the occurrence of features deemed too small to have their names officially recognized is rare. Such named features are in rugged mountainous terrain. Otherwise, names for virtually all features on more level terrain and in Canada's lakes, rivers and other water bodies may be approved for official use. Small underwater features, especially those deemed to be a danger to safe navigation, are usually given official names.

GENERAL PROCEDURE 1

HOW TO PROPOSE A NEW NAME OR A NAME CHANGE

Only in exceptional circumstances does the GNBC itself initiate naming. Most new names approved by the Board, through the jurisdictions of its provincial, territorial and federal members, are submitted by the general public and by organizations. Such names should be for specific geographical features.

Individuals or organizations contemplating the publication of official geographical names should submit proposals to the provincial or territorial authority. The consideration of new names may require considerable time, particularly when local investigation is required. The publication of unauthorized names will not necessarily result in their official recognition.

Descriptive names, local names and names relating to the history of an area are preferred. The following information, accompanied by adequate documentation, will facilitate the decision-making process:

   a)   location by latitude and longitude, specifying map consulted;
   b)   identification on a map indicating precise extent of the feature; digital delineations are also accepted when available;
   c)   photographs or sketches;
   d)   reasons for proposal or name change (i.e., why proposal is being made);
   e)   origin and meaning of name proposed;
   f)   names, addresses and telephone numbers of long-time residents of the area who can verify well-established local usage.

When a proposal is received, procedures vary depending on the jurisdiction. A provincial, territorial or federal authority would generally investigate a name by consulting the residents in the area, historical documents and files, and other sources. A decision to approve or reject would then be made, based on the available information.

Proposers should consider the GNBC principles for naming before making a submission. Names for geographical features within an area of joint jurisdiction (provincial/territorial and federal) may be submitted in writing to the GNBC Secretariat or to the appropriate jurisdictions.

Inquiries concerning geographical nomenclature in Canada, proposals concerning new names or changes in the form, spelling or application of existing names may be submitted in writing to the appropriate GNBC member or to the GNBC Secretariat.

Reliable, preferably documented, information concerning corrections in the use, spelling or application of toponyms on maps and charts and in other publications is welcomed.

The list of GNBC members can be found on the GNBC Web site at **geonames.NRCan.gc.ca** or by contacting the GNBC Secretariat.

GNBC Secretariat
615 Booth Street
Ottawa ON Canada K1A 0E9
Telephone: 613-992-3892
Fax: 613-943-8282
E-mail: geonames@NRCan.gc.ca

GENERAL PROCEDURE 2

WHERE TO INQUIRE ABOUT POLICIES AND PRINCIPLES ON NAMING AND ABOUT INFORMATION ON THE ORIGIN AND USE OF NAMES AND TERMINOLOGY

Please note that although each provincial and territorial names authority endorses the principles and procedures outlined in this booklet, some of these authorities have developed their own particular set of rules and guidelines.

General inquiries about the Board and its policies and publications may be submitted to:

GNBC Secretariat
615 Booth Street
Ottawa ON Canada K1A 0E9
Telephone: 613-992-3892
Fax: 613-943-8282
E-mail: geonames@NRCan.gc.ca

For inquiries concerning names of specific features in the provinces and territories, suggestions for new names, corrections and proposals for name changes, please consult the list of resources available on the Geographical Names Board of Canada Web site at **geonames.NRCan.gc.ca**, or from the GNBC Secretariat at the above address.

APPENDIX 1   GUIDELINES FOR NAMES OUTSIDE CANADA FOR OFFICIAL CANADIAN USE

In 1982, the Canadian Permanent Committee on Geographical Names (now known as the Geographical Names Board of Canada) approved the following guidelines for the treatment of names of countries, populated places and political, cultural and natural features outside Canada, for use on Canadian maps and charts:

1. Names of sovereign states

a) to be rendered in English and French forms as provided by Foreign Affairs and International Trade Canada to the Secretariat of the Geographical Names Board of Canada.

2. Populated places in countries outside Canada

a) to be rendered according to decisions in published gazetteers of the names authority in each state, as published in Roman or romanized form;

b) if no national gazetteer exists, to be determined through consultation of recent atlases and maps produced by each state;

c) if no recent national gazetteers, atlases, or maps are available, to be determined by the GNBC Secretariat through consultation of other sources deemed to reflect forms acceptable to each national authority concerned; and

d) to have their traditional English and/or French exonyms indicated in brackets in text after the national form, or in smaller type in brackets on maps, as an option, if the names are deemed to be necessary to identify the places (e.g., **Canton** could accompany **Guangzhou**).

3. Names of other features within sovereign states

a) to be rendered according to decisions in published gazetteers of the names authority in each state, as published in Roman or romanized form;

b) if no national gazetteer exists, to be determined through consultation of recent atlases and maps produced by each state; and

c) if no recent national gazetteers, atlases or maps are available, to be determined by the GNBC Secretariat through consultation of other sources deemed to reflect forms acceptable to each national authority concerned.

4. Names of features adjacent or common to two or more sovereign states

a) to be rendered in both English and French if the map or document is designed for both English and French audiences (e.g., **English Channel** and **La Manche**);

b) to be rendered in English only if the map or document is designed for English readers only (e.g., **Red Sea** only); and

c) to be rendered in French only if the map or document is designed for French readers only (e.g., **Mer Rouge** only).

APPENDIX 2   GUIDELINES FOR THE APPLICATION OF MOUNTAIN NAMES

In 1985 the Canadian Permanent Committee on Geographical Names (now known as the Geographical Names Board of Canada) approved the following guidelines for the application of names of mountains and related physical features:

Except where local and historic usage dictates otherwise:

1. Persons presenting names for mountains and related physical features must delineate them on the most appropriate scale of map prior to formal submission.

2. The coordinates of the named features should be applied to the area within the highest contour. Where there are clusters of two or more highest contours, so that an individual high summit cannot be identified, the name should be applied to the highest contour enclosing them. Secondary features may be named separately, providing the density of use and development of the area warrants such naming.

3. Names of minor features, such as walls, gendarmes, chimneys, pillars, etc., normally should not be officially adopted, although they will be recorded as unapproved names in the Canadian Geographical Names Data Base.

4. The generic should be appropriate to the shape of the feature, e.g., tower, spire, peak, dôme, chaînon, butte, etc.

5. In English, the generic "mount" usually precedes the specific when such a feature is named for a person.

6. Plural forms, such as "peaks," should be avoided, unless it is impractical to do so.

APPENDIX 3   COMMEMORATIVE NAMING GUIDELINES

Definition: Commemorative naming

For the purposes of these guidelines, commemorative naming refers to the naming of natural or cultural features after persons or events, as a way to honour the person or event in question.

I   Objective

To encourage the standardization of existing policies, principles and procedures associated with commemorative naming throughout Canada.

II   Guiding principles

When proposing or considering a commemorative name, the following principles will be adhered to, unless they conflict with an existing policy of the naming authority in question:

1. A proposed name will only be considered for persons posthumously; a minimum of five years must elapse from the date of death before a commemorative name proposal will be considered. For events, at least twenty-five years must have elapsed since the occurrence of the event.

2. A commemorative name will only be considered for subjects with a strong association with the area or feature, or of outstanding significance to the cultural legacy or development of the area, the province, the territory or the nation.

3. A proposed name will be supported by the local community and reach beyond a single or special interest group.

4. A commemorative name will not be used to memorialize victims or mark the location of accidents or tragedies.

5. A commemorative name will not be considered for adoption if a well-established and acceptable name already exists for the feature.

6. Ownership of land does not confer the right or entitlement to apply a commemorative name to a geographical feature. The use of unofficial commemorative names in publications, or in landscape dedications or markers, is no assurance that they will be adopted into official geographical names records.

III   Procedures

Before contemplating a proposal and undertaking the necessary research, proponents should contact the appropriate names authority in the province or territory where the feature is located, in order to obtain guidelines and procedures for establishing a commemorative name in that jurisdiction. Some jurisdictions have application forms, and most will require some or all of the following:

(a) Map or chart delineating the feature to be named;

(b) Rationale for the proposal;

(c) Evidence that the feature is unnamed and that the proposed name is acceptable and has broad community support;
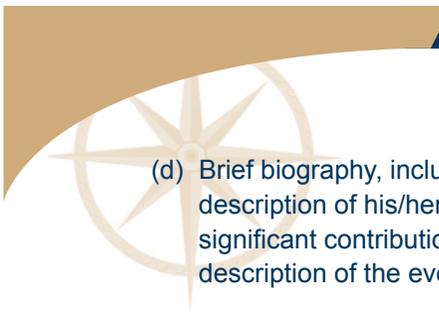
(d) Brief biography, including the date of death of the person to be commemorated, *including* a description of his/her association with the area where the feature is located, and an explanation of the significant contribution that would single him/her out for commemoration in this fashion; for events, a description of the event and its association with the feature in question;

(e) Statement of the proponent's relationship to the person or event to be commemorated;

(f) Proposals should be submitted directly to the appropriate names authority in the province or territory where the feature is located. The proposal should be signed and include a complete mailing address and daytime telephone number and/or e-mail address of the proponent.

IV Other means of commemoration

Besides the naming of natural and cultural features, other commemorative naming possibilities exist and should be considered. Please contact the provincial or territorial naming authority to determine its jurisdiction over constructed facilities. Or contact the local municipality, school board, university or college, etc., to determine criteria and procedures for commemorative naming.

APPENDIX 4   OFFICIAL LANGUAGES AND GEOGRAPHICAL NAMES ON FEDERAL GOVERNMENT MAPS AND THE LIST OF NAMES OF PAN-CANADIAN SIGNIFICANCE

In 1983, the Treasury Board of Canada established a policy for using geographical names in English and French on federal government maps and charts, as set out in TB Circular 1983-58. The Circular also provided a list of names of pan-Canadian significance approved in both official languages for use on federal government maps and charts. TB Circular 1983-58 was superseded, as stated in *Treasury Board Manual*, Chapter 5-3, of June 1, 1993. However, the purpose and application of the policy remained in effect, in that both official languages of Canada related to the list of names of pan-Canadian significance continued to be consistently shown on federal maps and charts by federal government departments and agencies.

In 2005, the Treasury Board of Canada Secretariat devolved the responsibility of maintaining the list of names of pan-Canadian significance to the Geographical Names Board of Canada. Since 1897, the Geographical Names Board of Canada and its predecessors have been responsible for coordinating all matters affecting geographical nomenclature in Canada. The Order in Council P.C. 2000-283 (Appendix 9) states that *". . . departments, agencies and Crown corporations shall accept and abide by the decisions of the Board with regard to Canadian geographical nomenclature . . . ."*

Therefore, the Guidelines originally set out in the former TB Circular 1983-58 now become a policy of the Geographical Names Board of Canada and are enumerated below.

In addition, the list of names of pan-Canadian significance should continue to be used. Proposed changes to the list are carefully reviewed by the GNBC before being put into effect. The most current list of names of pan-Canadian significance is appended at the end of Appendix 4, and future updates will be available on the GNBC Web site at **geonames.NRCan.gc.ca** or by contacting the GNBC Secretariat.

Policy

A. Purpose

To set out guidelines on the use of the official languages in Canadian geographical names *on federal government maps and charts.*

B. Introduction

The guidelines flowed from a number of major considerations. First, of course, are the provisions of the *Official Languages Act* and the Canadian Charter of Rights and Freedoms. Government policy must therefore ensure that members of both official language groups using federal maps and charts have their needs met in a consistent manner. The use of names on federal maps and charts is also an important element in creating a national image, one that portrays Canada as a country whose heritage is shared by members of both official language groups.

Names on federal maps ought generally to conform to the names found in legal documents, on highway signs, etc., that is, the names chosen by provincial and territorial authorities in their jurisdictions, and

by federal authorities in areas under their jurisdiction. In addition, the names of cities, towns and municipalities that have been incorporated provincially and territorially have a legal status that should be recognized. The federal policy approach takes into account the requirements for effective and cost-efficient presentation of information on maps.

Guidelines on official languages and geographical names were developed in the 1980s in consultation with the Canadian Permanent Committee on Geographical Names (now known as the Geographical Names Board of Canada), composed of representatives from all then-existing provinces and territories and the major federal institutions concerned, including the Translation Bureau.

For the purposes of these guidelines, geographical entities of pan-Canadian significance with well-known forms in both official languages have been listed, including the largest entities in Canada, as well as those with national historical significance. These names are considered part of the Canadian national heritage.

The guidelines refer only to federal government maps and charts. Inquiries concerning the treatment of geographical names in prose texts in the other official language should continue to be addressed to the Translation Bureau's Terminology Standardization Directorate.

C. Guidelines

1. These guidelines come into force immediately for new maps; for maps now in print or being printed, they are to be implemented when other revisions are required.

2. Names of geographical entities of pan-Canadian significance having well-known forms in both official languages were established by the President of the Treasury Board on the recommendation of the Canadian Permanent Committee on Geographical Names (now known as the Geographical Names Board of Canada). These names are to appear in both their forms on a bilingual map, or, in the case of separate English and French versions of a map, in the form appropriate to the language of the map.

3. All other geographical names, including the names of cities, towns and municipalities that have been incorporated provincially/territorially, are to appear on federal government maps in the forms adopted by the provincial/territorial or federal authorities in whose jurisdiction the entities lie. As far as federal institutions are concerned, such names are authorized or recognized for official use by the Geographical Names Board of Canada.

4. Existing official language policies regarding published materials continue to apply (see the *Communications Policy of the Government of Canada,* the Federal Identity Program policy and Treasury Board's Official Languages policy). Consequently, among other requirements, maps are to be available in both official languages, if they are for use by members of both official language groups; for bilingual maps, all information contained in titles, legends, explanatory notes and descriptive labels is to be displayed in both official languages; the quality of the content and of the format is to be the same in both versions.

D. Inquiries

Inquiries concerning geographical names in these guidelines may be directed to:

GNBC Secretariat
615 Booth Street
Ottawa ON Canada K1A 0E9
Telephone: 613-992-3892
Fax: 613-943-8282
E-mail: geonames@NRCan.gc.ca
Web site: geonames.NRCan.gc.ca

Inquiries concerning translation and other official language versions of official geographical names in texts may be directed to:

SVP Service
Translation Bureau
Terminology Standardization Directorate
Telephone: 819-997-4814
Fax: 819-953-6793
E-mail: btterminosvp.tbterminosvp@pwgsc-tpsgc.gc.ca

Names of pan-Canadian significance
(July 1, 2010)

Abitibi, Lake / Abitibi, Lac
Anticosti Island / Anticosti, Île d'
Appalachian Mountains / Appalaches, Les
Arctic Ocean / Arctique, Océan
Athabasca, Lake / Athabasca, Lac
Athabasca River / Athabasca, Rivière
Atlantic Ocean / Atlantique, Océan

Baffin Bay / Baffin, Baie de
Baffin Island / Baffin, Île de
Beaufort Sea / Beaufort, Mer de
Belle Isle, Strait of / Belle Isle, Détroit de
British Columbia / Colombie-Britannique

Cabot Strait / Cabot, Détroit de
Cape Breton Island / Cap-Breton, Île du
Chaleur Bay / Chaleurs, Baie des
Champlain, Lake / Champlain, Lac
Churchill River (Man.) / Churchill, Rivière (Man.)
Churchill River (N.L.) / Churchill, Fleuve (T.-N.-L.)
Coast Mountains / Côtière, Chaîne
Columbia River / Columbia, Fleuve

Davis Strait / Davis, Détroit de

Ellesmere Island / Ellesmere, Île d'
Erie, Lake / Érié, Lac

Fraser River / Fraser, Fleuve
Fundy, Bay of / Fundy, Baie de

Georgian Bay / Georgienne, Baie
Great Bear Lake / Ours, Grand lac de l'
Great Slave Lake / Esclaves, Grand lac des

Hudson Bay / Hudson, Baie d'
Hudson Strait / Hudson, Détroit d'
Huron, Lake / Huron, Lac

James Bay / James, Baie

Labrador Sea / Labrador, Mer du
Laurentian Mountains / Laurentides, Les

Mackenzie River / Mackenzie, Fleuve
Manitoba, Lake / Manitoba, Lac

Nelson River / Nelson, Fleuve
New Brunswick / Nouveau-Brunswick

Newfoundland and Labrador/ Terre-Neuve-et-Labrador
Niagara Falls / Niagara, Chutes
Nipigon, Lake / Nipigon, Lac
Nipissing, Lake / Nipissing, Lac
North Saskatchewan River / Saskatchewan Nord, Rivière
Northumberland Strait / Northumberland, Détroit de
Northwest Territories / Nord-Ouest, Territoires du
Nova Scotia / Nouvelle-Écosse

Ontario, Lake / Ontario, Lac
Ottawa River / Outaouais, Rivière des

Pacific Ocean / Pacifique, Océan
Peace River / Paix, Rivière de la
Prince Edward Island / Île-du-Prince-Édouard

Quebec / Québec (province)
Queen Elizabeth Islands / Reine-Élisabeth, Îles de la

Rainy Lake / Pluie, Lac à la
Rainy River / Pluie, Rivière à la
Red River / Rouge, Rivière
Restigouche River / Ristigouche, Rivière
Rocky Mountains / Rocheuses, Montagnes

Sable Island / Sable, Île de
Saguenay River / Saguenay, Rivière
St. Clair, Lake / Sainte-Claire, Lac
Saint John River / Saint-Jean, Rivière
St. Lawrence, Gulf of / Saint-Laurent, Golfe du
St. Lawrence River / Saint-Laurent, Fleuve
Saskatchewan River / Saskatchewan, Rivière
South Saskatchewan River / Saskatchewan Sud, Rivière
Superior, Lake / Supérieur, Lac

Timiskaming, Lake / Témiscamingue, Lac

Ungava Bay / Ungava, Baie d'

Vancouver Island / Vancouver, Île de

Winnipeg, Lake / Winnipeg, Lac
Winnipegosis, Lake / Winnipegosis, Lac
Winnipeg River / Winnipeg, Rivière
Woods, Lake of the / Bois, Lac des

Yukon River / Yukon, Fleuve

Note: In a French text, the generic of a French geographical name would start with a lower case letter except in the case of "Territoires du Nord-Ouest."

APPENDIX 5   GNBC PROCEDURES FOR THE HANDLING OF GEOGRAPHICAL NAMES IN CERTAIN FEDERAL LANDS IN THE PROVINCES AND TERRITORIES

Approved at Victoria, 1979; amended at Halifax, 2001; amended at Kingston, 2004, and by e-mail vote November 2004; amended at Edmonton, September 2005; amended by e-mail vote January 2011.

1. Provincial/territorial and federal members of the GNBC[1] agree that unilateral decisions will not be made in national parks, national historic sites[2] administered by Parks Canada[3] and military establishments within provincial or territorial boundaries.

2. When geographical features are wholly or partly within national parks, national historic sites administered by Parks Canada and military establishments:

    a) names and name change proposals are to be referred through the Secretariat of the GNBC to the appropriate federal and provincial/territorial members of the GNBC for consideration;

    b) the Secretariat will ask the involved members for comments with an indication of a deadline;

    c) each of the federal and provincial/territorial members will file a written statement of acceptance, rejection or no comment with the Secretariat;

    d) if any member chooses to withhold comment on the proposal, that member's signature block on any resulting decision list will be replaced by a statement, signed by the Executive Secretary of the GNBC, recording that the member elected not to comment. Following the consultation referred to above, 2 (c), a decision list will be drawn up by the Secretariat. The participating members will sign and the decision list will then be returned to the Secretariat for inclusion of the decisions in the Canadian Geographical Names Data Base.[4] The Secretariat will forward copies of the completed decision list to the appropriate provincial/ territorial and federal members;

    e) in the event of failure to agree, the Chair of the GNBC will appoint a special committee for each dispute, consisting of the provincial or territorial member in whose province or territory the disputed name occurs, the federal member concerned and two or more members.

        (i) when the special committee reaches a solution acceptable to the members directly involved in the dispute, they will report the solution to the Chair, who will instruct the Secretariat to follow the procedure outlined under 2(d)

        (ii) when the special committee is unable to resolve disputes, each dispute will be listed on the agenda of the next annual meeting of the GNBC for further suggestions

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[1] Name changed from Canadian Permanent Committee on Geographical Names to Geographical Names Board of Canada on 2 March 2000.

[2] This term was changed from *national historic park* around 1995.

[3] Phrase amended to "national historic sites administered by Parks Canada," 16 September 2005.

[4] Name changed from from National Toponymic Data Base on 1 September 1990.

APPENDIX 6   GUIDELINES FOR NAMING OR RENAMING INDIAN RESERVES AND GEOGRAPHICAL FEATURES OR PLACES ON OR PARTIALLY ON INDIAN RESERVES

Approved by the Geographical Names Board of Canada on 18 October 2002; revised on 22 October 2010.

Preamble

This document deals with the procedures for naming or renaming Indian Reserves and the geographical features or places within or partially within Indian Reserves.

To clarify the roles of the First Nation band councils, Aboriginal Affairs and Northern Development Canada (AAND), and the Geographical Names Board of Canada (GNBC), the Aboriginal Communication Working Group of the GNBC has identified new guidelines to streamline the naming process. It is understood that the name(s) affected by these guidelines may be confirmed through a Geographical Names Board of Canada decision list or as required by the naming authority.

It is important to note that this document does not address any other types of lands where Aboriginal peoples may reside or that they may use. See the definition of Indian Reserve and other types of Aboriginal lands in the glossary at the end of this appendix.

I   Names of Indian Reserves

1. The First Nation Council should contact the appropriate regional office of AAND and the provincial/territorial naming authority notifying both parties of the intent to change the name of an Indian Reserve or to establish the name of a new reserve. The provincial/territorial naming authority will supply the First Nation Council with an information package developed in conjunction with the Geographical Names Board of Canada (GNBC).

2. The naming authority reviews and advises on the proposal from a toponymic perspective (location, meaning, spelling and origin of the name) and works, if requested, with the First Nation Council to complete the naming process.

3. The name is adopted by a Band Council Resolution (BCR) followed by the preparation of an Order in Council or a Ministerial Order required to officially effect a name change for the Indian reserve. The original BCR and Order in Council are forwarded to AAND's Indian Land Registry, according to existing procedures.

4. The new name will be added to the Indian Land Registry and made available in such a form as to provide the new name, effective date and boundaries for entry into the Canadian Geographical Names Data Base as well as to the appropriate provincial/territorial naming authority.

II Names of geographical features and places located entirely within Indian Reserves

The following guidelines are concerned solely with names for geographical features or places that are entirely within the limits of an Indian Reserve. Aboriginal Affairs and Northern Development Canada will hand over the authority for approving such names to the Aboriginal community residing on or using the reserve. The intent is to streamline the naming process.

1. The First Nation Council contacts the appropriate provincial/territorial naming authority notifying them of their intention to name (or rename) geographical features or places on their Indian Reserve.

2. The naming authority reviews and advises on the proposal, ensuring that the proposal conforms to existing policies and procedures. If required, it works with the First Nation Council to complete the naming process.

3. The proposal is adopted by a Band Council Resolution (BCR) and must be forwarded to the appropriate provincial or territorial naming authority for entry into provincial/territorial and national names data bases. Where required, the BCR should be submitted to the provincial/territorial Minister and submitted for entry into provincial/territorial and national names databases.

III Names of geographical features and places located partially on Indian Reserves

A naming proposal for a geographical feature or place on or crossing the boundary of an Indian Reserve may be received from any number of sources, including community councils, First Nations Councils, local trappers, anglers, fishers and other residents. An information package, developed in conjunction with the Geographical Names Board of Canada (GNBC) will be provided for the proponent's use and reference.

1. The First Nation Council, if it is not the originator of the proposal, will be notified by the proponent of the proposal.

2. The originator of a proposal must provide evidence of correspondence with affected First Nations groups to the provincial, territorial or federal authorities.

3. Equal input from the First Nation Council and the province/territory/federal jurisdiction will be necessary and shall be integrated with the proposal documentation.

4. The Council and the authority (or authorities) on the other side of the boundary (whether federal, provincial or territorial) must agree to the naming or renaming proposal.

5. Once there is agreement, the name(s) shall be adopted according to existing procedures in the province/territory for entry into provincial/territorial and national names data bases for wider distribution. Where required, the name(s) should be submitted to the provincial/territorial Minister and submitted for entry into provincial/territorial and national names data bases for wider distribution.
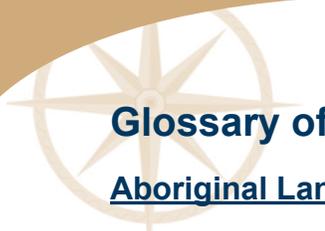
Glossary of terms

Aboriginal Lands

Lands that:

- are reserved lands within the meaning of the *Indian Act*;
- are land claim settlement lands over which Aboriginal governments may exercise jurisdiction;
- are Métis Settlement areas, as defined in section 1(p) of the Métis Settlements Act, S.A. 1990, c. M-14.3, and
- any other lands that may be provided by the provinces and which are subject to similar regimes;
- are held by, or on behalf of, an Aboriginal group under conditions where they would constitute "lands reserved for the Indians" under section 91(24) of the *Constitution Act, 1867*;
- are any other land by agreement of the Aboriginal group, Canada and, where affected, the relevant province or territory.

Indian Reserve

Defined in Section 2 of the *Indian Act* as a tract of land, the legal title to which is vested in Her Majesty, that has been set apart for the use and benefit of a band.

APPENDIX 7 OTHER GNBC GUIDELINES

The GNBC has developed or is in the process of developing the following guidelines:

1. Guidelines for the names of undersea features
2. Antarctic Naming Guidelines
3. Guidelines for the treatment of transboundary features between Canada and the United States of America
4. Guidelines for the use of equivalent names for use within the French Language Services Areas in Manitoba

The guidelines are currently available or will be available shortly on the GNBC Web site at **geonames.NRCan.gc.ca**.

A paper copy can also be obtained from the:

GNBC Secretariat
615 Booth Street
Ottawa ON Canada K1A 0E9
Telephone: 613-992-3892
Fax: 613-943-8282
E-mail: geonames@NRCan.gc.ca

APPENDIX 8   ABBREVIATIONS AND SYMBOLS FOR THE NAMES OF THE PROVINCES AND TERRITORIES

When shortened forms of the names of the provinces and territories are required for general purpose use, the **English and French** abbreviations shown in the second and fourth columns are recommended. The two-letter symbol, used for example in addresses with postal codes, is listed in the centre column.

Province / Territory	Abbrev.	Symbol / Symbole	Abrév.	Province / Territoire
Alberta	Alta.	AB	Alb.	Alberta
British Columbia	B.C.	BC	C.-B.	Colombie-Britannique
Manitoba	Man.	MB	Man.	Manitoba
New Brunswick	N.B.	NB	N.-B.	Nouveau-Brunswick
Newfoundland and Labrador	N.L.*	NL	T.-N.-L.*	Terre-Neuve-et-Labrador
Northwest Territories	N.W.T.	NT	T.N.-O.	Territoires du Nord-Ouest
Nova Scotia	N.S.	NS	N.-É.	Nouvelle-Écosse
Nunavut	–	NU**	–	Nunavut
Ontario	Ont.	ON	Ont.	Ontario
Prince Edward Island	P.E.I.	PE	Î.-P.-É.	Île-du-Prince-Édouard
Quebec	Que.	QC	Qc	Québec
Saskatchewan	Sask.	SK	Sask.	Saskatchewan
Yukon***	Y.T.	YT	Yn	Yukon

*   On 6 December 2001, the Governor General of Canada proclaimed the constitutional amendment changing the name of the Province of Newfoundland to **Newfoundland and Labrador**.

**   The symbol for **Nunavut** is **NU** as of 18 December 2000. There is, as yet, no standard abbreviation for Nunavut.

*** Effective 1 April 2003, the name of the territory became Yukon, as per the *Yukon Act* (c. 7 SC 27 March, 2002). A new postal symbol and a new abbreviation have not been determined.

APPENDIX 9

ORDER IN COUNCIL ESTABLISHING THE GEOGRAPHICAL NAMES BOARD OF CANADA

P.C. 2000-283
March 2, 2000
CANADA
PRIVY COUNCIL

Her Excellency the Governor General in Council, on the recommendation of the Minister of Natural Resources, hereby revokes Order in Council P.C. 1990-549 of March 22, 1990, and makes the annexed *Order Establishing the Geographical Names Board of Canada.*

ORDER ESTABLISHING THE GEOGRAPHICAL NAMES BOARD OF CANADA

INTERPRETATION

1. The definitions in this section apply in this Order

    "Chairperson" means the Chairperson of the Board appointed under section 3. (président)

    "Board" means the Geographical Names Board of Canada established by subsection 2(1). (Commission)

    "Department" means the Department of Natural Resources. (ministère)

    "Minister" means the Minister of Natural Resources. (ministre)

ESTABLISHMENT OF BOARD

2. (1) There is hereby established a national body coordinating all matters affecting geographical nomenclature in Canada, to be known as the Geographical Names Board of Canada.

    (2) The membership of the Board shall consist of a chairperson and the following members:

    (a) an Assistant Deputy Minister of the Department;

    (b) a representative from the Mapping Services Branch of the Department;

    (c) a representative from the Geological Survey of Canada of the Department;

    (d) the Dominion Hydrographer of the Department of Fisheries and Oceans;

    (e) a representative of the Department of Indian Affairs and Northern Development;

    (f) the Director of Aboriginal Claims and Property Information of the Department of National Defence;

(g) the National Archivist of Canada;

(h) the Chief Executive Officer of the Translation Bureau, Department of Public Works and Government Services;

(i) the Director of the Historical Services Branch, National Historic Sites Directorate, Parks Canada;

(j) the Director of the Geography Division of Statistics Canada;

(k) a representative of the Canada Post Corporation;

(l) one representative appointed by each provincial and territorial government of Canada; and

(m) any additional members, including chairpersons of advisory committees established under section 9, that the Minister, may appoint.

3. The Chairperson of the Board shall be appointed by the Minister in consultation with the members of the Board.

FUNCTIONS AND POWERS OF THE BOARD

4. The Board shall develop principles, procedures and guidelines for geographical naming in Canada and on questions concerning the use of foreign geographical nomenclature.

5. The Board shall advise the appropriate authorities on programmes and resources for research and investigation into geographical names and geographical terminology.

6. Geographical name decisions approved by the appropriate federal, provincial or territorial authority, according to its respective jurisdiction, shall become official decisions of the Board.

7. (1) All questions that arise in the departments, agencies and Crown corporations of the Government of Canada respecting Canadian geographical nomenclature, and respecting foreign geographical nomenclature except where specific binding international agreements exist, shall be referred to the Board for consideration.

(2) The departments, agencies and Crown corporations referred to in subsection (1) shall accept and abide by the decisions of the Board with regard to Canadian geographical nomenclature, and shall apply, consistently with other international agreements of the Government of Canada, the principles, procedures and guidelines of the Board in the treatment of foreign geographical nomenclature.

ORGANIZATION

8. The Board shall decide on its rules of procedure and method of operation.

9. (1) The Board may establish subcommittees and advisory committees as required.

(2) The Board may recommend the appointment of chairpersons members of subcommittees and advisory committees established under subsection (1).

10. The Board shall meet in plenary session at least once every calendar year.

11. The Board shall report to the Minister at least on an annual basis.

12. The Board shall be served by a Secretariat, provided by Department, with appropriate resources to carry out its functions.

13. The Executive Secretary shall be the head of the Secretariat.

14. The Executive Secretary shall be responsible to the Chairperson for the functional activity of the Secretariat.

15. The Executive Secretary shall present a report and a proposed activity plan for the Secretariat at least annually to the Board.

16. The Executive Secretary shall, in concert with the representative of the jurisdictions concerned, have the power to deal with and decide, in the name and on behalf of the Board, all routine matters of geographical nomenclature.

REMUNERATION AND ALLOWANCES

17. (1) The members of the Board, subcommittees and advisory committees shall serve without remuneration.

    (2) Notwithstanding subsection (1), the members of the Board, the subcommittees and advisory committees, as well as the Executive Secretary and the secretaries of the subcommittees and advisory committees, may be paid their travelling and living expenses necessarily incurred in connection with the business of the Board.

18. Funding for the activities of the Board shall be provided for in the estimates of the Earth Sciences Sector of the Department.