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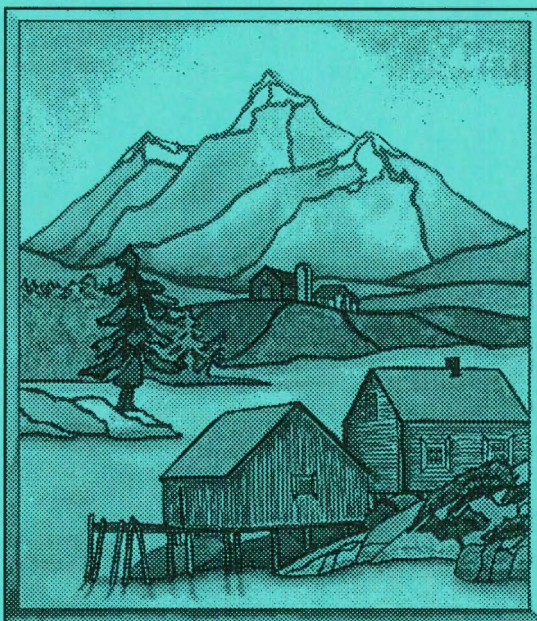
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CANADIAN PERMANENT COMMITTEE ON GEOGRAPHICAL NAMES

STRATEGIC PLAN

DECEMBER, 1997



CPCGN • CPCNG
1897 - 1997

Canadian Permanent
Committee on
Geographical Names

Comité permanent
canadien des
noms géographiques

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CANADIAN PERMANENT COMMITTEE
ON GEOGRAPHICAL NAMES

STRATEGIC PLAN

1997 UPDATE



CPCGN·CPCNG
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OVERVIEW

The Canadian Permanent Committee on Geographical Names is today the national body coordinating toponymy in Canada, establishing general principles and standards for geographical naming within the country and providing authoritative toponymic information and advice to institutions and individuals both inside and outside Canada. Even after 100 years of a national names authority, much still remains to be undertaken in recording and disseminating Canada's toponymy.

Through the jurisdiction of its members, the CPCGN has a technical role to record and to approve geographical names for official use. In today's world of increasing and ever-changing technology, the CPCGN must ensure that records are well-maintained and readily accessible as a basic and very important layer of geographical information.

Increasingly this technical role is being enhanced by its socio-cultural role to preserve and disseminate information on the historical and cultural significance of Canada's toponyms. Geographical names affect the lives of Canadians through their sense of cultural tradition, and in their concepts of local, provincial and national identity. Toponymy is thus an integral part of our national heritage and an aspect of our culture that must be preserved.

In recognition of the responsibilities of the CPCGN, its national importance and critical role as the leader in technical and cultural aspects of toponymy must be underlined and reflected in its goals and in the activities of its Secretariat.

THE CANADIAN PERMANENT COMMITTEE ON
GEOGRAPHICAL NAMES

The original Geographic Board of Canada was established in 1897 in response to a need to provide standard name references to identify geographical features. Resource mapping beyond the frontiers of settlement and extensive immigration into Canada had underlined the importance of managing the country's geographical names.

In its early days the Board was essentially a federal body receiving advice from provincial agencies. By the 1960s, the responsibility to make decisions on the official names to be recognized in Canada was being transferred to the provinces. Today all provinces and territories have authority over names of features and places lying within their jurisdictions. Federal departments responsible for crown lands in Canada (e.g. national parks) also participate in the decision-making process.

* * * * *

The Canadian Permanent Committee on Geographical Names (CPCGN) is now the umbrella organization - the national body coordinating geographical naming in Canada, stimulating the development of standard policies within Canada for handling geographical names and terminology, and encouraging the development of international standards in cooperation with the United Nations and other national authorities responsible for naming policies and practices.

Today, 25 members constitute the Committee, including a representative from each province and territory; from federal departments concerned with mapping, archives, national parks, Indian lands, statistics, and language issues; and the Chairs of advisory committees to the CPCGN (see Annex 1).

Natural Resources Canada provides the Chair and Secretariat for this national committee. Since 1990 the CPCGN Chair, appointed by the Minister, has been from outside government.

* * * * *

The first Order in Council created a national names authority (the Geographic Board of Canada) on December 18, 1897. Since then the Order in Council has been updated a number of times and has included a change of name to the Canadian Board on Geographical Names in 1948 and to the Canadian Permanent Committee on Geographical Names in 1961. The CPCGN currently functions under the 1990 Order in Council P.C. 1990-549 (see Annex 2).

The CPCGN meets in plenary session once each calendar year and provides a forum for members to discuss toponymic issues of national and common interest. The Committee is assisted in its work by advisory committees that it establishes. Four are currently active (see page 8), others (e.g. Names outside Canada for official Canadian use) have completed their tasks and been disbanded.

In addition, ad hoc working groups address specific issues. In 1997, the Working Group on a Concise National Gazetteer and the Working Group on the CPCGN Centennial will complete their assignments. Other working groups may be useful, to help address issues, such as dissemination or training.

DEVELOPMENT OF A STRATEGIC PLAN

At its 1988 annual meeting, the CPCGN moved to establish a sub-committee with a mandate to develop a strategic five-year plan for the CPCGN and its Secretariat.

This action responded to a number of concerns from members:

- since 1983 the inadequacy of support for the Committee to carry out its mandate had been a continuing issue
- increasingly members were realizing their socio-cultural role (in addition to their technical role) in recording toponyms as a vital part of their responsibility in preserving Canada's national heritage
- such a plan would demonstrate responsible management in times of staff reductions and fiscal restraint

The work on the first five-year plan was undertaken by a five member team headed by Dr. André Lapierre, Chair of the Advisory Committee on Toponymy Research. CPCGN members were consulted on various issues, including the development of a mission statement, responsibilities and goals of the CPCGN; relevance and importance of current Secretariat activities; person-years and programme dollars being committed by federal, provincial and territorial governments to toponymy in Canada.

After discussion and minor modifications, the CPCGN accepted the document "Strategic Plan for the CPCGN and its Secretariat" at its annual meeting in Winnipeg in September 1989.

* * * *

At the 1992 CPCGN Annual meeting in St. John's it was clear that the Strategic Plan should be reviewed and modified as appropriate, as four years had passed since its original development.

The CPCGN Chair (E.A. [Tony] Price) met with J. Hugh O'Donnell (ADM, Surveys, Mapping and Remote Sensing Sector, NRCan) and Chairs of the four CPCGN advisory committees on February 5, 1993. CPCGN members had by that time been asked for their input on any new directions, changes of emphasis, and expenditures on toponymy anticipated in the next few years. The Group of Chairs, therefore, started the update procedure at its February meeting.

It seemed clear that the mission, responsibilities and goals of the CPCGN had not changed radically over the past four or five years and that much of the material contained in the 1989 Strategic Plan was still valid in 1993. The Group of Chairs recommended that a revised text be prepared, incorporating the previous material where appropriate and concentrating on "core business" of the CPCGN; strategic goals addressed major thrusts; and examples of activities were included, but details kept to a minimum so that "must do" business was the main focus of the Strategic Plan. The updated version was approved by the CPCGN at its fall meeting in Toronto, and was re-issued, dated November 1993.

* * * *

At the CPCGN annual meeting in Whitehorse in 1996, the CPCGN Chair recognized the need to review once again the Strategic Plan, preferably before the Centennial year meeting in 1997. Comments were requested from members and the Group of Chairs discussed the updates to the plan at its winter meeting. Current aspects of the toponymic environment were considered, especially the advances in digital technology, the rapid growth of Internet, and fiscal restraint. The 1993 format was felt to be a good base and essential priorities remained the focus of the Strategic Plan.

CPCGN MISSION

To make authoritative toponymy for Canada readily accessible to the public.

CPCGN MANDATE

As the national body coordinating all matters affecting geographical nomenclature in Canada, the CPCGN has a technical role to record and to approve, through the jurisdictions of its members, names for official use, in accordance with general principles and standards developed by the Committee; and a socio-cultural role to preserve and disseminate information on the historical and cultural significance of Canada's toponyms. The CPCGN is also the body which represents Canada internationally in activities relating to toponymic standards and practices outside the jurisdiction of National Defence.

CPCGN PRIMARY RESPONSIBILITIES

The CPCGN:

- coordinates geographical names in Canada
- represents Canada internationally in toponymic activities
- in conjunction with the jurisdictions of its members, ensures the recording and preserving of the toponymy of Canada.
- in conjunction with the jurisdictions of its members, disseminates information about the committee, geographical names and naming policies in Canada.

CPCGN CHAIR

Since 1990 the Chair of the CPCGN has been an individual from the private sector, appointed by the Minister of Natural Resources Canada. In addition to regular contact with the Executive Secretary, briefing meetings with the Chairs of the advisory committees and other advisors have been a useful point of contact for the Chair. This has allowed him to keep in touch with general and specific work of the CPCGN and its Secretariat, and to plan and follow up on annual meeting activities.

ADVISORY COMMITTEES AND WORKING GROUPS

Several advisory committees and working groups assist the CPCGN in its various tasks. Some have served a specific function and have been disbanded on completion of the tasks, others continue to provide a forum for discussion on particular issues of common concern to members.

Advisory committees and working groups have been instrumental in • proposing and developing concepts for symposia (e.g. Native names), • gazetteer programmes • video production, • strategic planning • discussion of "alternate" names • policy development on names outside Canada for Canadian use • federal guidelines for the treatment of toponyms in both official languages (including development of the Pan-Canadian names list) • production of the glossary of *Generic terms in Canadian geographical names* • a field work inventory • recommendations on undersea feature identification • advice on toponymic data base development and dissemination

During the next few years, support work for the Committee or its individual members will likely be focussed in the

- Advisory Committee on Toponymy Research (ACTR)
- Advisory Committee on Names of Maritime and Undersea Features (ACNUMF)
- Advisory Committee on Nomenclature and Delineation (ACND)
- Advisory Committee on Canadian Digital Toponymic Services (ACCDTS)

The mandate of each advisory committee is provided in Annex 3.

CORE ACTIVITY AREAS

To serve the needs of Canadians the CPCGN must develop and execute programmes which lead to a clearly documented toponymy of Canada, with standardized toponyms disseminated as widely as possible for public use. Distributing this information internationally, in association with United Nations guidelines, will also promote the use of appropriate Canadian names in maps and documents produced by other countries.

The building of such a toponymic service for Canada involves work in several interlinked and interdependent areas.

1. Collection of geographical names across Canada and delineation of their applications
2. Automation of geographical names records and assurance of availability of information in automated systems
3. Development of national toponymic policies, principles, standards and guidelines
4. Provision of appropriate methodology, tools and training to support CPCGN programmes
5. Dissemination of accurate toponymic information
6. Outreach and liaison with the international community

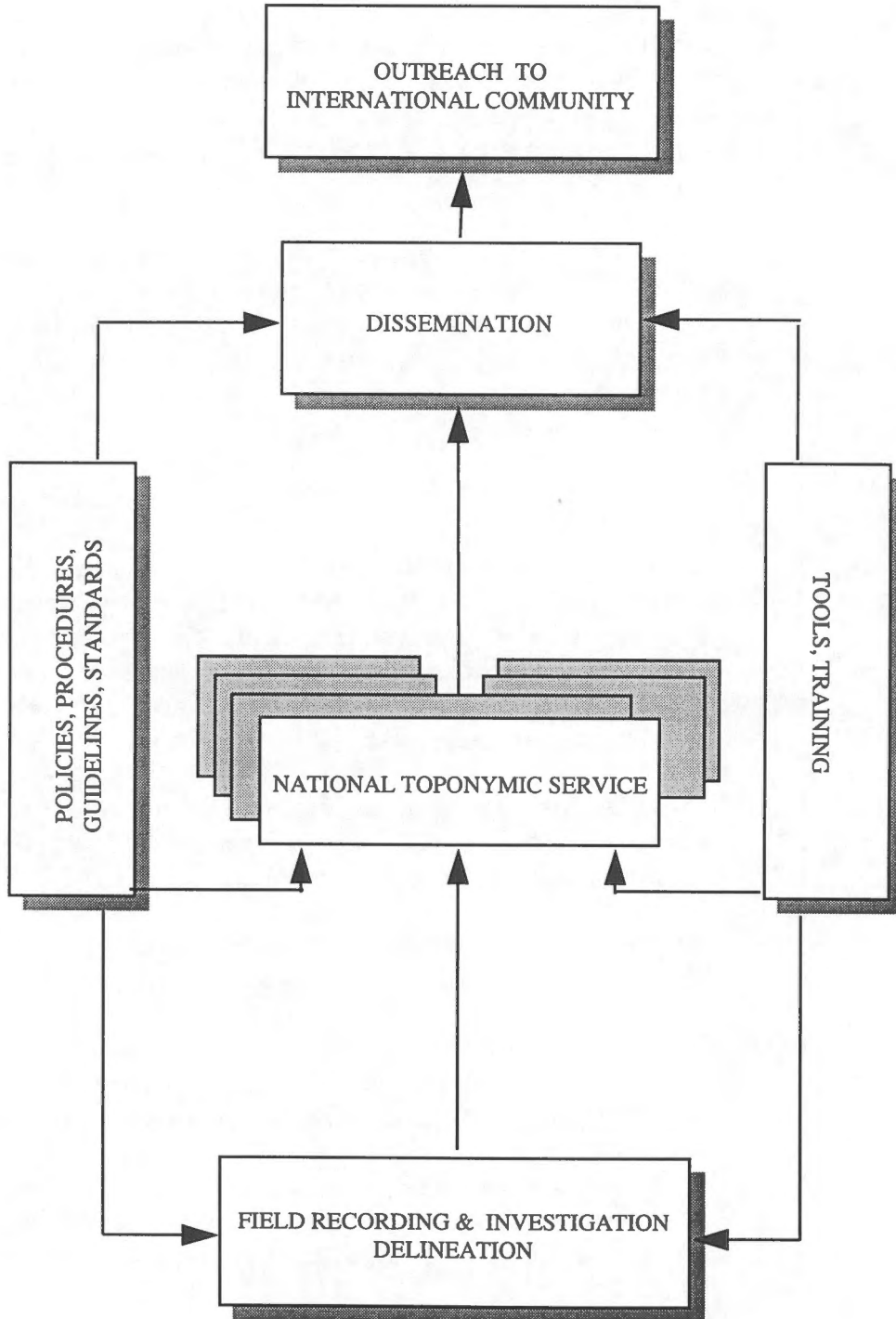
Collection of geographical names and delineation of their applications through basic field recording and records consultation is a foundation stone. Upon this we can build useful, accurate, unambiguous *toponymic data bases* for Canada, for use by government and the private sector in a wide variety of products. With names gathered in the field correctly reflecting the usage of English, French, indigenous and ethno-cultural groups in the country, *policies and guidelines* must be

developed to give meaningful, consistent and authorized recognition of these names for cartographic and textual purposes, both inside and outside Canada. To help provide and maintain this framework, the CPCGN should develop and make available the appropriate *tools and training*.

Throughout the process of documenting our toponymic heritage, *dissemination of clear, accurate information*, both on the Committee, its principles and procedures, and on the geographical names of the country are of great importance. Only by making available the information recorded, processed and made official, is the Committee meeting the ongoing responsibilities of its technical and cultural roles as guardian of the toponymy of Canada. With the expertise built up in geographical names, it is important too that the CPCGN participates in *outreach and liaison with the international community* to share our knowledge and experience and to help develop standardization guidelines suitable for world-wide use.

At the same time, the realization of the rights of Indigenous peoples, and the importance of recording information only existing in oral tradition, and fast being lost, are vital and critical considerations in developing a consistent, well-structured plan for Canadian toponymy. The significance of naming by Indigenous peoples has already been stated in the resolutions of the 1986 Native Geographical Names Symposium (endorsed by the CPCGN in 1987).

CORE ACTIVITY AREAS



1. Collection of geographical names across Canada and delineation of their applications

The business of documenting Canada's toponymy at the present time rests largely in the hands of provincial and territorial members. Federally-sponsored programmes are also relevant in federal lands, such as National Parks. In addition cost-sharing arrangements with particular federal departments may be appropriate to the work of individual provinces and territories.

CPCGN Principle 2, supported by all CPCGN members, underlines the importance of the recognition of local usage. An increase in the area of Canada covered by field collection will not only help to perpetuate toponyms in local use, but will also discourage attempts to have features named for frivolous or irrelevant reasons.

In promoting this key activity, the CPCGN should

- Encourage substantial augmentation of the basic toponymy of Canada, particularly in provinces lacking earlier systematic field studies, in the northern provincial and territorial areas, in other areas of indigenous people, and where more than one language group exists.
- Provide basic tools to promote the undertaking of consistent, systematic and accurate field surveys (manuals, video, training sessions,)
- Be responsive to public submissions, changing local use, changing values and political correctness.
- Provide a forum for exchange of information and expertise between provincial, territorial and federal jurisdictions (through plenary sessions and advisory committees).
- Maintain an inventory of field work undertaken in Canada, in order to monitor progress in national coverage.

2. Automation of geographical names records and assurance of availability of information in automated systems

With the vast increase in the use of computerized data bases and the development of geographical information systems (GISs) in the public and private sector, the need for the CPCGN to have complete, accurate and current digital toponymic records is clearly necessary.

The Advisory Committee on Canadian Digital Toponymic Services has been established specifically to provide leadership and guide the CPCGN and individual members in this key activity. ACCDTS terms of reference are laid out in Annex 3d.

In 1991 a "Vision" for a Canadian Digital Toponymic Service was proposed by ACCDTS and adopted by the CPCGN.

Users retrieve toponymic data by highlighting the appropriate menu items on their computer screens. They can save what they want.

The software is intuitive, retrieval time is fast, and the system is indifferent to the type of computer being used.

Some users access locally-stored data, others access data from more distant sites, most using some kind of transparent network.

CPCGN members who need to change items in the data base or add items to the data base use their passwords.

In addition, various recommendations were accepted by the CPCGN and incorporated into the terms of reference of ACCDTS in September 1991 (see Annex 3). The main thrusts of the recommendations are

- *to develop policies to allow for unimpeded flow of information between members, to provide for sales to end-users, and to establish licences for re-use of data*

- *to develop products, both hard copy and electronic, aimed at increasing the dissemination of toponymic information to existing and potential users*
- *to address software and technical issues which will promote improved data, data bases, access and data exchange*

Over the rest of this decade the CPCGN should embrace this vision and

- **At a national level, ensure the existence of an automated toponymic data base, with up-to-date toponymic information from all parts of Canada.**
- **Ensure that this data base is maintained to consistent standards with current hardware and software.**
- **Dovetail in an effective way the information in national and provincial/territorial data bases.**
- **Develop formal federal/provincial and federal/territorial technical mechanisms for exchange of digital data.**
- **Maintain a watch on Canadian and international standards (CSA and ISO), such as orthographies, which will allow standard representation of particular characters from Native Canadian languages.**
- **Improve the consistency of records (type and content) from one part of Canada to another (e.g. selection of coordinates, urban names, headwater coordinates).**
- **Continually upgrade the quality of data in the CGNDB and in provincial/territorial data bases.**
- **Upgrade the precision of digital data to include seconds in the coordinates field.**
- **Add data fields which allow links to other geo-referenced data bases or are vital to improved storage and dissemination. Maintain and populate recently added fields (e.g. datum).**

- **Propose a practical approach to recording extents of features in a digital environment (with the assistance of ACND in determining limits).**
- **Link national toponymic data to other data bases of immediate relevance (e.g. National Topographic Data Base, Statistics Canada's census data, altitudes).**
- **Ensure the accessibility of all national toponymic records to CPCGN members.**

3. Development of national toponymic policies, principles, standards and guidelines

It is understood that many jurisdictions run very structured programmes with well-defined decision making processes. However, in order to help those provinces or territories who have neither time nor staff to develop their own naming guidelines a general national framework on principles and procedures for geographical naming should be maintained. These guidelines also provide an overall picture for individuals and organizations, inside or outside Canada, interested in the naming process.

National standards and guidelines are also relevant to questions relating to the treatment of names in Canada's official languages and native languages; the use of official and/or unofficial names; and the application of geographical names on cartographic products.

The CPCGN must continue to develop and keep abreast of changes in standards, guidelines, pricing policies, royalty structures, etc., pertaining to the dissemination of geographical names information in digital form, in order to encourage rather than restrain wide availability of toponymic data.

To address these issues the CPCGN should

- **Maintain up-to-date Principles and Procedures, and clarify the nomenclature used in Canadian toponymy (e.g. "alternate names" and other terminology relevant to official and unofficial names in Canada).**
- **Recommend ways of portraying Native language information on cartographic products.**
- **Complete the formal documentation of federal/provincial and federal/territorial agreements on toponymic data transfer and dissemination.**
- **Provide a forum for members' discussion on policy issues (e.g. urban names, derogatory names, univocity, spelling criteria in Native languages, language policies, etc.)**

- Document clearly, jurisdictional and language issues regarding undersea and major maritime feature names.
- Encourage participation of national Native organizations in the activities of the CPCGN.
- Respond to needs for other federal departments and agencies to participate in CPCGN activities.

4. Provision of appropriate methodology, tools and training to support CPCGN toponymic programmes

In the realm of toponymy where the subject matter is very specialized, it falls to the names authorities, individually and collectively, to provide appropriate methodology, tools and training for names standardization to be undertaken. Although some jurisdictions may develop their own specific documentation, there are many areas of common interest and involvement. Efforts of the CPCGN in this activity area should be focussed on providing a consistent framework and relevant methodologies upon which subsequent work can be based.

The CPCGN should

- **Maintain a basic manual on data collection methods (applicable to Native and non-Native names).**
- **Produce an instructional video as a training tool, in association with the data collection manual.**
- **Maintain an ongoing inventory of toponymic research.**
- **Maintain *Native Canadian geographical names: an annotated bibliography* and such other sections of a Canadian toponymic bibliography as are seen to be significant during the decade.**
- **Produce, maintain and update as necessary, a glossary of toponymic terms (including generic terminology based on *Generics in use in Canada's geographical names*) specifically relevant to Canadian geographical names standardization.**
- **Disseminate documentation on data fields and formats for national / provincial / territorial toponymic data bases, and update on a regular basis.**
- **Individually or collectively, provide training for toponymic staff in the various jurisdictions - for basic orientation or for skills/knowledge upgrade purposes.**

- Provide a forum to guide the consistent delineation of geographical features and the consistent designation of coordinates (especially for populated places and administrative areas).

5. Dissemination of accurate toponymic information

Without effective distribution, Canada's names information, its collection and storage are of little value. Authoritative, standardized data is needed by both government and private sector users, both inside and outside Canada.

Names and various attribute data are sought by map and chart makers, transportation companies, real estate companies, tourism operations, reference specialists, genealogists, teachers, members of the public, ... to cite but a few. Their needs may vary from details on the history of just one name, to spellings and locational information on all official Canadian names. The media required also varies from verbal responses to paper publications and digital versions on diskettes, CD-ROMs or files transferred by Internet.

As the demands for digital data and on-line access increase, so too do the possibilities for dissemination of new digital products. While the traditional ways of providing names information must be respected, the CPCGN must also use innovative ways of delivering new products to the educational, commercial, and administrative sectors, and the general public. Internet and other interactive technology should be used to the full, and links to other GIS data optimized through this medium.

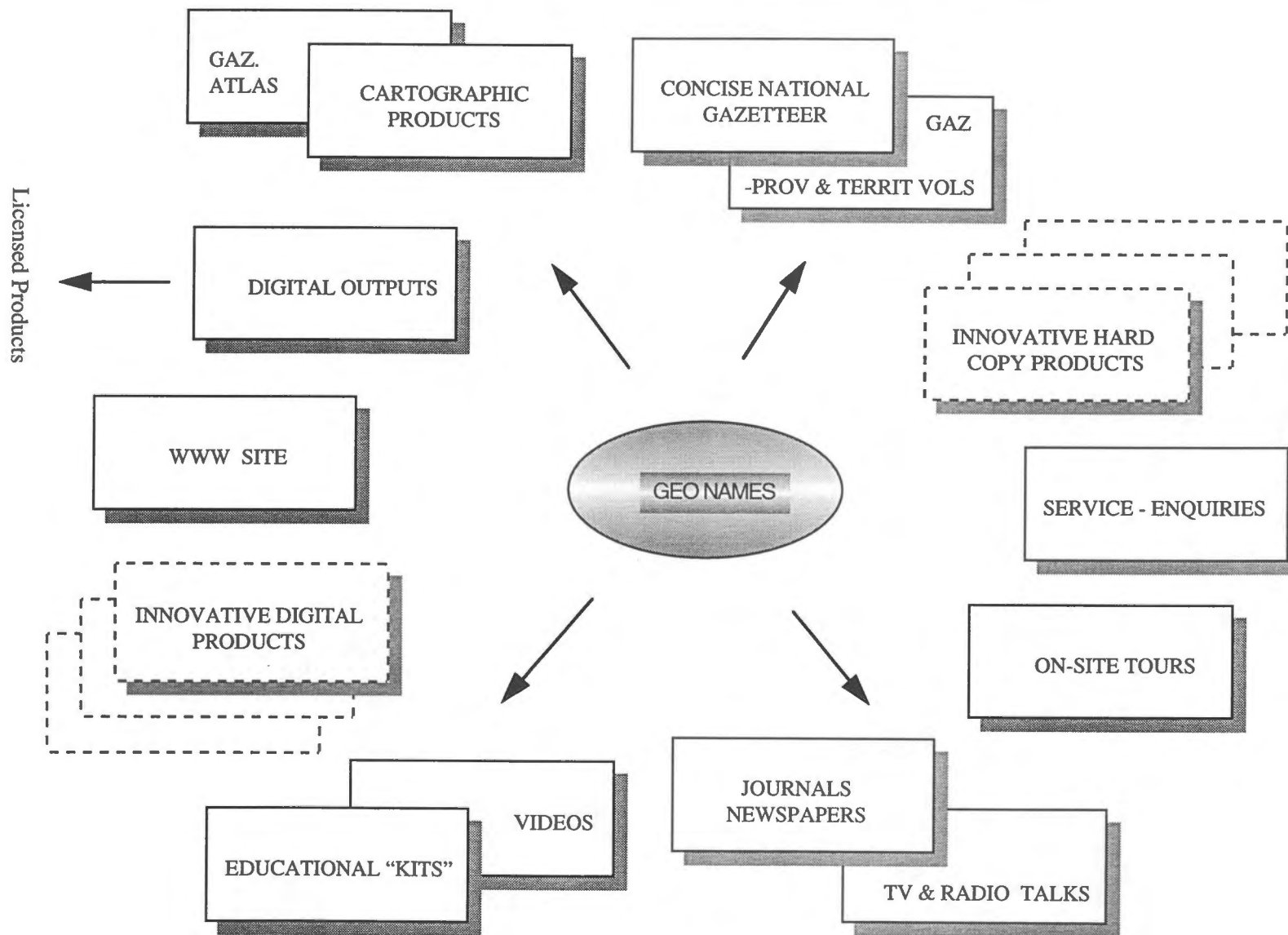
Increased promotion of toponymic data and its availability in traditional and digital forms, using modern communications technology (e.g. Internet) will bring geographical names to all Canadians.

To address this activity area the CPCGN should

- **Produce a one-volume national gazetteer, as well as provincial, territorial and undersea volumes, in digital and paper copy versions.**
- **Encourage the work of cartographic agencies by supplying accurate and complete names data for their files and products.**
- **Increase the awareness of the educational sector in the cultural, social and technical elements of geographical names and naming in Canada.**

- At a national level, maintain and upgrade public access to the CGNDB, and interesting names origin information through Internet and SchoolNet web sites. At the provincial/territorial level encourage the development of web sites wherever appropriate.
- In view of developing technology, evaluate and, if appropriate, produce products using the technology. (In the mid 1990s, CD-ROMs, videodisks, and CD-I were not considered as valuable as Internet to toponymic dissemination; evaluations of this sort should continue.)
- Publication of newsletters, brochures, pamphlets, as appropriate to publicize elements of toponymy.
- Where necessary, complete sales and licensing arrangements to increase public use of CPCGN data.
- Collaborate with the Media to further the dissemination of geographical names information, at the start of the second hundred years of a national names authority.
- Where practical, publish special maps of Canadian place names, of Native names, or other facets of Canadian toponymy.
- Encourage NRCanada to collaborate with the private sector to produce a gazetteer atlas.

SOME ELEMENTS OF DISSEMINATION OF GEOGRAPHICAL NAMES



6. Outreach and liaison with the international community

Since the inception of the United Nations conferences on the standardization of geographical names in 1967, Canada has taken a prominent role, participating in or leading various aspects of this work, at the six conferences and through UNGEGN working group activities and implementation phases. In 1987 Canada hosted the Fifth Conference in Montréal. In addition, a toponymic training course for French-speaking African countries was hosted in Québec in 1988 and individuals have assisted in providing courses or course materials for sessions in Africa, Asia, Australasia, South America, and Europe.

With the growth of cartographic programmes in many parts of the world, the need for accurate standardized names records, maintained in a systematic way has also increased. Canada can contribute both with expertise and materials to world development in this field. Through the encouragement of national toponymic programmes, international toponymic standardization will also be enhanced.

Canada has maintained close working relations with other countries following similar toponymic paths, and should continue to consult with other names authorities on issues of common concern. These topics may vary from transboundary issues, to the handling of Native toponymy, the treatment of toponyms in bilingual or multicultural environments, the use of diacritics, issues of dissemination, etc. etc. In order to provide appropriate names for Canadian mapping of regions outside Canada, an effective liaison must be ongoing between the CPCGN Secretariat and decision-making bodies in other parts of the world.

To retain its leadership role, the CPCGN should

- **Provide leadership and support in United Nations work on standardization of geographical names.**
- **Evaluate Canada's adherence to United Nations toponymic policies, implement as appropriate, and provide feedback to the UN forum.**

- Through interaction with individual countries, disseminate widely Canada's official geographical names and associated policies, standards and procedures.
- Proffer materials, training, discussion or other support to countries developing geographical names standardization programmes.
- Through the CPCGN Secretariat, provide foreign names in keeping with UN guidelines for Canadian mapping of territory outside Canada.

**CANADIAN PERMANENT COMMITTEE ON
GEOGRAPHICAL NAMES**

STRATEGIC PLAN

ANNEXES

- **CPCGN membership, December 1997**
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- **Mandates of advisory committees**
- **Membership of advisory committees,
December 1997**
- **Procedures for the handling of
geographical names in federal lands in the
provinces**
- **Agreement on the availability and
distribution of Canadian geographical
names data**

DECEMBER 1997

Annex I

CANADIAN PERMANENT COMMITTEE ON
GEOGRAPHICAL NAMES

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Annex II

CANADIAN PERMANENT COMMITTEE ON
GEOGRAPHICAL NAMES

ORDER IN COUNCIL

P.C. 1990-549

|



CANADA

P.C. 1990-549
22 March, 1990

PRIVY COUNCIL • CONSEIL PRIVÉ

HIS EXCELLENCY THE GOVERNOR GENERAL
IN COUNCIL, on the recommendation of the
Minister of Energy, Mines and Resources, is
pleased hereby to revoke Order in Council
P.C. 1969-1458 of July 22, 1969 and to make
the annexed Order establishing the Canadian
Permanent Committee on Geographical Names, in
substitution therefor.

CERTIFIED TO BE A TRUE COPY - COPIE CERTIFIÉE CONFORME

A handwritten signature in cursive script, appearing to read "P. Leclerc".

SECRETARY OF THE PRIVY COUNCIL / LE SECRÉTAIRE DU CONSEIL PRIVÉ

P.C. 1990-549

ORDER ESTABLISHING THE CANADIAN PERMANENT
COMMITTEE ON GEOGRAPHICAL NAMES

Short Title

1. This Order may be cited as the Canadian Permanent Committee on Geographical Names Order.

Interpretation

2. In this Order,

"Chairperson" means the Chairperson of the Committee appointed under section 4; (président)

"Committee" means the Canadian Permanent Committee on Geographical Names established by subsection 3(1); (Comité)

"Department" means the Department of Energy, Mines and Resources; (ministère)

"Minister" means the Minister of Energy, Mines and Resources. (ministre)

Establishment of Committee

3. (1) There is hereby established a national body coordinating all matters affecting geographical nomenclature in Canada, to be known as the Canadian Permanent Committee on Geographical Names.

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

(a) an Assistant Deputy Minister of the Department;

(b) a representative from the Surveys, Mapping and Remote Sensing Sector of the Department;

(c) a representative from the Geological Survey of Canada Sector 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 Geographic Operations of the Department of National Defence;

(g) the National Archivist of Canada;

(h) the Assistant Under Secretary of State (Official Languages and Translation) of the Department of the Secretary of State of Canada;

(i) the Director of Historical Research of the Canadian Parks Service of the Department of the Environment;

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

(k) one representative appointed by each provincial and territorial government of each province and territory of Canada; and

(l) such additional members, including chairpersons of advisory committees established under subsection 10(1), as the Minister may appoint.

4. The Chairperson of the Committee shall be appointed by the Minister in consultation with the members of the Committee.

Functions and Powers of the Committee

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

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

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

8. (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 Committee for consideration.

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

Organization

9. The Committee shall decide on its rules of procedure and method of operation.

10. (1) The Committee may establish subcommittees and advisory committees as required.

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

11. The Committee shall meet in plenary session at least once every calendar year.

12. The Committee shall report to the Minister at least on an annual basis.

13. The Committee shall be served by a Secretariat, provided by the Department, with appropriate resources to carry out its functions.

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

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

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

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

Remuneration and Allowance

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

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

19. Funding for the activities of the Committee shall be provided for in the estimates of the Surveys, Mapping and Remote Sensing Sector of the Department.

Annex III

**CANADIAN PERMANENT COMMITTEE ON
GEOGRAPHICAL NAMES**

ADVISORY COMMITTEES

MANDATES

- **Canadian Digital Toponymic Services**
- **Names of Undersea and Maritime Features**
- **Nomenclature and Delineation**
- **Toponymy Research**

ADVISORY COMMITTEE ON CANADIAN DIGITAL TOPONYMIC SERVICES

The Vision

The vision for a Canadian Digital Toponymic Service is that:

Users retrieve toponymic data by highlighting the appropriate menu items on their computer screens. They can save what they want.

The software is intuitive, retrieval time is fast, and the system is indifferent to the type of computer being used.

Some users access locally-stored data, others access data from more distant sites, most using some kind of transparent network.

CPCGN members who need to change items in the data base or add items to the data base use their passwords.

Terms of Reference

The aims and functions of the Advisory Committee on Canadian Digital Toponymic Services are, in conjunction with the other CPCGN advisory committees, to:

Advise and provide leadership in the development, implementation, and monitoring of Canadian digital toponymic services to assist the CPCGN in reaching its objectives and realizing its Vision.

- By providing a forum for discussion with appropriate expertise;
- By investigating the concerns of CPCGN members and the issues associated with the development of electronic products, and the accessibility, exchange, and sales of toponymic data;
- By investigating the standards for data storage and exchange appropriate for CPCGN use;
- By encouraging continued availability and dissemination of high-quality toponymic data in digital form;
- By developing and recommending relevant guidelines and appropriate action to the CPCGN;
- By reporting to the CPCGN on technical advances which may have a bearing on the development and implementation of Canadian digital toponymic services.

ENDORSED BY THE CANADIAN PERMANENT COMMITTEE
ON GEOGRAPHICAL NAMES

2 October 1992

ADVISORY COMMITTEE ON NAMES FOR UNDERSEA AND MARITIME FEATURES

Terms of Reference

The current name and terms of reference of ACNUMF were approved by the CPCGN in 1984.

The Advisory Committee on Names for Undersea and Maritime Features is responsible for:

1. Recommending to the CPCGN the acceptance or rejection of names of undersea features in Canadian waters and in areas of interest to Canada;
2. Establishing suitable generic terminology for undersea features for use in Canada, and defining the terms;
3. Determining on bathymetric charts, the limits of extent to which undersea feature names apply;
4. Disseminating the CPCGN decisions on undersea feature names to the scientific community concerned with the ocean floor, to the appropriate provinces and to other agencies and individuals concerned with undersea features;
5. Compiling and maintaining a current data base of undersea feature names;
6. Publicizing the ACNUMF among scientist concerned with the study of the ocean floor;
7. Reviewing the limits of named major Canadian offshore surface water features to ensure consistency in application on federal maps and charts, and, if necessary, recommending changes to the CPCGN;
8. Recommending to the CPCGN the suitability of new name proposals for major offshore surface water features;
9. Reviewing and recommending to the CPCGN the suitability and appropriateness of maritime generic terminology;
10. Reviewing and recommending to the CPCGN the official language forms of major offshore surface water feature names.

ADVISORY COMMITTEE ON NOMENCLATURE AND DELINEATION

Terms of Reference

The aims and functions of the Advisory Committee on Nomenclature and Delineation are, in conjunction with the other CPCGN Advisory Committees, to

serve the Canadian Permanent Committee on Geographical Names (CPCGN) through the provision of specialized information and expertise on nomenclature and the delineation of geographical features.

1. Delineation
by advising and assisting in the application of names and the delineation of geographical features.
2. Definition
by clarifying, describing and defining appropriate Canadian nomenclature, and by maintaining and updating a glossary of generics in use in Canada.
3. Application
 - a) by identifying means of ensuring a rigorous and accurate application of geographical terminology, by preparing guidelines for the use of those who wish to submit names for physical features and by identifying them cartographically, focussing the general principles of the CPCGN on the particular problems of duplication, association, and delineation related to these features, as well as by addressing problems arising from the ephemeral nature of certain features, such as glaciers.
 - b) by identifying means of ensuring precise usage of nomenclature in the naming and delineation of geographical features.

ENDORSED BY THE CANADIAN PERMANENT COMMITTEE
ON GEOGRAPHICAL NAMES

13 September 1991

ADVISORY COMMITTEE ON TOPONYMY RESEARCH

Terms of Reference

The aims and functions of the Advisory Committee are:

To advise the CPCGN on toponymic issues which will assist the Committee in meeting its goals in areas of toponymic fieldwork coverage for Canada; dissemination of geographical names information; and development of policies, principles and procedures (for example, concerning official and native languages and "alternate" names).

By providing a forum for discussion with appropriate expertise;

By identifying toponymic research needs;

By producing toponymic research tools;

By undertaking research on specifically identified toponymic issues;

By developing recommendations for guidelines for presentation to the CPCGN;

By promoting the continued collection and distribution of current toponymic research information;

By investigating, as appropriate, sources of suitable research funding;

By encouraging cooperative toponymic ventures between government, academia, and the private sector.

ENDORSED BY THE CANADIAN PERMANENT COMMITTEE
ON GEOGRAPHICAL NAMES

13 September 1991

Annex IV

**CANADIAN PERMANENT COMMITTEE ON
GEOGRAPHICAL NAMES**

ADVISORY COMMITTEES

MEMBERSHIP

- **Canadian Digital Toponymic Services**
- **Names of Undersea and Maritime Features**
- **Nomenclature and Delineation**
- **Toponymy Research**

CANADIAN DIGITAL TOPONYMIC SERVICES (ACCDTS)

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Annex V

**CANADIAN PERMANENT COMMITTEE ON
GEOGRAPHICAL NAMES**

**PROCEDURES FOR THE
HANDLING OF GEOGRAPHICAL
NAMES IN FEDERAL LANDS IN
THE PROVINCES**

**APPROVED AT VICTORIA
1979**



CPCGN PROCEDURES FOR THE HANDLING OF GEOGRAPHICAL NAMES IN FEDERAL LANDS IN THE PROVINCES

Approved at Victoria, 1979

1. Provincial and federal members of the CPCGN agree that unilateral decisions will not be made in national parks, national historic parks, Indian reserves and military reserves within provincial boundaries.
2. When geographical features are wholly or partly within national parks, national historic parks, Indian reserves and military reserves
 - a) names and name change proposals are to be referred through the Secretariat of the CPCGN to the appropriate federal and provincial members of the CPCGN 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 members will file a written statement of acceptance or rejection with the Secretariat;
 - d) when agreement is reached, the appropriate decision list will then be drawn up by the Secretariat. The federal member will sign and date the decision list which will include the statement of concurrence of the provincial member. The decision list will then be forwarded to the Secretariat for inclusion of the decisions in the National Toponymic Data Base.* The Secretariat will forward copies of the decision list to the appropriate provincial and federal members;
 - e) in the event of failure to agree, the Chairman of the CPCGN will appoint a special committee for each dispute, consisting of the provincial member in whose province 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 Chairman who will instruct the Secretariat to follow the procedure outlined under 2(d);
 - (ii) when the special committee is unable to resolve disputes each will be listed on the agenda of the next annual meeting of the CPCGN for further suggestions.

* Name changed to Canadian Geographical Names Data Base on 1 September 1990.

Annex VI

**CANADIAN PERMANENT COMMITTEE ON
GEOGRAPHICAL NAMES**

**AGREEMENT ON THE
AVAILABILITY AND
DISTRIBUTION OF CANADIAN
GEOGRAPHICAL NAMES DATA**

JANUARY 1993



CPCGN AGREEMENT ON THE AVAILABILITY AND DISTRIBUTION OF CANADIAN GEOGRAPHICAL NAMES DATA

January 1993

Preamble:

- (1) Recommendations on the philosophy and spirit of sharing geographical names data among members of the Canadian Permanent Committee on Geographical Names (CPCGN) were adopted by the CPCGN at its annual meeting in Halifax in 1990.
- (2) In addition, the report **Toward the Future: a Long-term Vision and Development Plan for a Canadian Digital Toponymic Service** was prepared in 1991. This report and subsequent recommendations of the Advisory Committee on Canadian Digital Toponymic Services (ACCDTS) in 1992 address various toponymic issues, including those of policy concerning data maintenance and distribution.
- (3) In particular, the CPCGN accepted in 1992 the ACCDTS recommendation that:

A master agreement be drawn up between EMR and CPCGN members (i.e. those with jurisdiction for names decisions) to address questions pertinent to data distribution.

Such an agreement was to address the exchange of data between CPCGN members, dissemination of digital data to end users, and the issuing of licences to "non-end users".

- (4) The CPCGN in 1992 endorsed ACCDTS recommendation that:

EMR reinvest revenue (over costs) into CPCGN related activities, with recommendations on its use coming through the CPCGN.
- (5) At the CPCGN annual meeting in St. John's, Newfoundland, in October 1992, members agreed with the principles of an agreement to be drawn up between Energy, Mines and Resources and all members of the Canadian Permanent Committee on Geographical Names, on the dissemination of geographical names data.

**AGREEMENT BETWEEN
NATURAL RESOURCES CANADA
AND MEMBERS OF THE
CANADIAN PERMANENT COMMITTEE ON GEOGRAPHICAL NAMES
ON THE AVAILABILITY AND DISTRIBUTION OF
CANADIAN GEOGRAPHICAL NAMES DATA**

1. Exchange of data between CPCGN members

- 1.1 The toponymic data base of each government is the master data base for that government (except where legislated or negotiated otherwise).
- 1.2 No charges will be made to share information of "core" data fields (as agreed in 1990, see Appendix 1) between NRCan and any CPCGN member having authority for geographical names decisions in a particular jurisdiction.
- 1.3 Data fields which are considered as non-core fields will be received and maintained by NRCan (at no charge), where agreed to by NRCan and individual jurisdictions.
- 1.4 Information in supplementary data fields added by NRCan to the Canadian Geographical Names Data Base (CGNDB) will be maintained and made available to the names authorities having jurisdiction in these areas.
- 1.5 All CPCGN members, with or without jurisdictional responsibilities, will have read-only on-line access made available to the digital CGNDB (or a working copy of it, if deemed more appropriate by NRCan) at no cost, other than that of a modem or a commercial network charge.

The following data will be available for browsing, but not for withdrawal for some other purpose:

- a) all core fields
 - b) non-core fields
 - c) supplementary fields as added by NRCan
- 1.6 Digital toponymic data exchange procedures will be addressed cooperatively between NRCan and each jurisdiction, as required.

2. Dissemination of data in a digital format (e.g. magnetic tapes, diskettes, CD-ROM, on-line) to end users

- 2.1 All master data base owners have the right to distribute and/or sell the contents of their data base as they see fit.
- 2.2 NRCan will distribute or sell digital data from: core data fields as established by the CPCGN, supplementary data fields as added by NRCan; and non-core data fields as agreed to by individual jurisdictions.
- 2.3 When a jurisdiction provides toponymic data for inclusion in the CGNDB, NRCan will only distribute or sell single jurisdictional digital data files containing that information, if such files are not readily available from the jurisdiction itself. An exception to this is that names to accompany NRCan digital cartographic files will be sold by NRCan.
- 2.4 Master data base owners agree to have end-user agreements for distribution of toponymic data to address the prevention of resale and redistribution, the issue of site-licences, and the prevention of the creation of digital copies.

3. Issuing licences to "non-end users" of digital toponymic data

- 3.1 All master data base owners have the right to licence a third-party to redistribute or resell the contents of their data base, as they see fit.
- 3.2 NRCan will issue licences for the redistribution or resale of data from: core data fields as established by the CPCGN; supplementary data fields as added by NRCan; and non-core data fields as agreed to by individual jurisdictions.
- 3.3 When a jurisdiction provides toponymic data for inclusion in the CGNDB, NRCan will only licence the redistribution or resale of single jurisdictional data files containing that information, if the jurisdiction has agreed to this process. Exceptions will be made for names that accompany NRCan digital cartographic files; NRCan will licence their redistribution or resale.
- 3.4 NRCan toponymic licence agreements will be based on NRCan's policy on the distribution of electronic information.
- 3.5 In a licence agreement for the redistribution or resale of toponymic data, master data base owners agree to address the prevention of further resale and redistribution of data, the issue of site licences, and the prevention of the creation of further digital copies.

3.6 Master data base owners will not issue exclusive licences, or licences which in any way restrict the other master data base owners in distributing or selling their own geographical names data.

* * * * *

The attached chart will allow CPCGN members to individualize a matrix of data that they wish to be available from their jurisdiction for distribution as digital data from the CGNDB (Appendix 2).

Date

Date

APPENDIX 1

Core Data Fields for the Record of an Approved Name

1. **Geographical name** (of a feature, place, etc.).

Approved names should be in the authorized form, including the appropriate capitalization, diacritics, hyphens, included abbreviations (e.g. St.) etc.
2. **Province(s) and/or territory(ies)** in which feature/place is located.
3. **Status** which indicates, at least, a differentiation between
 - a) currently approved/official, and
 - b) not currently approved/official.
4. **Cross-reference** to formerly approved name, if a name change is being made.
5. **Date** on which a name was approved, or, where applicable, ceased to be approved for current use.
6. Indication of **type of feature/place** designated (e.g. river, town, provincial historic site, etc.).
7. **Latitude and longitude**
 - § at mouth of flowing water features
 - § at centre of other physical features
 - § where appropriate and necessary for meaningful identification, coordinates should include seconds, referenced to an identified datum; coordinates for place names should, wherever possible, be identified with seconds
 - § for flowing water features, coordinates should also be provided for the "head" of the named feature.
8. **NTS map reference** - All 1:50 000 National Topographic System map sheets which include the named entity should be indicated; the first one listed should match the designated coordinates. (CHS charts should be used if the feature falls outside the NTS framework.)

9. At least one element of **locational data** (e.g. first level administrative or geographical division) within province or territory, if such a division exists; or section, township and range, if applicable.

(n.b. In the past, no divisions have consistently been recorded for Yukon and Newfoundland.).

10. **Brief narrative of location.**
11. **Graphic representation** to show limits of name application - to be usable at 1:50 000.

Information for the following data fields is highly desirable.

1. Second level of administrative unit, where applicable.
2. Unofficial variant names to the approved name.
3. Summary of origin or historical data.



APPENDIX 2

**Summary of Jurisdictional Wishes
Concerning Distribution/Sale of Digital Toponymic Data
by NRCan from the Canadian Geographical Names Data Base**

Name of jurisdiction: _____

Type of toponymic data	Read-only on-line access to CPCGN members	Distribution/Sale to end-users	Licences to redistribute or resell data (general packages)	Licences to redistribute or resell data (your jurisdiction as stand-alone package)
1. Core-field information				
For a) official names	✓	✓	✓	
b) formerly approved names (rescinded, changed) as listed in gazetteers	✓	✓	✓	
c) all other names				
2. Non-core fields				
a) second level of administrative units				
b) unofficial variant names				
c) origin/historical data (all)				
d) origin/historical data (some sort of restricted selection)				
e) other (specify)				

Date

Date

