



Natural Resources
Canada

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Canada

GEOGRAPHICAL NAMES BOARD OF CANADA

STRATEGIC PLAN



December 2001

Geographical Names Board
of Canada

Commission de toponymie
du Canada

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**GEOGRAPHICAL NAMES BOARD
OF CANADA**

STRATEGIC PLAN

2001 UPDATE

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OVERVIEW

The Geographical Names Board of Canada 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 more than 100 years of having a national names authority, much still remains to be undertaken in recording and disseminating Canada's toponymy.

Through the jurisdiction of its members, the GNBC 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 GNBC must ensure that records are well-maintained and readily accessible as a basic and very important layer of geographical information.

Increasingly, this technical responsibility 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 GNBC, 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 GEOGRAPHICAL NAMES BOARD
OF CANADA**

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 Geographical Names Board of Canada (GNBC) 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, 26 members constitute the Board, 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 GNBC (see Appendix I).

The Minister of Natural Resources Canada appoints the Chair and Natural Resources Canada provides the Secretariat for this national board. Since 1990, the GNBC Chair, appointed by the Minister, has generally been from outside government.

* * * * *

The first Order in Council created a national names authority (the Geographic Board of Canada) on 18 December 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. In 2000, the name was changed to Geographical Names Board of Canada. The GNBC currently functions under the 2000 Order in Council P.C. 2000-283 (see Appendix II).

The GNBC meets in plenary session once each calendar year and provides a forum for members to discuss toponymic issues of national and common interest. The Board 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. For example, in 1997, the Working Group on a Concise National Gazetteer and the Working Group on the CPCGN Centennial completed their assignments. Other working groups may be useful, in future, to help address issues, such as dissemination, training, communications with Aboriginal groups, etc.

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:

- the need for increased support for the Committee to carry out its mandate had been a continuing issue
- the increased socio-cultural role of members in recording toponyms as a vital element in preserving Canada's national heritage
- demonstration of 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 5 February 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 and essential priorities remained the focus of the Strategic Plan.

* * * *

At the GNBC annual meeting in Winnipeg in 2000, the GNBC recognized that the Strategic Plan should be reviewed and modified as appropriate. A sub-committee chaired by Dr. André Lapierre undertook the review of the five-year plan. Comments were then requested from GNBC members before presentation at the annual meeting in 2001. The essential priorities remain the focus of the Strategic Plan, while the 1997 format was felt to be a good base.

GNBC MISSION

As part of Canada's heritage, the GNBC will promote, through national coordination, the highest quality of toponymic research, the application of standards and principles, and the dissemination of information about Canada's geographical names.

GNBC MANDATE

As the national body coordinating all matters affecting geographical nomenclature in Canada, the GNBC 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 GNBC is also the body which represents Canada internationally in activities relating to toponymic standards and practices outside the jurisdiction of National Defence.

GNBC PRIMARY RESPONSIBILITIES

The GNBC:

- coordinates geographical naming 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 Board, geographical names, and naming policies in Canada.

GNBC CHAIR

Since 1990, the Chair of the GNBC has usually been an individual from the private sector, appointed by the Minister of Natural Resources Canada. In addition to regular contact with the Secretariat, 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/her to keep in touch with general and specific work of the GNBC 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 GNBC 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., Aboriginal 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 for the Board 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 Appendix III.

CORE ACTIVITY AREAS

To serve the needs of Canadians, the GNBC 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.

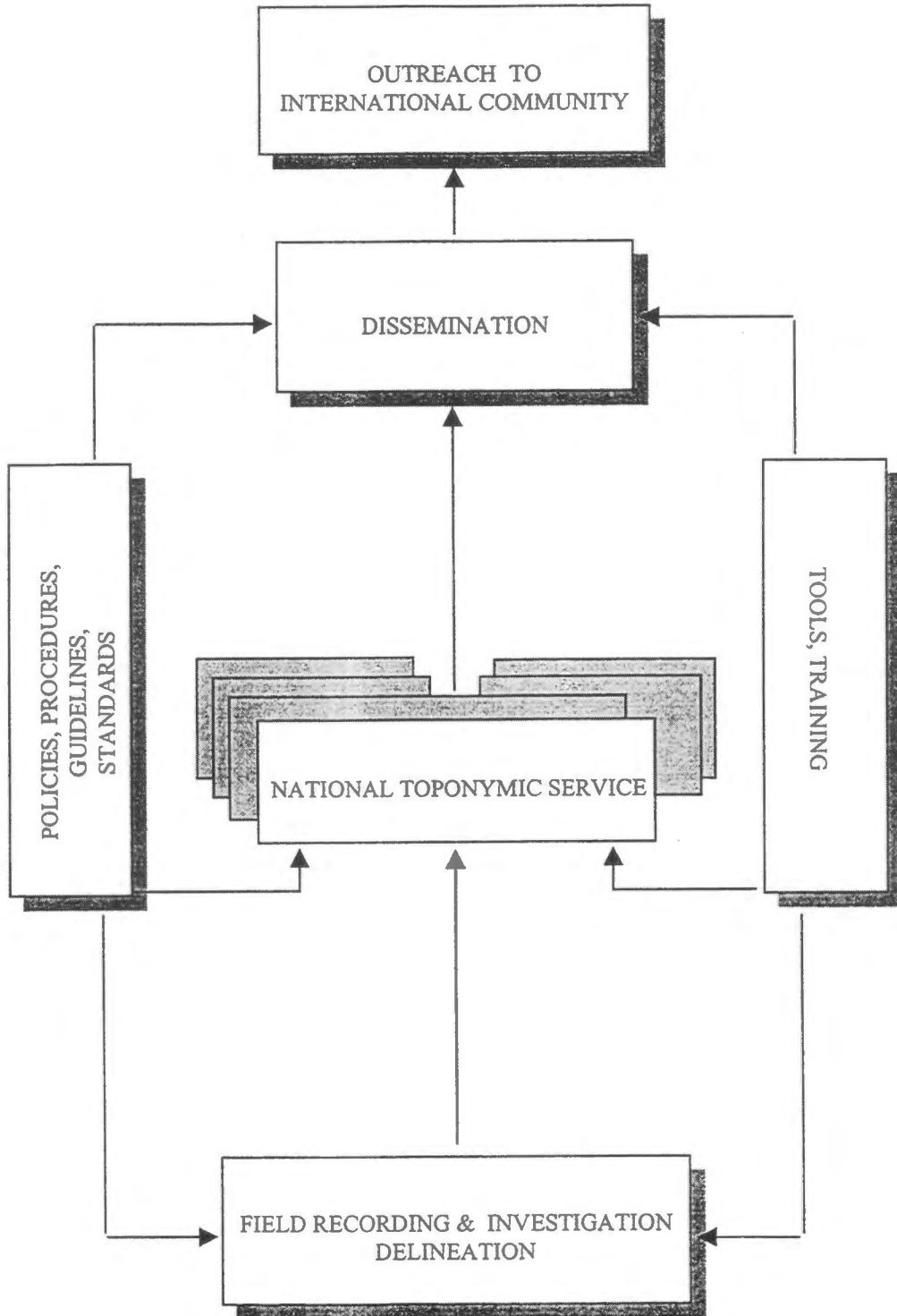
- 1. Collection of geographical names across Canada and delineation of their applications**
- 2. Automation of geographical names records and assurance of availability of information in automated systems**
- 3. Development of national toponymic policies, principles, standards, and guidelines**
- 4. Provision of appropriate methodology, tools, and training to support GNBC 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 GNBC will 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 Board, 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 GNBC 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 Aboriginal 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.

GNBC Principle 2, supported by all GNBC 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 GNBC will:

- **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, and changing values.**
- **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 GNBC 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 GNBC and individual members in this key activity. ACCDTS terms of reference are laid out in Appendix IIIa.

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

Users retrieve toponymic data.

Retrieval time is fast.

Access is provided in a variety of ways.

GNBC members have reliable and secure access to the CGNDB. Information provided by members is reliable and added to the CGNDB according to mutually-established practices.

In addition, various recommendations were accepted by the CPCGN and incorporated into the terms of reference of ACCDTS in September 1991 (see Appendix III). 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 next few years, the GNBC will embrace this vision and:

- **At the 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, software, and evolving technologies, such as GIS.**
- **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.**
- **Monitor Canadian and international standards (CSA and ISO), such as orthographies, which will allow standard representation of particular characters from Canadian Aboriginal 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 accuracy 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 that 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, map name).**
- **Develop a practical approach to record extents of features in a digital environment (with the assistance of ACND in determining limits).**
- **Ensure the accessibility of all national toponymic records to GNBC 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 that have neither time nor staff to develop their own naming guidelines, a general national framework of principles and procedures for geographical naming will 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 Aboriginal languages; the use of official and/or unofficial names; and the application of geographical names on cartographic products.

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

To address these issues, the GNBC will:

- **Maintain up-to-date Principles and Procedures, and monitor the nomenclature used in Canadian toponymy and other terminology relevant to official and unofficial names in Canada.**
- **Recommend ways of portraying diverse language information on cartographic products.**
- **Review and formalize agreements between the federal government and the provincial and territorial authorities for the transfer and dissemination of toponymic data.**
- **Provide a forum for members' discussion on policy issues (e.g., urban names, derogatory names, univocity, spelling criteria in Aboriginal languages, language policies, etc.)**
- **Document clearly, jurisdictional and language issues regarding undersea and major maritime feature names.**
- **Encourage participation of national Aboriginal organizations in the activities of the GNBC.**

- **Respond to needs for other federal departments and agencies to participate in GNBC activities.**

4. Provision of appropriate methodology, tools and training to support GNBC 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 GNBC in this activity area should be focussed on providing a consistent framework and relevant methodologies upon which subsequent work can be based.

The GNBC will:

- **Maintain a basic manual on data collection methods (applicable to Aboriginal and non-Aboriginal names).**
- **Produce an instructional video as a training tool, in association with the data collection manual.**
- **Maintain an ongoing inventory of toponymic research.**
- **Maintain *Aboriginal Canadian geographical names: an annotated bibliography* and such other sections of a Canadian toponymic bibliography as are seen to be significant during the decade.**
- **Create updates to *Generics in use in Canada's geographical names* (the Glossary) with a view to publishing a second edition.**
- **Disseminate *Toponymic data bases of Canada*, and update it 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 medium 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 GNBC 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.

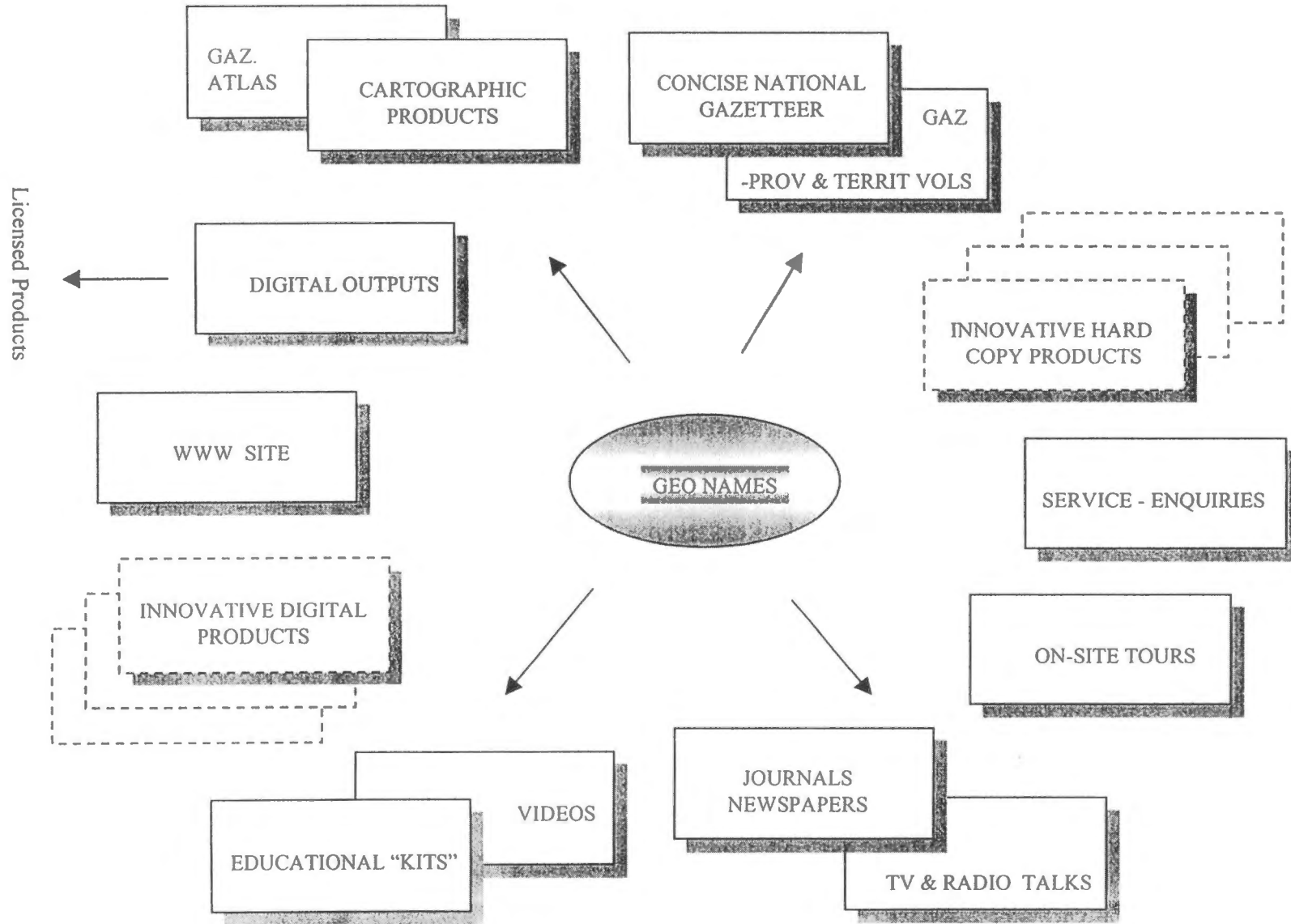
Increased promotion of toponymic data and its availability in traditional and digital forms, using modern communications technology (e.g., Internet) will bring geographical names to all Canadians.

To address this activity area, the GNBC will:

- **Maintain the data used in production of the one-volume national gazetteer for eventual update.**
- **Support initiatives for the production of provincial, territorial and undersea gazetteer volumes, in digital and paper copy versions, as appropriate.**
- **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 the 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, continue to evaluate and, if appropriate, produce products using the technology.**
- **Publication of newsletters, brochures, pamphlets, as appropriate, to publicize elements of toponymy.**
- **Where necessary, complete sales and licensing arrangements to increase public use of GNBC data.**
- **Collaborate with the media to further the dissemination of geographical names information.**
- **Where practical, publish special maps of Canadian place names, of Aboriginal names, or other facets of Canadian toponymy.**
- **Encourage NRCan to collaborate with the private sector to produce a gazetteer atlas.**
- **Contribute to development of Canadian Geospatial Data Infrastructure (CGDI) through the provision of toponymic framework data.**

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 seven 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 Aboriginal toponymy, the treatment of toponyms in bilingual or multicultural environments, the use of diacritics, issues of dissemination, etc. In order to provide appropriate names for Canadian mapping of regions outside Canada, an effective liaison must be ongoing between the GNBC Secretariat and decision-making bodies in other parts of the world.

To retain its leadership role, the GNBC will:

- **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 GNBC Secretariat, provide foreign names in keeping with UN guidelines for Canadian mapping of territory outside Canada.**

**GEOGRAPHICAL NAMES BOARD
OF CANADA**

STRATEGIC PLAN

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of Canadian geographical names data**

December 2001

Appendix I

**GEOGRAPHICAL NAMES BOARD
OF CANADA**

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Appendix II

**GEOGRAPHICAL NAMES BOARD
OF CANADA**

ORDER IN COUNCIL

P.C. 2000-283



CANADA

P.C. 2000-283
March 2, 2000

PRIVY COUNCIL • CONSEIL PRIVÉ

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*.

CERTIFIED TO BE A TRUE COPY - COPIE CERTIFIÉE CONFIRMÉE

A handwritten signature in black ink, appearing to read "J. St. Pierre".

CLERK OF THE PRIVY COUNCIL - LE GREFFIER DU CONSEIL PRIVÉ

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;

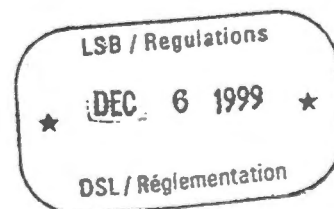
(d) the Dominion Hydrographer of the Department of Fisheries and Oceans;

(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.

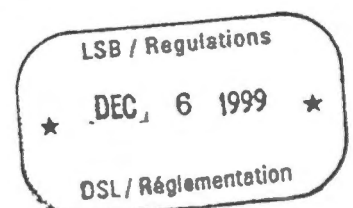
6. Geographical name decisions approved by the appropriate federal, provincial or territorial authority, according to its respective jurisdiction, shall become official decisions of the Board.

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 and 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 the 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.

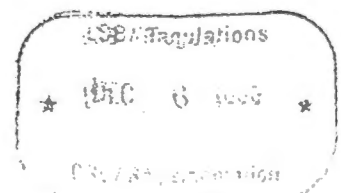
16. The Executive Secretary shall, in concert with the representative of the jurisdictions concerned, have the power to deal with and decide, in the name and on behalf of the Board, all routine matters of geographical nomenclature.

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.



Appendix III

**GEOGRAPHICAL NAMES BOARD
OF CANADA**

ADVISORY COMMITTEES

MANDATES

- **Canadian Digital Toponymic Services (ACCDTS)**
- **Names for Undersea and Maritime Features (ACNUMF)**
- **Nomenclature and Delineation (ACND)**
- **Toponymy Research (ACTR)**

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.

GNBC 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 GNBC advisory committees, to:

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

- By providing a forum for discussion with appropriate expertise;
- By investigating the concerns of GNBC 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 GNBC 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 GNBC;
- By reporting to the GNBC 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

Updated from CPCGN to GNBC, December 2001

ADVISORY COMMITTEE ON NAMES FOR UNDERSEA AND MARITIME FEATURES

Terms of Reference

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

1. Recommending to the GNBC 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 GNBC 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 scientists 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 GNBC;
8. Recommending to the GNBC the suitability of new name proposals for major offshore surface water features;
9. Reviewing and recommending to the GNBC the suitability and appropriateness of maritime generic terminology;
10. Reviewing and recommending to the GNBC, the official language forms of major offshore surface water feature names.

Endorsed by the Canadian Permanent Committee on Geographical Names in 1984.

Updated from CPCGN to GNBC, December 2001

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 GNBC Advisory Committees, to

serve the Geographical Names Board of Canada (GNBC) 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 GNBC 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

Updated from CPCGN to GNBC, December 2001

ADVISORY COMMITTEE ON TOPONYMY RESEARCH

Terms of Reference

The aims and functions of the Advisory Committee are:

To advise the GNBC on toponymic issues which will assist the advisory 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 GNBC;

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

Updated from CPCGN to GNBC, December 2001

Appendix IV

**GEOGRAPHICAL NAMES BOARD
OF CANADA**

ADVISORY COMMITTEES

**MEMBERSHIP –
DECEMBER 2001**

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

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Appendix V

**GEOGRAPHICAL NAMES BOARD
OF CANADA**

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

**APPROVED AT VICTORIA,
1979**

**AMENDED AT HALIFAX,
2001**



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

Approved at Victoria, 1979; amended at Halifax, 2001

1. Provincial and federal members of the GNBC¹ agree that unilateral decisions will not be made in national parks, national historic sites², 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 GNBC to the appropriate federal and provincial 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 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 Canadian Geographical Names Data Base.³ 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 Chair of the GNBC 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 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 will be listed on the agenda of the next annual meeting of the GNBC for further suggestions.

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

Appendix VI

**GEOGRAPHICAL NAMES BOARD
OF CANADA**

ANTARCTIC NAMING GUIDELINES

SEPTEMBER 2000



ANTARCTIC NAMING GUIDELINES

Approved by the GNBC 29 September 2000

Introductory remarks

In the Antarctic, geographical names (place names, toponyms) are important elements of identification, orientation, localization, and navigation, providing an essential reference system for logistic operations (including search and rescue measures), and for international scientific research. They facilitate the exchange of information in the field, in scientific publications, and in administrative measures of the Antarctic Treaty System. Commemoration of expeditions or persons is a secondary consideration.

At present there are more than 40 signatory countries, including Canada, to the Antarctic Treaty, and geographical names appear in 15 or more languages and five scripts. Internationally agreed upon guidelines for proposing new names and for using existing geographical names have not as yet been set up. In many cases, unintentional multiple naming of features, and either translation or mistranslation of geographical names have caused ambiguity and confusion in their current usage in the Antarctic.

In the past, political and linguistic considerations precluded the adoption of a uniform system for Antarctic geographical names. It was common practice to translate a name from one language to another or to use a completely different name for that feature, usually in another language. For multi-national projects there is a problem of deciding in which language a name should be used, both for ease of communications during operations and usefulness of the resulting map products.

In recent years, Antarctic researchers have called for a standardized use of geographical names to ensure unambiguous usage during international collaboration. In keeping with the "one feature - one name" principle of the United Nations Conferences on the Standardization of Geographical Names (UNCSGN), it is suggested that the translation of existing and of newly-approved geographical names should be avoided.

The following guidelines have been set up in accordance with the relevant provisions of the Antarctic Treaty and in agreement with the resolutions adopted by the United Nations Conferences on the Standardization of Geographical Names. The guidelines should encourage and support Antarctic scientists in their efforts to attain the principle of "one feature - one name", to minimize ambiguity and confusion in the use of geographical names in the Antarctic.

The Working Group on Geodesy and Geographic Information (WG-GGI) of the Scientific Committee on Antarctic Research (SCAR) has compiled the *Composite Gazetteer of Antarctica* (CGA), 1998 for the dissemination of Antarctic geographical names.

I. Recommendations for the use of existing geographical names

- Priority should be given to the earliest approved or documented name of a feature, provided that the name is clearly defined and documented.
- A name should be written in the language in which it was originally proposed; all diacritical marks should be included.
- In adopting existing names, variation of any part of the names is not recommended.
- A name should not be translated either in whole or in part.
- Names in a non-Roman script should be transcribed or transliterated to the Roman script using a transcription system adopted by the United Nations Conferences on the Standardization of Geographical Names (UNCSGN), the national names authority approving the name, or by the Geographical Names Board of Canada.
- Names already approved by national names authorities should be accepted by Canada if the names have been applied in conformance with internationally-accepted principles.

II. Recommendations for the use of new geographical names

Geographical nomenclature in Antarctica differs from that of any land area of comparable size. There are no permanent settlements. The continent has been visited and explored by the representatives of many nations. Most major features of Antarctica have been discovered and mapped, but a vast number of secondary features continue to be only partially delineated and remain unnamed. New technologies (e.g., remote sensing capabilities) also permit better delineation of features and the discovery of new features.

- New names shall not be applied to features that have already been named by a national or international naming authority.
- The importance of the specific element of a geographical name should be proportional to the size and significance of the feature.
- In the interests of both scientific clarity and operational safety, the general principle of 'one name per feature' should apply on the Antarctic continent as in other parts of the world.
- In keeping with long-established policies based upon trends in the normal evolution of geographical names, consideration will be given to brevity, simplicity, and unambiguity in selecting the form of names.
- Names with the same specific applied to associated features should agree in form and spelling.
- The generic element should be appropriate to the nature of the feature. However, it is not essential that a generic element be part of the name and the definite article may be used instead e.g., *The Palisades*.

Sources of names

Preferred sources of new names should be:

- descriptive words (shape, colour, etc.)
- names of explorers and scientists

- names of ships, aircraft, or vehicles operating in the Antarctic
- names related to science and scientific work
- historical events connected with the area
- other non-personal names that occupy a major role in Antarctic exploration or history because of their acknowledged importance

Regard should be paid to the possible advantage of a descriptive name rather than a personal one.

The adoption of a personal name during the lifetime of the person concerned should only be made in exceptional circumstances if they have made outstanding or fundamental contributions to research or have given other meritorious service in the Antarctic. However, because the Antarctic has been unveiled through the efforts of explorers, scientists, and others, it has been customary to apply the names of such persons to Antarctic features.

Inappropriate names

Names in the following categories will not be considered:

- names suggested because of friendship or relationship
- names of contributors of funds, equipment, and supplies
- names of products, sled dogs, or pets
- names combining both the given and the family name or using the given name only
- names of persons having the same surname should be applied to no more than one feature of a kind
- names containing acronyms
- names with two generic terms (e.g., *Dome Peak*)
- names with hidden generics (i.e., pleonastic names, such as *Lake Obersee*, where the 'see' = lake)
- names that are frivolous, commonplace, or in low taste
- descriptive names not unique or particularly appropriate and for which there are likely to be duplicates

Fields of knowledge

Below is a list of the fields of knowledge in which outstanding contributions may be considered justification for commemoration in an Antarctic feature name. This list has no order of priority.

1. Navigation and astronomy
2. Oceanography and hydrography
3. Surveying, photogrammetry, and cartography
4. Meteorology and climatology
5. Geodesy and geophysics
6. Glaciology and ice physics
7. Radio, radar, and allied fields
8. Geology, volcanology, and seismology

9. Geography
10. Botany and its subdivisions
11. Zoology and its subdivisions
12. Engineering research and applications

Language and form of the names

- A name should be written in the language in which it was originally proposed; all diacritical marks should be included in the spelling.
- Names should not be translated to another language, not even the generic element of the name. If a name is proposed in French, it will be approved in that language. If a name is proposed in English, it will be approved in that language.
- Duplication of names should be avoided if confusion may result.
- Names should be euphonious and in good taste.
- Consideration will be given to brevity, simplicity and unambiguity in selecting the form of names.
- The generic term should be appropriate to the nature of the feature.
- Duplication of names well known in other parts of the world is undesirable even if qualified by adjectives such as "new", "upper", "nouveau", "south", and "little."

Other criteria of appropriateness

Proposed names will be considered according to the following criteria:

- chronological priority of discovery, naming, or other relevant action
- actual association of the person, ship, organization, event, etc., with the feature
- association of the person, ship, organization, event, etc., with other polar exploration
- contribution of the person to the knowledge of Antarctica
- association of the person, ship, organization, event, etc., with other polar exploration
- contribution of the person to relevant fields of knowledge
- previous recognition through a geographical name in Antarctica

III. How to propose a new name

Except in unusual circumstances the Geographical Names Board of Canada does not initiate naming. Most new names approved are received from the general public and from organizations.

A proposer should submit proposals for new names to the GNBC for approval. New proposals should be for particular geographical features.

Individuals or organizations contemplating a publication including geographical names which are not yet official, should submit proposals well in advance of publication dates. The consideration of new names may require considerable time. The publication of unauthorized names will not necessarily result in their official recognition.

Proposals for new names should include the following information:

- reason for proposal
- location by latitude and longitude, either geographical coordinates or Universal Transverse Mercator (UTM) grid coordinates
- location relative to other features
- a clear description of the feature
- specific limits must be recorded on a map
- photographs or sketches
- origin and meaning of the name proposed
- other reliable, preferably documented information on the use of the name

A proposed geographical name should not be used in official or unofficial publications unless it has been approved by the GNBC.

IV. How to propose alteration of an existing name

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

A geographical name, once it has been approved, should not be changed or altered, except for the following reasons:

- to avoid confusion and ambiguity
- when there is no precise definition of the named feature
- to standardize spelling
- when the original form of the name is inconvenient and unnecessarily long

The same type of information required to accompany proposals for new names should accompany requests to change or alter geographical names.

If the Geographical Names Board of Canada needs to change a geographical name that it had originally approved, information explaining that change will be circulated to other national names authorities and/or national Antarctic mapping centres or SCAR member countries.

V. Where to send the proposals

Proposers should use the Proposal Form (see Annex A) to submit names for consideration.

Proposals for new geographical names and requests for changing or altering existing geographical names should be sent to the:

Secretariat,
Geographical Names Board of Canada
Room 634, 615 Booth Street
Ottawa, Ontario, Canada K1A 0E9

Telephone: 613 - 992-3892
Fax: 613 - 943-8282
E-mail: geonames@NRCan.gc.ca

VI. Acceptance and publication of geographical names

To ensure wide international acceptance of a geographical name, close liaison *should be / has been* established primarily between national names authorities (or Antarctic mapping centres) of SCAR member nations, so that all relevant information is available **before** decisions on new names are made.

The GNBC will seek the advice of the Canadian Committee for Antarctic Research (CCAR) in making decisions on proposals.

All names approved or altered and documented by the Geographical Names Board of Canada will be regularly supplied to SCAR (through CCAR) for publication in the *SCAR Composite Gazetteer of Antarctica* <http://www.pnra.it/SCAR_GAZE>. In addition, such names will be publicized in *Canoma* and on the Geographical Names web site <<http://geonames.NRCan.gc.ca/english/Home.html>>.

Source documents

Principles and procedures for geographical naming, 1999

Proposed International Toponymic Guidelines for the Antarctic (prepared by the Scientific Committee on Antarctic Research's (SCAR) Working Group on Geodesy and Geographic Information, 31 August 1994)

"Policy Covering Antarctic Names", *Geographic Names of the Antarctic*, 2nd ed., 1995
and at <<http://mapping.usgs.gov/www/gnis/antex.html>>, 13 April 1999

"Annex D", *Composite Gazetteer of Antarctica*, Vol. 1, March 1988

Appendix VII

**GEOGRAPHICAL NAMES BOARD
OF CANADA**

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

JANUARY 1993

**UPDATED
DECEMBER 2001**



AVAILABILITY AND DISTRIBUTION OF CANADIAN GEOGRAPHICAL NAMES DATA

January 1993; updated December 2001

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 [now NRCan] 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
GEOGRAPHICAL NAMES BOARD OF CANADA
ON THE AVAILABILITY AND DISTRIBUTION OF
CANADIAN GEOGRAPHICAL NAMES DATA**

1. Exchange of data between GNBC 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 I) between NRCan and any GNBC 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 GNBC 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 GNBC, 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 GNBC; 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 GNBC 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

AVAILABILITY AND DISTRIBUTION OF CANADIAN GEOGRAPHICAL NAMES DATA

APPENDIX 1

Core Data Fields for the Record of an Approved Name
Updated at the 1999 annual meeting of the CPCGN

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. **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.
4. Brief narrative of location.

AVAILABILITY AND DISTRIBUTION OF CANADIAN GEOGRAPHICAL NAMES 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 GNBC 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

GSC/CGC OTTAWA



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NOTES

