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TOPONYMIC GUIDELINES FOR MAP AND OTHER EDITORS: CANADA

UPDATED TO 1989

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Paper submitted by Helen Kerfoot, CPCGN Secretariat, Canada

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Secretariat
Canadian Permanent Committee on Geographical Names
Canada

1.   NAMES AUTHORITIES

Canada's national geographical names authority, the **Canadian Permanent Committee on Geographical Names**, is based in Ottawa. Each of the ten provinces and two territories and each of the federal departments responsible for Canada Lands (national parks, Indian reserves) and for military bases has responsibility for deciding on names and names policies and procedures within its jurisdiction.

1.1   Canadian Permanent Committee on Geographical Names

Canada has had a national authority since 1897, when the Geographic Board of Canada was established by order in council. The Board's successor, the Canadian Permanent Committee on Geographical Names (CPCGN) was organized in 1961. Its mandate is set out in P.C. 1969-1458 (Appendix 5.1), although some aspects of the order in council have been reviewed for possible revision to create a document which would better reflect the status quo.

The CPCGN has a membership of 23. Each of the ten provinces and each of the two territories has a member. Nine members represent the mapping, archival, defence, statistics and translation interests of the federal government. The chairmen of the special advisory committees, established to deal with specific concepts and issues relating to Canadian toponymy, are also members of the CPCGN.

The CPCGN meets once a year, in various parts of Canada, to discuss issues and concepts relating to national toponymic problems and standards. Significant matters discussed and resolved in recent years include a policy for the language treatment of geographical names on federal documents, a policy on the handling of geographical names in national parks, Indian reserves and military bases within the provinces and territories, the approval of a long range programme for the production of the **Gazetteer of Canada** series, the upgrading of general guiding principles and procedures for geographical naming, the endorsement of 26 resolutions on native geographical names and the adoption of guidelines for the treatment of names outside Canada for official Canadian maps.

1.1.2   Special Advisory Committees

The CPCGN currently has three advisory committees. Each of them was set up to provide advice to CPCGN members on specific problems relating to national standards or to matters outside the jurisdiction of the provinces and territories, such as the naming of

undersea features. A fourth advisory committee, at present inactive, established guidelines for federal treatment of foreign geographical names.

1.1.2.1 Advisory Committee on Undersea and Maritime Feature Nomenclature

This advisory committee was set up in 1966 to deal with the naming of undersea features in areas of interest to Canada, to determine criteria for undersea feature naming, and to establish and define undersea feature generics for Canadian use. In 1984 its responsibility was extended to include the naming of major maritime features adjacent to Canada's coasts. The advisory committee is chaired by the Dominion Hydrographer. Currently it has twelve members who are drawn from federal departments concerned with defence, fisheries, oceanography, marine ecology, marine geology, translation and toponymy; the Government of the Northwest Territories; and from the private sector.

1.1.2.2 Advisory Committee on Glaciological and Alpine Nomenclature

This advisory committee was organized in 1975 to provide the CPCGN with expert advice on the handling of geographical names in mountainous and glaciological regions, to establish a glossary of generic terminology used in glaciological and alpine nomenclature, to encourage proper naming practices in mountainous and glaciological areas and to ensure precise identification of named alpine and permanent ice features. The advisory committee meets at least once a year, usually in western Canada, where six of its eleven members reside and where many of Canada's glaciers and much of the country's mountainous landscape are located. The present committee chairman is the CPCGN member for the Geological Survey of Canada. This committee was largely responsible for preparation of text for the 1987 publication Generic terms in Canada's geographical names. It is currently preparing a public brochure on name proposals.

1.1.2.3 Advisory Committee on Toponymy Research

This advisory committee was set up in 1975 to provide a broad overview of toponymy research in Canada, to identify priorities for toponymy research and to review and evaluate completed research. In the past decade or so, the advisory committee has promoted the convening of workshops on urban naming, automation of names data, gazetteer production, native geographical names, and "alternate" names. It has also encouraged the compilation of a bibliography of Canadian toponymy and an inventory of ongoing Canadian toponymic research projects. The advisory committee is currently

chaired by a university professor of linguistics. Its twelve members are from each of the major regions of Canada and from the English and French academic communities, and represent interests in archives, history, cartography, linguistics, geography, translation and toponymy. During the past few years, this committee has become the CPCGN's chief working group for resolving questions concerning the order in council and for preparing a strategic plan for the CPCGN.

1.1.2.4 Advisory Committee on Names Outside Canada

This advisory committee (currently inactive) was set up in the late 1970s to devise a national policy for the treatment of names outside Canada for federal maps, charts and other documents. The policy, established by the advisory committee in 1980, and adopted by the CPCGN (Appendix 5.2), set out three main approaches: 1) the use of the names of other countries in English and French as recognized by Canada's External Affairs Department; 2) the use of names of populated places and other features as adopted by the country concerned (e.g. **Dunkerque** in France; **Kunlun Shan** in China); 3) the use of names of features adjacent or common to two or more sovereign states in English and/or French, depending on the map in question.

1.1.3   CPCGN Secretariat

The Secretariat of the CPCGN is located in Ottawa, and is provided by the federal Canada Centre for Mapping in the Department of Energy, Mines and Resources. At present 3.5 person-years are devoted to liaison with the federal, provincial and territorial members; organizing the meetings of the CPCGN and its advisory committees; preparing position papers and general CPCGN information; answering more than 1 000 inquiries a year on the origin and use of geographical names in Canada and abroad; verifying approximately 20 000 names annually for a variety of federal maps, charts and texts; and processing 4 000 CPCGN decisions on new names and name changes each year by maintaining up to date amended 1:50 000 toponymic base maps and having the names records entered into the National Toponymic Data Base. Since 1975 the Secretariat has published CANOMA, a twice yearly journal on news and views on Canadian toponymy.

1.2   Provincial and Territorial Names Boards

The order in council under which the CPCGN is established clearly places authority over decisions on names in the hands of federal and provincial ministers according to their respective jurisdictions. In national parks, Indian reserves and military

bases in the provinces and territories there is joint authority in making decisions. Elsewhere, in the provinces and territories, decisions on names are made by the provincial or territorial authority reporting to a designated minister. In some provinces and territories the responsibility for names authorization rests with one person, who makes all decisions on behalf of the jurisdiction. This course is followed in Nova Scotia, New Brunswick, Prince Edward Island, Manitoba and British Columbia, and by the federal authorities representing national parks, Indian reserves and military bases. In the Northwest Territories, name decisions are at present authorized by the Executive Council of the Government of the Northwest Territories. In Newfoundland, Quebec, Ontario, Saskatchewan, Alberta and Yukon Territory a commission or board is established, in most cases by provincial or territorial law. A full list of addresses of federal, provincial and territorial CPCGN members is set out in Appendix 5.3.

1.2.1 Quebec

Quebec has one of the most sophisticated toponymic authorities in the world. Established by the Government of Quebec in 1977 under the Charter of the French Language, the Commission de toponymie is composed of a 7-member board. It currently has a full time staff of 28 and an annual budget of $1.5 million (including salaries). The Commission has produced several publications on toponymic guidelines, including: 1) **Guide toponymique du Québec** (1979); 2) **Guide à l'intention des éditeurs et des rédacteurs de manuels scolaires** (1983); 3) **Les noms de lieux au Québec: énoncés de politiques linguistiques** (1984); 4) **Guide à l'usage des cartographes** (1984); 5) **Vocabulaire de terminologie géographique** (1985); 6) **Méthodologie des inventaires toponymiques** (1986); and 7) **Répertoire toponymique du Québec** (1987).

1.2.2 Ontario

The Ontario Geographic Names Board was established by provincial act in 1968 with membership composed of its Executive Secretary and the Surveyor General of Ontario, and five others appointed by the provincial government. The Board is supported by personnel provided by the Ministry of Natural Resources. It has published **Principles of Geographical Naming**, in 1975; **Naming Ontario**, 1977, and **A Manual for the Field Collection of Geographical Names** in 1986. Inquiries should be addressed to the Executive Secretary.

2. PRINCIPLES AND PROCEDURES

2.1 Principles of Geographical Naming

Guiding principles for geographical naming in Canada have been developed and elaborated over the past 90 years. The latest edition of the CPCGN principles and procedures was published in 1984. This booklet **Principles and procedures for geographical naming** contains 14 guiding principles with associated notes, and three appendices with guidelines dealing with names outside Canada, mountain names, and official languages and geographical names on federal government maps (see Appendix 5.4).

Some provincial boards have developed and elaborated their own series of principles. For principles on naming in Quebec one should consult **Guide toponymique du Québec** (1979), for Ontario one is directed to **Principles of Geographical Naming** (1975); and for Alberta **Geographical Names Manual** (1989). Canadian Parks Service has developed guidelines for naming in national parks in order to discourage feature identification in wilderness areas and to address toponymic signage in keeping with Canadian official language requirements. Manitoba has published information on its guiding principles in its brochure **Manitoba's Geographical Names** (1988).

2.2 Procedures for Geographical Naming

Except in exceptional circumstances, the CPCGN itself does not initiate naming. Most new names are derived from public submissions and names recorded during field programmes.

Individuals or organizations proposing new names for adoption are usually advised that the necessary research to make name decisions may take several months, especially for features in remote areas, or in Canada Lands or military bases in the provinces and territories. Use of unauthorized names in publications will not necessarily result in their official recognition.

Proposals should usually provide names for specific geographical features. The following type of information and documentation facilitates investigation and the decision making process: (a) location by latitude and longitude (geographic or UTM coordinates); (b) indication of precise extent on a map; (c) acceptance by the local population; (d) reason

for each proposal; (e) origin and/or meaning; (f) evidence of research to indicate that each feature has no other local name; (g) photographs or sketches.

Reliable, preferably documented, information concerning corrections in the use, spelling or application of toponyms on maps and marine charts and in other publications should be submitted to the CPCGN Secretariat, or to the appropriate provincial or territorial CPCGN member.

3.   LANGUAGES

3.1   Official Languages of Canada

The Constitution Act, 1982, recognizes two official languages in Canada. English and French. They have equality of status and equal rights and privileges as to their use in all institutions of the Parliament and the Government of Canada. At the provincial level only one province is officially bilingual (New Brunswick) and only one province is officially unilingual (Quebec: French).

3.2   Official Languages and Geographical Names on Federal Government Maps

In November 1983 the Official Languages Branch of Treasury Board issued Circular 1983-58, which sets out government policy for geographical names on federal maps and marine charts. Recognizing that names reflect an important element in creating a national image, the circular established a number of guidelines.

Names of geographical entities of pan-Canadian significance having well-known forms in both official languages were established by the President of the Treasury Board on the recommendation of the Board's Official Languages Branch and the CPCGN, and are listed in Appendix 5.5. They are to appear in both their forms on a bilingual map, or, in the case of separate English and French versions of a map, in the form appropriate to the language of the map. The combined pivotal form of one specific term with two generic terms (e.g. Fleuve Mackenzie River) is discouraged, as also, is the dropping of the generic term from an official name (e.g. Mackenzie, rather than Mackenzie River).

All other geographical names, including the names of cities, towns and municipalities which have been incorporated, are to appear on federal government maps in the forms adopted by the provincial, territorial or federal authorities in whose jurisdiction

the entities lie. Such names are authorized for official use by the Canadian Permanent Committee on Geographical Names.

3.3 Official Languages and Geographical Names for Prose Texts

The names of cities, towns and municipalities, which have been incorporated provincially or territorially, should appear in their approved forms in prose texts. As of May 1989 only a single Canadian municipality has an approved form in both English and French: **Grand Falls/Grand-Sault** in New Brunswick. Otherwise, in either English or French texts, the names of populated places should be retained as established in provincial and territorial statutes. Examples are: **St. John's** (Nfld.), **Saint John** (N.B.), **Montréal** (Qc), **Sept-Îles** (Qc), **The Pas** (Man.), and **Regina** (Sask.).

In prose texts in English or French, the list of pan-Canadian names is a basic tool. For names of geographical features not included on the pan-Canadian list, it is acceptable to translate the generic portion of the name, that is, the portion indicating the nature of the entity ("lake" in **Lake Okanagan**; "rivière" in **rivière Gatineau**). In 1987, the CPCGN published a glossary of **Generics terms in Canada's geographical names**. For some 600 of the 640 generics described in either English or French, an equivalent generic is suggested as a guide for usage in the other official language. Advice on equivalent generics in English and French is provided by the Terminological Information Service of the Translation Bureau, or through the CPCGN Secretariat.

Translation Bureau has at present a committee preparing guidelines to standardize the treatment of such names as **Bay of Islands, Lesser Slave Lake** and **Lake on the Mountain** for French language federal government texts.

3.4 Generic Terminology

The compilation and publication in 1987 of a complete list of generic terms in use in Canada as **Generic terms in Canada's geographical names** was undertaken jointly by the CPCGN Secretariat, the Advisory Committee on Glaciological and Alpine Nomenclature and the Translation Bureau. Each entry provides a short definition of the generic term, observations on its use, related terms, some examples and an indication of an equivalent term in the other official language.

3.5   Abbreviations

Neither the CPCGN as a whole nor the provincial and territorial names authorities, have established comprehensive lists of abbreviations for geographical names and generic terminology. The Commission de toponymie du Québec has some rules for abbreviating names and terms, and these are outlined in **Guide à l'usage des cartographes (1984), p. 14-15.** Abbreviations of generic terms as used on Canadian topographic maps and hydrographic charts as of 1987 were included in **Generic terms in Canada's geographical names.** A slightly modified and up-dated list of abbreviations for use on 1:50 000 National Topographic System maps of Canada was produced by the Canada Centre for Mapping in 1988.

Traditionally, mapmakers and prose text writers have been encouraged to use full names as approved, with mapmakers using their own abbreviations for generics where space is limited. Where the same abbreviation has been used for more than one term (e.g., "C" for cemetery, cove and cape) the type colour and the type positioning usually reveal the nature of the feature.

Normally no part of the name of a populated place is abbreviated. In Quebec, names including Saint or Sainte are approved with the name written in full and are retained in this form on federal maps. The name **Saint John** for the city in New Brunswick is not abbreviated. Outside Quebec, many names with **Saint** and **Sainte** are officially approved in the abbreviated forms (e.g. St. John's, Nfld.; St. Thomas, Ont., Sault Ste. Marie, Ont.). Such names should <u>not</u> be spelled out. On the other hand, some names have "Saint" written in full (e.g. Saint John, New Brunswick) and should not be abbreviated. The **Gazetteer of Canada** series can be consulted for guidance on the spelling of such names, as approved by the CPCGN.

There are traditional abbreviations for the names of the provinces and territories in English and French, and there are standardized two-letter symbols recommended by the postal authorities.

Abbreviations and symbols of the names of the provinces and territories

Jurisdiction	English	French	Postal
Alberta	Alta.	Alb.	AB
British Columbia	B.C.	C.-B.	BC

Manitoba	Man.	Man.	MB
New Brunswick	N.B.	N.-B.	NB
Newfoundland	Nfld.	T.-N.	NF
Northwest Territories	N.W.T.	T.N.-O.	NT
Nova Scotia	N.S.	N.-É.	NS
Ontario	Ont.	Ont.	ON
Prince Edward Island	P.E.I.	Î.-P.-É.	PE
Quebec	Que./Qc	Qué./Qc	PQ
Saskatchewan	Sask.	Sask.	SK
Yukon Territory	Y.T.	Yuk./Yn	YK

4. SOURCE MATERIALS

There are several sources which may be consulted to determine official geographical names in Canada. Among them are the official records maintained by the CPCGN Secretariat, and now automated through the National Toponymic Data Base; the Gazetteer of Canada series, the Répertoire toponymique du Québec; the names records of individual provincial/territorial jurisdictions; topographical maps and hydrographic charts, and various atlases published in recent years.

4.1 CPCGN Records

The CPCGN Secretariat maintains a file on each topographical map and hydrographic chart produced by the federal government. These files contain information on the approval of names, queries and background information relating to features named on each map. With each file an amended base map is maintained with updated information on new names and changes. The CPCGN Secretariat also maintains records of current and superseded geographical names, indicating correct spelling, map sheet area, geographical coordinates status and origin. All name records are now loaded in the automated National Toponymic Data Base, maintained by the federal Toponymy Section of the National Atlas programme of the department of Energy, Mines and Resources.

4.2 Provincial and Territorial Records

Each province and territory has a variety of toponymic records in the office serving the geographical name authority. The Commission de toponymie du Québec has

extensive records, both traditional files and cards and an automated toponymic data base TOPOS; Manitoba has an automated toponymic file; British Columbia and Ontario are currently developing digital systems; and Alberta has its inventory of geographical names on two Macintosh SE computers using Fourth Dimension data manager.

4.3   National Toponymic Data Base

The Canada Centre for Mapping of the Department of Energy, Mines and Resources maintains the automated records of the National Toponymic Data Base (NTDB), which includes current and superseded geographical names of the CPCGN. Nearly 500 000 toponyms are stored on SUN hardware, using a UNIX operating system and ORACLE data management software. Plans are still at the formative stage to arrange for on-line access for CPCGN members to communicate their official name decisions. The NTDB is used for the generation of names lists for new editions of National Topographic System maps 1:50 000 and 1:250 000 as well as 1:2M base maps and special purpose maps. Hard copy printouts, magnetic tapes and diskettes are used to respond to requests for large quantities of data.

4.4   Gazetteers

The Canada Centre for Mapping publishes the Gazetteer of Canada series for the CPCGN. There is a volume for each province (except Quebec) and each territory. Since 1980, the volumes of the series have been produced from the automated NTDB records. Most volumes have been re-issued since that time. Those for New Brunswick, Prince Edward Island and Nova Scotia, which have not been revised since the 1970s, are scheduled for completion within the next two years. Updated volumes for provinces and territories are then scheduled for production. The volumes produces since 1980 are also available on 24 x microfiche. For Quebec, the Commission de toponymie du Québec published a new edition of the Répertoire toponymique du Québec in 1987; and for undersea features, the Canadian Hydrographic Service produced a second edition of the Gazetteer of Undersea Feature Names in 1987.

4.5   Topographic Maps and Hydrographic Charts

Topographic maps and hydrographic charts produced since 1975 reasonably reflect the current decisions on official names and correct language forms, and those produced in the previous ten years are quite reliable in most toponymic detail. Recent small

scale maps of Canada, published in English, French or bilingual formats at scales of 1:7.5M, 1:12.5M, 1:20M, 1:30M are excellent sources for official names. 1:2M base maps are currently being revised and will show official names and be in keeping with language policy established for federal maps. Indexes of topographic and small scale maps can be obtained from the Canada Map Office, Ottawa, K1A OE9. Indexes of hydrographic charts are available from the Canadian Hydrographic Service, Ottawa, K1A OE6.

4.6   Atlases

The series of small scale maps of the 5th edition of the **National Atlas of Canada** now in production follow the decisions of the CPCGN and the language policy for geographical names on federal government maps as established by Treasury Board (Circular 1983-58). The **Canada Gazetteer Atlas** and the **Canada Atlas toponymique**, produced by the Surveys and Mapping Branch in 1980, although starting to become a little out-dated are good sources of geographical name information. They show the locations of all populated places in Canada, and, with a few minor exceptions, are excellent reflections of the federal government's language policy for geographical names. The **Canada Gazetteer Atlas** is now out of print; however, the **Reader's Digest Atlas of Canada** (1981) uses the maps and names data prepared for the government-produced atlas. The **Atlas and Gazetteer of Canada**, and the French version of it, the **Atlas et toponymie du Canada** produced by the Surveys and Mapping Branch in 1969, are no longer reliable sources for official geographical names, especially as to the language forms of geographical names.

APPENDIX 5.1

ESTABLISHMENT OF THE CANADIAN PERMANENT COMMITTEE ON GEOGRAPHICAL NAMES
BY P.C. 1969-1458

CANADA

PRIVY COUNCIL - CONSEIL PRIVÉ

AT THE GOVERNMENT HOUSE OF OTTAWA

TUESDAY, THE 22ND DAY OF JULY, 1969

PRESENT

HIS EXCELLENCY

THE GOVERNOR GENERAL IN COUNCIL.

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. 1961-1014 of 13th July, 1961, as amended, which reconstituted The Canadian Permanent Committee on Geographical Names and to establish in lieu thereof a body to be known as The Canadian Permanent Committee on Geographical Names - Le Comité permanent canadien des noms géographiques, with membership, powers, duties and functions as set out below:

1. The Canadian Permanent Committee on Geographical Names (Hereinafter referred to as the "Committee") is the authority on all matters of geographical nomenclature affecting Canada.

2. All departments and agencies of the Public Service of Canada shall refer to the Committee all questions respecting Canadian and foreign geographical nomenclature arising therein.

3. To become official, all decisions taken by the Committee with respect to questions of geographical nomenclature must be approved by the appropriate Federal or Provincial Minister, according to his respective jurisdiction.

4. The membership of the Committee shall consist of:

(a) The Chairman, an Assistant Deputy Minister, Department of Energy, Mines and Resources;

(b) The Dominion Archivist;

(c) The Superintendent, Bureau of Translations, Department of the Secretary of State;

(d) The Director General, Environmental and Operational Services, Department of National Defence;

(e) The Director, Surveys and Mapping Branch, Department of Energy, Mines and Resources;

(f) A representative from each of the provinces and the Territories of Canada; and

(g) Additional members that may be appointed by the Minister of Energy, Mines and Resources.

5. The Minister of Energy, Mines and Resources shall appoint the Chairman and Vice-Chairman of the Committee.

6. The representatives of the provinces shall be appointed by their respective Governments and in the case of the Territories of Canada, by the Minister of Indian Affairs and Northern Development.

7. The Committee shall be served by a Secretariat provided by the Surveys and Mapping Branch of the Department of Energy, Mines and Resources. The head of this Secretariat in his capacity of Secretary of the Committee, shall undertake all routine duties of geographical nomenclature as may be decided by the Committee.

8. There shall be a general meeting of the Committee at least once in the calendar year.

9. The Committee may establish Sub-committees as required and may appoint Chairmen and members of such Sub-committees.

10. The members of the Committee and Sub-committees shall serve without remuneration but they as well as the Secretariat of the Committee and the Sub-committees may be paid their travelling and living expenses necessarily incurred in connection with the business of the Committee.

Funds for the expenses of the Canadian Permanent Committee on Geographical Names shall be provided for in the estimates of the Surveys and Mapping Branch, Department of Energy, Mines and Resources.

CERTIFIED TO BE A TRUE COPY - COPIE CERTIFIÉE CONFORME

R.G. Robertson

CLERK OF THE PRIVY COUNCIL - LE GREFFIER DU CONSEIL PRIVÉ

NOTES ON CHANGES SINCE 1969

1. There have been no official amendments to PC 1969-1458 since 1969, although a redrafted document is at present under consideration.

2. The present member for the Department of the Secretary of State is the Assistant Undersecretary of State (Official Languages and Translation).

3. The present member for the Department of National Defence is the Director of Cartography of the Mapping and Charting Establishment.

4. Additional members appointed to the Committee are: a) the Dominion Hydrographer, Department of Fisheries and Oceans; b) the Chief of Historical Research, Canadian Parks Service, Department of Environment; c) a representative of the Geological Survey of Canada; d) a representative of the Reserves and Trusts Branch of the Department of Indian Affairs and Northern Development; e) the Director of the Geography Division, Statistics Canada; f) the chairman of the Advisory Committee on Toponymy Research; g) the chairman of the Advisory Committee on Glaciological and Alpine Nomenclature.

5. Each of Canada's two territories (Northwest Territories, Yukon Territory) appoints its own member.

GUIDELINES FOR
NAMES OUTSIDE CANADA FOR
OFFICIAL CANADIAN USE

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

1. **Names of sovereign states**

   a) to be rendered in English and French forms as provided by Canada's External Affairs Department to the Secretariat of the Canadian Permanent Committee on Geographical Names.

2. **Populated places in countries outside Canada**

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

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

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

   d) to have their traditional English and/or French exonyms indicated in brackets in text after the national form, or in smaller type in brackets on maps, as an option, if the names are deemed to

be necessary to identify the places (e.g. **Canton** to accompany **Guangzhou**).

3. **Names of other features within sovereign states**

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

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

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

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

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

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

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

APPENDIX 5.3

ADDRESSES OF MEMBERS OF THE
CANADIAN PERMANENT COMMITTEE ON GEOGRAPHICAL NAMES
AND OF ITS
ADVISORY COMMITTEES AND SECRETARIAT

FEDERAL MEMBERS

CHAIRMAN

Mr. J. Hugh O'Donnell
Chairman
Canadian Permanent Committee
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NATIONAL ARCHIVES

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National Archivist
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NATIONAL DEFENCE

Col. D.T. Carney
Director of Cartography
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SECRETARY OF STATE

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Assistant Under Secretary of State
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PRINCE EDWARD ISLAND

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GUIDING PRINCIPLES

PRINCIPLE 1   NAMES GOVERNED BY STATUTORY AUTHORITY

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

PRINCIPLE 2   NAMES IN GENERAL PUBLIC USE

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

PRINCIPLE 3   NAMES GIVEN BY OTHER AGENCIES

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

PRINCIPLE 4   NAMING AN ENTIRE FEATURE AND IDENTIFYING ITS EXTENT

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

PRINCIPLE 5 USE OF PERSONAL NAMES

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

PRINCIPLE 6 APPROVING NAMES FOR UNNAMED FEATURES

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

PRINCIPLE 7 FORM AND CHARACTER OF NAMES

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

PRINCIPLE 8 LANGUAGE FORMS AND TRANSLATION

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

PRINCIPLE 9   SPELLING STANDARDS IN ENGLISH AND FRENCH

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

PRINCIPLE 10   UNIFORMITY IN THE SPELLING OF NAMES

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

PRINCIPLE 11   DUPLICATION

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

PRINCIPLE 12   GENERIC TERMINOLOGY

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

PRINCIPLE 13   USE OF QUALIFYING TERMINOLOGY

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

PRINCIPLE 14   NAMES OF SMALL FEATURES

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

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Note: The chairman of each advisory committee is a member of the CPCGN.

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Secretariat
Geographical Names
Department of Energy, Mines and Resources
6th Floor
615 Booth Street
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LIST OF PAN-CANADIAN NAMES FOR

FEDERAL GOVERNMENT MAPS

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

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

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

Davis Strait / Détroit de Davis

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

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

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

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

James Bay / Baie James

Keewatin, District of /
  District de Keewatin

Labrador Sea / Mer du Labrador
Laurentian Mountains /
  Les Laurentides

Mackenzie, District of /
  District de Mackenzie
Mackenzie River / Fleuve Mackenzie
Manitoba, Lake / Lac Manitoba
Michigan, Lake / Lac Michigan
  (not actually in Canada)

Nelson River / Fleuve Nelson
New Brunswick / Nouveau-Brunswick
Newfoundland / Terre-Neuve
Niagara Falls / Chutes Niagara
Nipigon, Lake / Lac Nipigon
Nipissing, Lake / Lac Nipissing
North Saskatchewan River /
  Rivière Saskatchewan Nord
Northumberland Strait /
  Détroit de Northumberland
Northwest Territories /
  Territoires du Nord-Ouest
Nova Scotia / Nouvelle-Écosse

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

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

Quebec / Québec (province)

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Red River / Rivière Rouge
Restigouche River /
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Rocky Mountains / Montagnes Rocheuses

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

Timiskaming, Lake / Lac Témiscamingue

Ungava Bay / Baie d'Ungava

Vancouver Island / Île de Vancouver

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

Yukon River / Fleuve Yukon
Yukon Territory / Territoire du Yukon