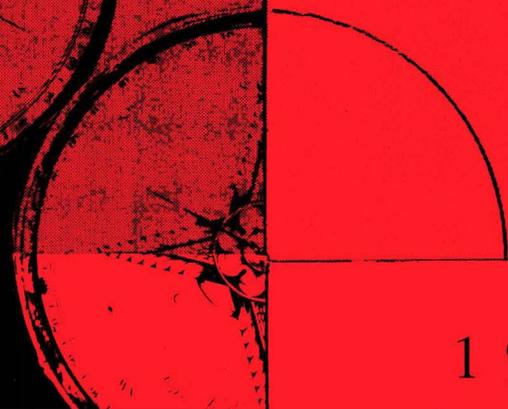
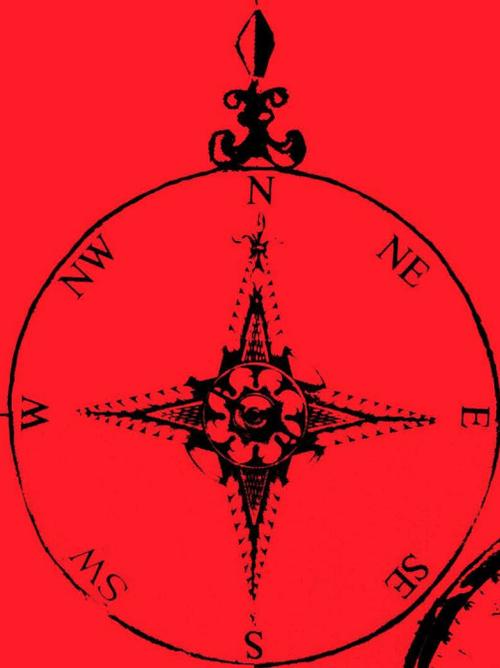


AUTHORITIES AND ORGANIZATIONS
INVOLVED WITH
GEOGRAPHIC NAMES

UNITED STATES
CANADA
MEXICO

U.S. Board on Geographic Names



1989

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UNITED STATES
BOARD ON GEOGRAPHIC NAMES

1890-1990 ONE HUNDRED YEARS OF SERVICE

**AUTHORITIES AND ORGANIZATIONS
INVOLVED WITH
GEOGRAPHIC NAMES**

**United States
Canada
Mexico**

By Donald J. Orth, Executive Secretary, Domestic Geographic Names



Reston, Virginia
1989

U.S. Department of the Interior
Manuel Lujan, Jr., Secretary

GEOLOGICAL SURVEY
Dallas L. Peck, Director

U.S. BOARD ON GEOGRAPHIC NAMES
Rupert B. Southard, Chairman

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Staff assistance for domestic geographic names
provided by the U.S. Geological Survey

Communications about domestic names should be addressed to:

Donald J. Orth
Executive Secretary
Domestic Geographic Names
U.S. Board on Geographic Names
523 National Center
Reston, VA 22092

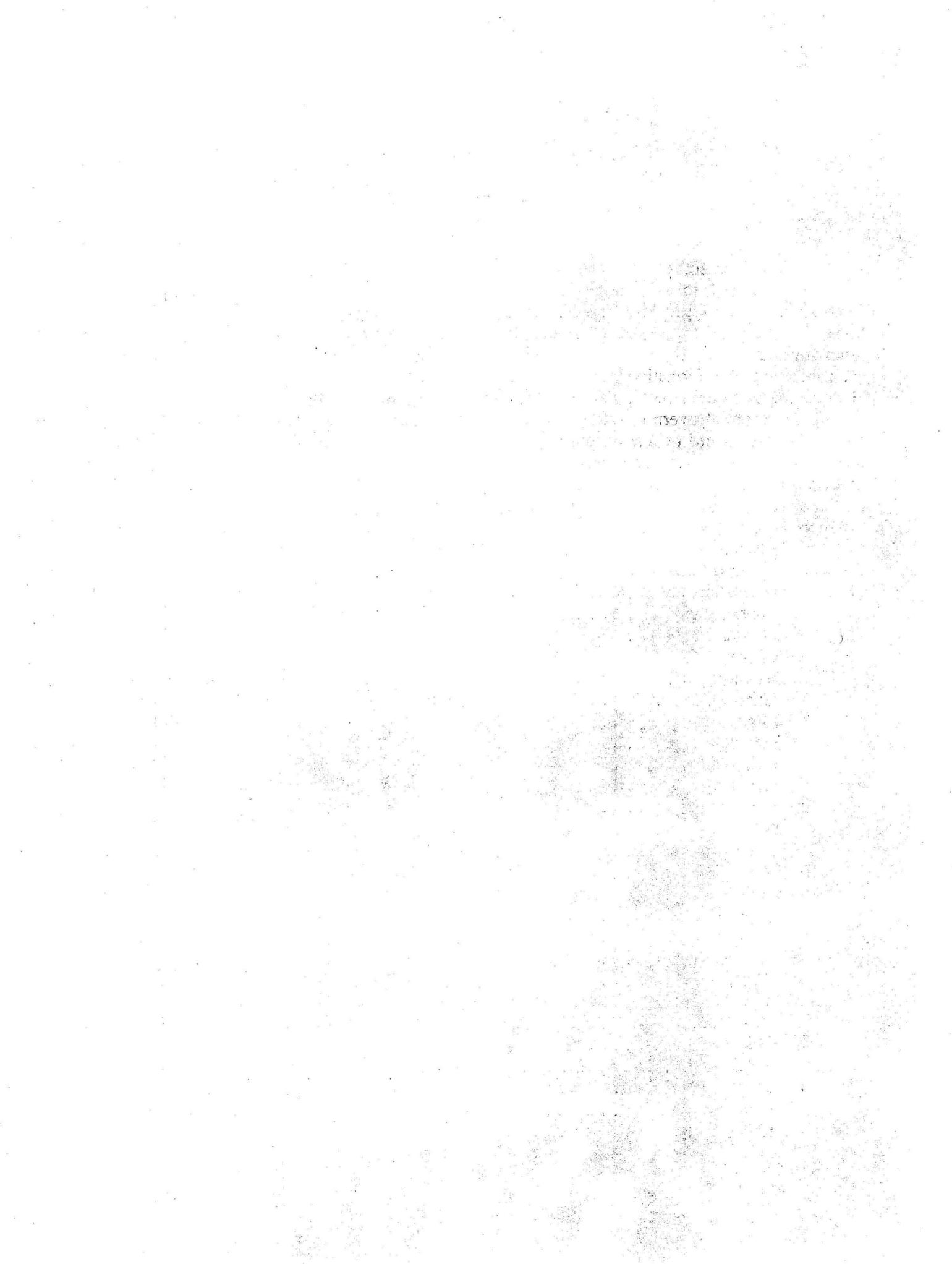
FOREWORD

This is the 3rd edition of a directory titled "Authorities and Other Organizations Involved with Geographic Names: United States, Canada, Mexico;" previously published as U.S. Geological Survey Open-File Reports 83-881 (1984) and 85-305 (1985). The directory (red book) has become a popular reference for persons working in both applied and academic toponymy.

In today's modern world, standard geographic name usage is important, if not imperative, for effective communication, safety, and commerce. The process of standardization, however, cannot be carried out unilaterally or arbitrarily because the subject touches the daily lives of all citizens. The use of geographic names is interwoven into the fabric of society--language, tradition, and long-standing records. Establishing uniform name usage is a process that requires sensitivity to public interests, accomplished by close communication and cooperation between various levels of government and the citizens they represent. The purpose of this directory is to assist in this process by providing a listing of authorities and organizations in the three countries in North America concerned with geographic names, along with concise, pertinent information about each.



Rupert B. Southard
Chairman, U.S. Board
on Geographic Names



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THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYSICS 354

LECTURE NOTES

BY [Name]

AUTHORITIES AND ORGANIZATIONS INVOLVED WITH GEOGRAPHIC NAMES - 1989

United States
Canada
Mexico

Donald J. Orth
U.S. Geological Survey
523 National Center
Reston, Virginia 22092

ABSTRACT

There is a need for accurate and standard geographic names usage in all levels of government, industry, commerce, communications, education, and research. There is also a growing number of organizations in North America that are, fully or partly, involved with the scholarly study of geographic names. This report is a list of official national, State/Provincial, and regional provincial authorities concerned with name standardization, and of organizations involved with the study of geographic names, in the United States, Canada, and Mexico. The appendixes are copies of documents that provide additional information about the organization, policies, procedures, and publications of some of these organizations.

INTRODUCTION

This report is a listing of geographic names authorities at national, State/Provincial, and regional levels of the governments of the United States, Canada, and Mexico and of nongovernmental organizations concerned with the academic study of geographic names. This report also includes information on international

organizations whose activities have relevance to geographic names work done in one or more of the three North American countries.

The use of geographic names in spoken and written language represents a primary geographic reference system used by people throughout the world. The standardization of the written forms of these names takes on special importance in today's complex and technical societies where a clear reference to a country's places, features, and areas is important. All levels of government, industry, commerce, communications, and science depend on a relatively stable system of geographic names usage and orientation. Standardization is particularly important for map and chart production; land, air, water, and mineral surveys; postal and shipping deliveries; land and water transportation safety; and demographic and other social and cultural studies.

The national standardization of geographical names results in incalculable savings in time and money by increasing the efficiency of a nation's government and other institutions. This standardization can prevent misunderstanding and, just as important, can eliminate the inconsistency that occurs when different people try to deter-

mine proper name use with varying results. National standardization also allows a country to exercise its prerogative to establish its own standard names.

This listing was compiled to provide a convenient reference to (1) the geographic names authorities in the United States, Canada, and Mexico; (2) the United Nations activities concerning national standardization of geographic nomenclature in which the three countries are involved; and (3) nongovernmental or academic organizations in North America established to promote the study of geographic names.

The primary principle or philosophy of the U.S. Board on Geographic Names is the recognition of present-day local usage and preferences when considering and deciding on official names. To follow this principle, the Federal Board seeks close cooperation with State and local governments and their citizens. This cooperation is best and most easily accomplished in States that have recognized central geographic names authorities. At present, 25 States have geographic names authorities established by law or executive/departmental order; 7 States have advisors recognized by the Board, but not necessarily by the State government; and 18 States do not have known names authorities or advisors. In the latter case, name problems are directed to the Governor, appropriate State agencies, and local governments.

Official geographic names authorities in the United States vary in structure and membership. Some authorities are large organizations with members representing various regions of the State, while others may be one-person operations. Many State geographic names boards or committees exist as autonomous bodies, while names authorities in other States are contained within State organizations that have broader

functions, such as historical commissions, mapping advisory committees, or library boards. Sometimes the authority is one of the functions of a specified office like the State geologist or archivist. Some committees meet regularly, for example, on a monthly schedule, while others meet less frequently, or, in some cases, business is conducted by the circulation of docket lists and correspondence between members. In some States, the committees also seek the cooperation or assistance of county or town boards or other groups who may be even closer to the specific problems.

The guiding principles of the Canadian Permanent Committee on Geographical Names are generally similar to those of the U.S. Board on Geographic Names. The differences are in particulars and in emphasis. The Canadian Permanent Committee includes a representative appointed by each Province and Territory of Canada and by nine Federal departments. The U.S. Board does not include representation outside the Federal Government. Although it is the responsibility of the Canadian Permanent Committee to deal with all questions of geographic nomenclature affecting Canada, name decisions are made by the respective Provinces and Territories, with an agreement that decisions on the names of features on Federal lands will be made jointly with the Federal Government. Approved names become decisions of the Permanent Committee. In contrast, the U.S. Board is the principal authority for official names in the United States.

Mexico presently does not have a Federal geographic names authority. Official names for places and features in Mexico traditionally are established by publication on the maps of the *Dirección General de Geografía del Territorio Nacional*.

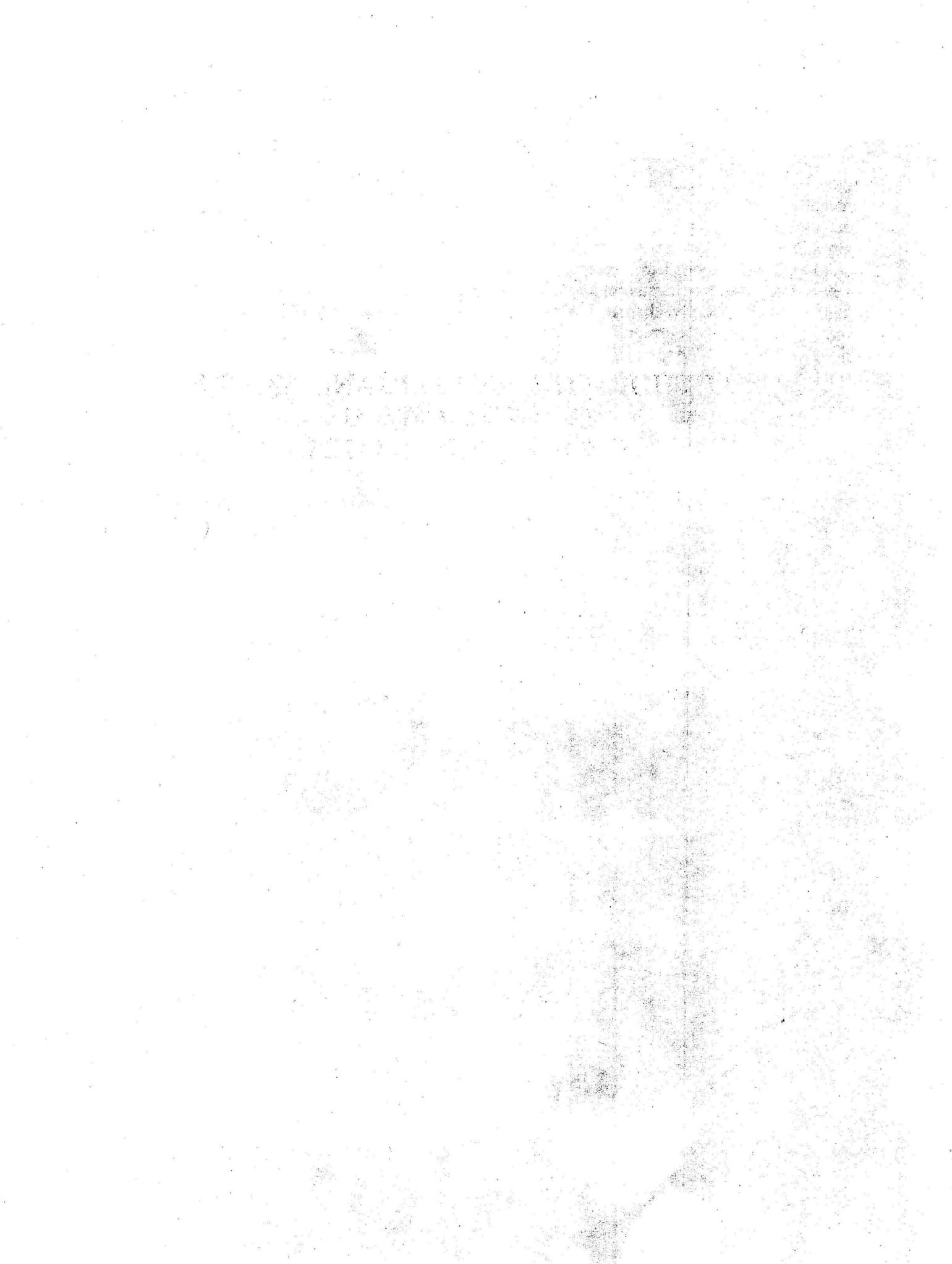
ORGANIZATION OF INFORMATION

This listing of geographic names authorities and organizations reflects the most recent information available in the Branch of Geographic Names, Office of Geographic and Cartographic Research, National Mapping Division, U.S. Geological Survey. Because people, addresses, and organizations frequently change, some information may not be current. This publication will be updated periodically. Please send corrections to:

Donald J. Orth
Executive Secretary for Domestic
Geographic Names
U.S. Board on Geographic Names
U.S. Geological Survey
523 National Center
Reston, VA 22092
Tel: (703) 648-4506

The listings are organized as follows:

1. Title of authority or organization; the titles of State advisors are not necessarily official.
2. Date when authority or organization was "established and the source of its authority when applicable; the date when an advisor began working with the U.S. Board on Geographic Names is normally given.
3. Governmental organization or position responsible for the activities of the geographic names authority or organization when applicable.
4. Membership and officers of the organization or advisor, and other relevant information.
5. Contact person, mailing address, and telephone number.
6. Short history or background information of the geographic names authority or organization when appropriate.



**AUTHORITIES AND ORGANIZATIONS
INVOLVED WITH
GEOGRAPHIC NAMES**

UNITED STATES

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice to ensure transparency and accountability.

2. The second section outlines the procedures for handling discrepancies between the recorded amounts and the actual cash flow. It suggests a systematic approach to identify the source of the error and correct it promptly to avoid any financial misstatements.

3. The third part of the document addresses the need for regular audits to verify the accuracy of the financial statements. It recommends that these audits be conducted by an independent party to provide an objective assessment of the company's financial health.

4. The final section discusses the importance of maintaining up-to-date financial records for tax purposes. It highlights the consequences of non-compliance with tax regulations and provides guidance on how to properly document and report financial data to the relevant authorities.

5. The document also includes a detailed explanation of the accounting cycle, from identifying transactions to closing the books. It provides a step-by-step guide to help users understand the flow of information and the impact of each step on the financial statements.

6. Additionally, the document covers the various methods used to value inventory and the impact of these methods on the cost of goods sold and net income. It discusses the advantages and disadvantages of different valuation techniques and provides examples to illustrate their application.

7. The document also addresses the treatment of depreciation and amortization, explaining how these costs are allocated over the useful life of an asset. It provides formulas and examples to help users calculate the depreciation expense and understand its effect on the financial statements.

8. Finally, the document discusses the importance of budgeting and forecasting in financial management. It provides a framework for developing a budget and explains how it can be used to monitor performance and make informed decisions about the company's future.

UNITED STATES GOVERNMENT

- (1) **U.S. Board on Geographic Names**
- (2) Established 1947 by Public Law (Appendix I)
- (3) Department of the Interior
- (4) Membership: Departments of State, Interior, Agriculture, Commerce, and Defense; Postal Service; Central Intelligence Agency; Library of Congress, and the Government Printing Office.
- (5) Richard R. Randall
Executive Secretary
U.S. Board on Geographic Names
Defense Mapping Agency
8613 Lee Highway
Merrifield, VA 22031-2137
Tel: (703) 756-9268

For domestic names matters:

Donald J. Orth
Executive Secretary for Domestic
Geographic Names
U.S. Board on Geographic Names
U.S. Geological Survey
523 National Center
Reston, VA 22092
Tel: (703) 648-4506

- (6) The U.S. Board on Geographic Names was originally created in 1890 by Executive order, and its authority and responsibilities were expanded and redefined in subsequent Executive orders. Its present authority is shared with the Secretary of the Interior. The Board meets quarterly to deal mainly with matters of administration and policy. Most work is accomplished by special committees involved with foreign, domestic, underseas, Antarctica, and extraterrestrial names. The secretariat for foreign names is furnished by the Defense Mapping Agency, and that for domestic names by the U.S. Geological Survey. The Board publishes

gazetteers, lists, and various other kinds of geographic name information.

- (1) **The National Geographic Names Data Base**
 - (2) Begun 1964
 - (3) U.S. Geological Survey
 - (4) Not applicable
 - (5) Roger L. Payne
Manager/GNIS
U.S. Geological Survey
523 National Center
Reston, VA 22092
Tel: (703) 648-4544
- (6) The data base is a computer-based Geographic Names Information System (GNIS) designed to:
 - assist in establishing uniform name usage throughout the Federal Government in cooperation with State and local governments and the public;
 - provide an up-to-date index of names found on Federal, State, and private maps;
 - eliminate duplication and the need to spend large amounts of money and time by government agencies, industry, and institutions to organize similar basic data files for specific needs; and
 - provide for standardization of data elements and their coded representations to use in information interchange within the information processing community and to meet Federal public information requirements prescribed by law. Information at varying levels of completeness is available for all States and territories in the form of computer printouts, alphabetical lists, micro-

fiche, and magnetic tape. The "National Gazetteer of the United States of America," to be published for each State is a product of the data base. The New Jersey Gazetteer was the first volume published, and was followed by volumes for Delaware, Arizona, Kansas, Indiana, South Dakota, and North Dakota. State gazetteers currently in progress include Alabama, Florida, Mississippi, and Massachusetts, as well as a concise volume that will cover the entire United States.

STATE AUTHORITIES

The following is a listing of State organizations and advisors that cooperate with the U.S. Board on Geographic Names in the national standardization program. Most of these authorities officially represent their respective State governments. Those organizations not having official authority to represent a State have agreed to provide expertise and information about names in that State to assist the standardization program.

Alabama

- (1) **Alabama State Liaison Committee for Geographic Names**
- (2) Liaison Officer appointed by the Governor in 1981
- (3) Geological Survey of Alabama
- (4) Membership: Liaison Officer and two or more experts on Alabama geographic names
- (5) Alexander F. Sartwell
Geological Survey of Alabama
P.O. Drawer O
University of Alabama
University, AL 35486
Tel: (205) 349-2852

- (6) The State Liaison Officer was first appointed January 15, 1981, by Governor Forrest James.

Alaska

- (1) **Alaska State Geographic Names Board**
- (2) Established 1961 by State law (Appendix A)
- (3) Office of the Governor
- (4) Membership: Commissioner, Department of Community and Regional Affairs; Director, Division of Libraries & State Museums; State Historical Librarian; Commissioner, Department of Natural Resources; Commissioner, Department of Transportation & Public Facilities; Commissioner, Department of Education; Director, Division of Lands, Department of Natural Resources; and a member-at-large appointed by the Governor.
- (5) David G. Hoffman, Chairman
Alaska State Geographic Names Board
Commissioner, Department of
Community and Regional Affairs
Pouch B
Juneau, AK 99811
Tel: (907) 465-4700
- (6) Before Alaska became a State in 1959, an official Advisory Committee on Names in Alaska was established in the Governor's office by order of the Secretary of the Interior in 1948. The State Geographic Names Board has published a leaflet titled "Guidelines for Geographic Naming."

Arizona

- (1) **Arizona State Geographic Names Board**
- (2) Established 1982 by Executive Order No. 82-11 (Appendix B)
- (3) Office of the Governor

- (4) Membership: Department of Transportation; State Land Department; State Department of Economic Security; State Department of Libraries, Archives, and Public Records; Arizona Historical Society; Arizona Association of Counties; Arizona Department of Commerce; a member representing the Arizona University System (rotating basis); and a member-at-large appointed by the Governor.
- (5) Sharon Womack, Chairman
Arizona State Geographic Names Board
Department of Library, Archives
and Public Records
State Capitol
1700 West Washington Street
Phoenix, AZ 85007
Tel: (602) 542-4035
- (6) An initial but unsuccessful effort to establish a State names authority was made in 1968 by the Arizona Highway Department. The Arizona State Geographic Names Board has published an "Arizona Geographic Names Handbook: Policy, Guidelines, and Procedures." The Tenth Western States Conference on Geographic Names was sponsored by the Arizona State Geographic Names Board and was held in Scottsdale, Arizona, September 18-20, 1986.

California

- (1) **California State Advisory Committee on Geographic Names**
- (2) Established 1963 by The Resources Agency of California
- (3) The Resources Agency of California
- (4) Membership: Departments of Conservation, Forestry, Fish and Game, Parks and Recreation, Water Resources, and the State Lands Commission.
- (5) Trinda Bedrossian, Chairman
Department of Conservation
P.O. Box 670
Santa Rosa, CA 95402
Tel: (707) 576-2275
- (6) The California State Advisory Committee has published several editions of its "Geographic Names Handbook" (Appendix C). The Eighth Western States Conference on Geographic Names was sponsored by the California State Advisory Committee on Geographic Names and was held in Bijou, California, October 4-5, 1984.

Colorado

- (1) **Colorado State Board on Geographic Names**
- (2) Established 1987 by the Colorado State Archives
- (3) Colorado State Archives
- (4) Membership: Colorado State Geological Survey, Colorado State Highway Department, and the Colorado State Library. Advisors from the U.S. Geological Survey and the U.S. Forest Service also attend meetings.
- (5) Terry Ketelsen
State Archivist
Colorado State Archives
1313 Sherman Street, Rm. 1B20
Denver, CO 80203
Tel: (303) 866-2055
- (6) In 1914 a Colorado State Geographic Board was established by the Governor. During the next 11 years it was responsible for standardizing and establishing names for a large number of the State's mountains, lakes, and streams. The Board became inactive after 1926. In 1979, a Colorado State Geographic Names Authority was vested with the Colorado State Cartographer by Executive Orders B0013-79 and B0005-79 (see previous edition of this book,

USGS Open-File Report 85-305). The Colorado State Geographic Names Authority sponsored the Sixth Western States Conference on Geographic Names in Denver, Colorado, October 14-15, 1982. The authority was abolished in 1985 because of administrative changes in the State government.

Connecticut

- (1) **Connecticut State Geographic Names Authority**
- (2) Established 1933 in part by a revised State law
- (3) Connecticut Department of State and the Department of Environmental Protection
- (4) Not applicable
- (5) Hugo F. Thomas
Director/State Geologist
Natural Resources Center
Department of Environmental Protection
165 Capitol Ave., Room 553
Hartford, CT 06115
Tel: (203) 566-3540
- (6) The State law directs the Secretary of State to maintain the official file of the names of hydrographic features in the State. The State Natural Resources Center is presently responsible for determining names for the hydrographic file and other names used on State maps. The Center maintains liaison with the Department of Transportation and the State Mapping Committee. Consideration is now being given to the possibility of legalizing this procedure.

Florida

- (1) **Florida State Board on Geographic Names**
- (2) Established 1983
- (3) Florida Department of State
- (4) Membership: Chairman, Florida State Geographer and key State employees and geographic names experts.
- (5) Edward A. Fernald
Florida State Board on Geographic Names
Office of the State Geographer
Florida State University
Tallahassee, FL 32306
Tel: (904) 644-2007
Contact: James R. Anderson
- (6) The authority was established with the creation of the position of State Geographer.

Georgia

- (1) **Georgia State Geographic Names Advisor**
- (2) Established 1978
- (3) Office of Archives and History
- (4) Director Georgia State Archives and History
- (5) Edward Weldon, Director
Archives and History
Archives and Records Building
Atlanta, GA 30334
Tel: (404) 656-2367
- (6) In 1978, the Office of the Surveyor General agreed to act as liaison between the U.S. Board on Geographic Names and the State of Georgia. This activity now rests within the Office of Archives and History.

Hawaii

- (1) **Hawaii State Board on Geographic Names**
- (2) Established May 25, 1974, by State law (Appendix D)
- (3) Office of State Planning
- (4) Membership: Chairman, Board of Land and Natural Resources; Chairman, Hawaiian Homes Commission; Administrator, Office of Hawaiian Affairs; President, University of Hawaii; State Land Surveyor; Director, Bernice P. Bishop Museum.
- (5) Craig T. Tasaka, Administrator
Office of Hawaiian Affairs
Office of State Planning
State Capitol, Room 410
Honolulu, HI 96813
Tel: (808) 548-3047
- (6) The Hawaii State Board on Geographic Names publishes an annual report. Before Hawaii became a State in 1959, an official Advisory Committee on Hawaiian Geographic Names was established by the Secretary of the Interior in 1911 and reactivated in 1956.

Idaho

- (1) **Idaho State Geographic Names Board**
- (2) Established April 2, 1982, by State law.
- (3) Idaho State Historical Society
- (4) Membership: Board of Trustees, Idaho State Historical Society
- (5) Larry R. Jones
Idaho State Historical Society
610 North Julia Davis Drive
Boise, ID 83702
Tel: (208) 334-3356
- (6) The Idaho State Geographic Names Board was originally established by Executive order dated January 28, 1972, with the same organization it presently has by State law. The Idaho Board sponsored the Seventh Western States

Conference on Geographic Names in Boise, Idaho, October 6-7, 1983.

Illinois

- (1) **Illinois Geographic Names Advisor**
- (2) Established 1983
- (3) Waubonsee Community College
- (4) Informal agreement to assist with name problems and to provide information on geographic names in Illinois.
- (5) Laurence E. Seits
Waubonsee Community College
Sugar Grove, IL 60554
Tel: (312) 466-4811
- (6) Waubonsee Community College is the center for name studies in the State. The college hosts the annual North Central Names Institute held here and it is the home of the Illinois Name Society.

Indiana

The Indiana State Board on Geographic Names, established in 1961, is presently inactive.

Kansas

State officers are considering the establishment of a State geographic names authority.

Kentucky

- (1) **Kentucky State Committee on Geographic Names**
- (2) Established 1985
- (3) Office of the Kentucky State Geographer
- (4) Membership: geographers and geographic names experts in the State and

- (4) Membership: geographers and geographic names experts in the State and persons representing appropriate State agencies.
- (5) Robert M. Rennick
312 Riverside Drive
Prestonsburg, KY 41653
Tel: (606) 886-2204
- (6) State law established the position of State Geographer in 1984 to review the geography departments of major universities in the State to provide information relating to State geography and cartography.

Louisiana

The Louisiana State Board on Geographic Names, established in 1976 at Nicholls State University, is presently inactive.

Maine

- (1) **Maine State Geographic Names Authority**
- (2) Established 1964 by Executive order
- (3) A function of the Maine Mapping Advisory Committee, Maine Geological Survey, Department of Conservation.
- (4) Membership: State Geologist and other members of the Mapping Advisory Committee.
- (5) Robert D. Tucker
Executive Secretary
Maine Mapping Advisory Committee
Maine Geological Survey, Department of Conservation
State House Station 22
Augusta, ME 04333
Tel: (207) 289-2801

Michigan

- (1) **Michigan State Committee on Geographic Names**
- (2) Established 1927 by Executive order
- (3) Geological Survey Division, Department of Natural Resources
- (4) Membership is not formally established but problems and requests are circulated to key State departments and agencies for comment. The Committee works closely with county administrations.
- (5) Michigan State Committee on Geographic Names
Michigan Department of Natural Resources
Box 30028
Lansing, MI 48909
- (6) The 1927 Michigan State Committee on Geographic Names was established by the Governor to eliminate the duplication of the names of lakes and streams. The original Committee included the Secretary of the Michigan Historical Commission, the State Geologist, and members from the Departments of Conservation and Agriculture. The Committee functioned for several years as a unit, but gradually, as the workload decreased, the major work and responsibility was assumed by the Michigan State Geological Survey. Activity is presently reduced because of State budgetary problems.

Minnesota

- (1) **Minnesota Geographic Names Authority**
- (2) Established 1971 by State law
- (3) Department of Natural Resources
- (4) Authority is with the Commissioner of the Department, delegated to the Director, Division of Waters.

- (5) Ron Nargang
Director, Division of Waters
Department of Natural Resources
Building
500 Lafayette Rd.
St. Paul, MN 55155-4032
Tel: (612) 296-4805
Contact: Glen Yakel
- (6) The Minnesota State Geographic Board was established in 1937 by State law. The Board was abolished in 1971 by the Minnesota Reorganization Act and its powers were transferred to the Commissioner, Department of Natural Resources. Records of the State Geographic Board are held by the Minnesota Historical Society. State laws regulating feature names date back to 1925.

Montana

- (1) **Montana State Geographic Names Advisor**
- (2) Established 1929 by designation of the Governor
- (3) Department of Natural Resources and Conservation
- (4) Not applicable
- (5) Gordon C. Taylor, Chief
Cartography Bureau
Department of Natural Resources and Conservation
Capitol Station
Helena, MT 59620
Tel: (406) 444-6739

Nebraska

- (1) **Nebraska State Geographic Names Advisor**
- (2) Established 1967
- (3) Nebraska State Historical Society

- (4) Informal agreement to assist with name problems and to provide information on geographic names in Nebraska.
- (5) James A. Hanson
Director
Nebraska State Historical Society
Box 82554
1500 R Street
Lincoln, NE 68501
Tel: (402) 471-3270

Nevada

- (1) **Nevada State Board on Geographic Names**
- (2) Established May 7, 1985, by State law (Appendix E)
- (3) Independent organization
- (4) Membership: Bureau of Mines and Geology, University of Nevada (Reno), University of Nevada (Las Vegas), Nevada State Library, Department of Transportation, Department of Conservation and Natural Resources, and Nevada Historical Society. The Board elects its own chairman and vice chairman; the State Resident Cartographer acts as executive secretary. The U.S. Bureau of Land Management and the U.S. Forest Service are also represented on the Board.
- (5) Susan L. Tingley, Chairman
Nevada State Board on Geographic Names
Nevada Bureau of Mines and Geology
University of Nevada
Reno, NV 89557-0088
Tel: (702) 784-6691

Terrill J. Kramer, Executive Secretary
Nevada State Board on Geographic Names
Department of Geography
University of Nevada
Reno, NV 89557-0048
Tel: (702) 784-6995

- (6) Advisory services on Nevada geographic names were provided by the Nevada Department of Conservation and Natural Resources from 1967 to 1982 and by the Nevada Bureau of Mines and Geology from 1982 to 1985. A meeting of State officials held May 10, 1982, at the University of Nevada (Reno) agreed on the need to establish an official State names authority. The Nevada State Board on Geographic Names sponsored the Eleventh Western States Conference on Geographic Names, which was held in Reno, Nevada, September 17-19, 1987.

New Hampshire

- (1) **New Hampshire State Geographic Names Advisor**
- (2) Established in 1976
- (3) Office of State Planning
- (4) The Office of State Planning provides formal State review of name cases submitted to it by the U.S. Board on Geographic Names. This review is accomplished through the Council on Resources and Development.
- (5) James F. McLaughlin
Senior Planner
New Hampshire Office of State Planning
2 1/2 Beacon Street
Concord, NH 03301
Tel: (603) 271-2155

New Jersey

New Jersey does not have a State geographic names authority. A New Jersey Geographic Board was established in 1950 with the New Jersey State Topographic Engineer as chairman and with membership representing the State Highway Department and the East Jersey Board of Proprietors.

The State authority became inactive after 1956 because of a reduction in geographic names activity.

New Mexico

- (1) **New Mexico State Geographic Names Committee**
- (2) Organized informally in 1984 as one of the functions of the New Mexico Geographic Information Council and given official status in 1987 by Executive order.
- (3) Independent organization
- (4) Membership: chairman and six other persons from the State government and the private sector interested in the State's toponymy.
- (5) Robert H. Julian, Chairman
Geographic Names Committee
Rural Route 5
31 Avenida Almendro
Albuquerque, NM 87123
Tel: (505) 298-8420
- (6) In 1965 the New Mexico Mapping Advisory Committee and the State Planning Office considered establishing a State Geographic Names Commission, but no action was taken. The Cultural Properties Review Committee had the authority by State law to deal with historic place names. In 1982, the Mapping Advisory Committee began developing plans to place the State names authority under its purview. In 1984, the New Mexico Geographic Information Council was informally organized with geographic names liaison with the U.S. Board on Geographic Names as one of its activities. This body was officially recognized in 1987 by an Executive order signed by the Governor.

New York

- (1) **New York State Committee on Geographic Names**
- (2) Established 1947 by State law
- (3) The University of the State of New York
- (4) Membership: State Historian; State Archaeologist; Chief, Bureau of Publications; Associate Commissioners of Education, State Museum, and State Library; and a member-at-large.
- (5) Edmund J. Winslow
Executive Secretary
New York State Committee on Geographic Names
New York State Museum
Empire State Plaza
Albany, NY 12230
Tel: (518) 474-5375 or (518) 486-2035
- (6) The original New York State Board of Geographic Names was established about 1925 in The University of the State of New York.

Ohio

Ohio does not have a State geographic names authority. Dr. H. F. Raup, of the Department of Geography, Kent State University, was the geographic names advisor for Ohio for many years. His extensive card file of Ohio geographic names has been transferred to the U.S. Board on Geographic Names.

Oklahoma

- (1) **Oklahoma State Board on Geographic Names**
- (2) Established 1965 by State law
- (3) Oklahoma Geological Survey
- (4) Membership: key State individuals and the Department of Geography at Central State University.

- (5) James R. Chaplin
Oklahoma State Board on Geographic Names
Oklahoma Geological Survey
The University of Oklahoma
830 Van Vleet Oval, Room 163
Norman, OK 73019
Tel: (405) 325-3031

Oregon

- (1) **Oregon Geographic Names Board**
- (2) Established 1907 by Executive order
- (3) Oregon Historical Society
- (4) Membership: State officials, historians, place-name experts, geographers, and news-media professionals.
- (5) William Tramosch, Secretary
Millard McClung, Assistant Secretary
Oregon Geographic Names Board
Oregon Historical Society
1230 S.W. Park Avenue
Portland, OR 97205
Tel: (503) 222-1741
- (6) The Oregon Geographic Board was dormant from 1907-14. Reactivated by the Governor in 1914, the Board continued almost as a one-person operation until 1949. The Board was again inactive until 1959 when it was reactivated by the Governor and made the responsibility of the Oregon Historical Society. The Board, renamed the Oregon Geographic Names Board, hosted the Fifth Western States Conference on Geographic Names at Timberline Lodge on Mount Hood, October 22-23, 1981.

Pennsylvania

- (1) **Pennsylvania Geographic Names Authority**
- (2) Established 1971 by State law

- (3) Pennsylvania Historical and Museum Commission
- (4) Membership: appointed by the Governor.
- (5) Brent D. Glass
Executive Director
Pennsylvania Historical and Museum Commission
William Penn Memorial Museum and Archives Building
Box 1026
Harrisburg, PA 17108-1026
Tel: (717) 783-9871
Contact: George Beyer
- (6) The Pennsylvania Geographic Board was established before 1925 in the State Topographic and Geological Survey, Department of Internal Affairs. The Geographic Board was abolished at the end of 1970 and its functions transferred to the Pennsylvania Historical and Museum Commission in 1971.

Rhode Island

- (1) **Rhode Island State Geographic Names Advisor**
- (2) Established 1982
- (3) Department of Administration
- (4) Informal agreement to assist with name problems and to provide information on the geographic names of Rhode Island.
- (5) Daniel W. Varin
Chief, Statewide Planning Program
Department of Administration
265 Melrose Street
Providence, RI 02907
- (6) On October 15, 1926, a State Geographic Board of Rhode Island was created by Governor A. J. Pothier. The Board was organized February 1, 1927, with the following membership: State Librarian; Secretary of the Rhode Island Boundary Commission; Chairman, State Board of Public Roads; and a member from the State Historical Society. The

State Geographic Board compiled a catalog of over 5,000 names in cooperation with the U.S. Board on Geographic Names. The "Official Gazetteer of Rhode Island" was published in 1932 and listed about 2,000 of the names collected. The gazetteer was to have been the first of a series of State gazetteers. After publication of the gazetteer, activity of the Board declined and eventually ceased.

South Carolina

- (1) **South Carolina Geographic Names Advisor**
- (2) Established 1982
- (3) South Carolina Department of Archives and History
- (4) Agreement to assist in developing historical background and in determining current usage.
- (5) George L. Vogt
Director
South Carolina Department of Archives and History
P.O. Box 11, 669
Capitol Station
Columbia, SC 29211
Tel: (803) 734-8577

Texas

- (1) **Texas State Geographic Names Authority**
- (2) Geographic names responsibility was transferred to the Texas Natural Resources Information System from the Texas General Land Office by the State legislature in 1987.
- (3) Texas Water Development Board
- (4) Membership: coordinator appointed by the Texas National Resources Information System task force conducts investigations and obtains recommendations

from key State agencies, local governments, and citizens concerning geographic names usage.

- (5) E. Charles Palmer
Geographic Names Coordinator
TNRIS Central
P.O. Box 13231, Capitol Station
Austin, TX 78711-3231
Tel: (512) 463-8337
- (6) In 1957 the geographic names authority was established with the Texas Historical Survey Committee by State law. This authority was transferred to the Texas General Land Office when a permanent historical commission was created by State law in 1973. The responsibility was again transferred to the Texas Natural Resources Information System (TNRIS) in 1987 after its task force voted to accept the activity in 1986.

Utah

- (1) **Utah State Committee on Geographic Names**
- (2) Established 1976 by Executive order (Appendix F)
- (3) Division of State History
- (4) Membership: 11 members appointed by the Chairman, Board of State History, with concurrence of the Governor.
- (5) Jay M. Haymond
Executive Secretary
Utah State Committee on
Geographic Names
Division of State History
Department of Community and
Economic Development
300 Rio Grande
Salt Lake City, UT 84101
Tel: (801) 533-5808
- (6) The Utah State Committee has printed a 25-page "Geographic Names Handbook." The Utah State Committee

initiated and hosted the First, Second, and Fourth Western States Conferences on Geographic Names, all held in Salt Lake City.

Vermont

- (1) **Vermont State Geographic Names Authority**
- (2) Established 1961 by State law
- (3) Department of Libraries
- (4) State Librarian is delegated authority for determining official names and the State Board of Libraries is authorized to name unnamed places.
- (5) Patricia E. Klinck
State Librarian
Department of Libraries
111 State Street
Montpelier, VT 05620
Tel: (802) 832-3265

Virginia

- (1) **Virginia State Geographic Names Advisors**
- (2) Authority given to the State Archivist in 1964 by recommendation of the Governor and to the Department of Highways and Transportation in 1979.
- (3) Virginia State Library and Department of Highways and Transportation
- (4) State Archivist is delegated the responsibility to investigate name problems. The Highway Department, Office of Drafting and Mapping, assists with the investigation of State and local usage.
- (5) Louis H. Manarin
State Archivist
Commonwealth of Virginia
Virginia State Library
Richmond, VA 23219
Tel: (804) 786-2306

Stuart D. Layne
Virginia Department of Transportation
1221 East Broad Street
Richmond, VA 23219
Tel: (804) 786-2949

Washington

- (1) **Washington State Board on Geographic Names**
- (2) Reestablished 1983 by State law
- (3) Department of Natural Resources
- (4) Membership: Commissioner of Public Lands (chairman); State Librarian; Chairperson, Washington State Heritage Council; and four members of the general public appointed by the Commissioner of Public Lands.
- (5) Bonnie B. Bunning
Executive Secretary
Washington State Board on Geographic Names
Department of Natural Resources
QW-21
Olympia, WA 98504
Tel: (206) 586-0003
- (6) A Washington State Board on Geographic Names was established in 1963 under the sponsorship of the Department of Conservation (Appendix G). After several attempts, the current Board was established by State law in July 1973. Because of the State's "sunset law," the Board lost its official status in June 1982. Its members continued the work of the board in an advisory capacity until official status was regained in July 1983. The Washington State Board on Geographic Names sponsored the 12th Western States Conference on Geographic Names in Seattle, Washington, September 7-10, 1988.

Wisconsin

- (1) **State of Wisconsin Geographic Names Council**
- (2) Established 1931 by State law
- (3) Wisconsin Department of Natural Resources
- (4) Membership: Department of Administration; State Geologist; State Cartographer; Division of Highways; University of Wisconsin; and Department of Natural Resources (member serves as executive secretary).
- (5) Dale E. Marsh, Secretary
Wisconsin State Geographic Names Council
Department of Natural Resources
Box 7921
Madison, WI 53707
Tel: (608) 266-0720
- (6) In 1967, the Wisconsin State Geographic Board's duties were transferred to the State Natural Resources Board, which assigned duties and functions to the Department of Natural Resources (Appendix H), but retained the original Board in the capacity of advisory council to the Department.

Wyoming

- (1) **Wyoming State Geographic Names Authority**
- (2) Established November 10, 1982, by Executive order
- (3) Wyoming State Engineers Office
- (4) Not applicable
- (5) Gordon W. Fassett
Wyoming State Engineer
Herschler Building
Cheyenne, WY 82002
Tel: (307) 777-7354
Contact: John Studley
- (6) Prior to the 1982 Executive order, the State Engineers Office (since 1965), the State Geologist, State Historic Preserva-

tion Officer, and the Governor performed advisory service for Wyoming geographic names. The Wyoming State Geographic Names Authority sponsored the Ninth Western States Conference on Geographic Names in Cheyenne, Wyoming, September 19-21, 1985.

INTERSTATE ORGANIZATIONS

- (1) **Western States Geographic Names Council**
- (2) Established October 15, 1982
(Appendix M)
- (3) Interstate authority
- (4) Membership: one voting member from recognized State geographic names authorities or coordinators from each of the following States: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Texas, Utah, Washington, and Wyoming; the Chairman and Executive Secretary of the Domestic Names Committee, U.S. Board on Geographic Names, and the National Director of the Place-Name Survey of the United States are also voting members. The Council has advisors representing Mexico and Canada and key agencies of the U.S. Government. Officers of the Council are chairman and executive secretary. The chairman of the Council is the official whose State is hosting the conference.
- (5) Jay M. Haymond
Executive Secretary
Western States Geographic Names Council
Utah State Historical Society
300 Rio Grande Street
Salt Lake City, UT 84101
Tel: (801) 533-5808
- (6) The Council was established to provide a dependable planning mechanism for

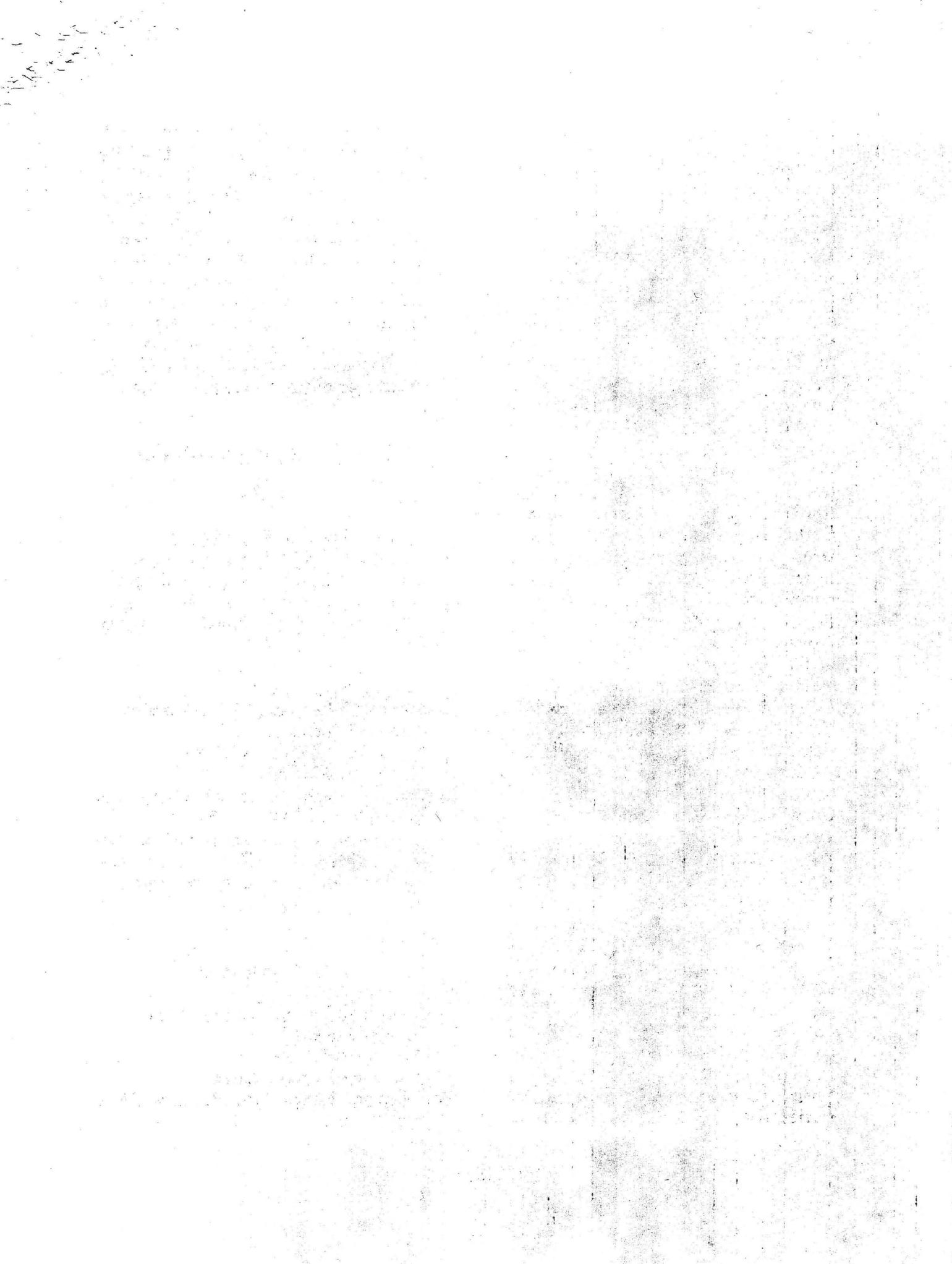
the annual conference, to carry out certain work directed by the conference, and to provide a central office for the purpose of communication.

- (1) **Western States Geographic Names Conference**
- (2) Established 1977
- (3) Interstate organization (see Appendix M)
- (4) Attendees include Western States Geographic Names Council members, members of the Council's Federal Advisory Group, international advisors, and interested persons. The chairman of each conference is the official from the State names authority or State coordinator (advisor) hosting the conference that year. The executive secretary of the Western States Geographic Names Council is secretary of the conference.
- (5) Lewis L. McArthur
Oregon Geographic Names Board
Oregon Historical Society
1230 S.W. Park Avenue
Portland, OR 97205
Tel: (503) 222-1213
- (6) The first and second conferences were sponsored by the Utah State Committee on Geographic Names and held in Salt Lake City, November 17, 1977, and November 3, 1978. The title of these two events were First and Second Conference on Intermountain Geographic Names. In 1979, the concept was expanded to include all States in the western part of the United States. The Third Western States Conference on Geographic Names, sponsored by the Utah State Committee and hosted by the U.S. Geological Survey, was held in Menlo Park, California, October 25-26, 1979. The 4th conference was again held in Salt Lake City on November 6-7, 1980; the 5th at Timberline Lodge on Mount Hood, Oregon, on October 22-23, 1981, spon-

sored by the Oregon State Geographic Board; the 6th in Denver, Colorado, on October 14-15, 1982, sponsored jointly by the Colorado State Geographic Names Authority and the U.S. Geological Survey; the 7th in Boise, Idaho, on October 6-7, 1983, sponsored by the Idaho State Geographic Names Board; the 8th at Lake Tahoe (Bijou), California, sponsored by the California State Advisory Committee on Geographic Names; and the 9th in Cheyenne, Wyoming, sponsored by the Wyoming State Geographic Names Authority; the

10th in Scottsdale, Arizona, September 18-20, 1986, sponsored by the Arizona State Geographic Names Board; the 11th in Reno, Nevada, September 17-19, 1987, sponsored by the Nevada State Board on Geographic Names; the 12th in Seattle, Washington, September 7-10, 1988, sponsored by the Washington State Board on Geographic Names; and the 13th was held again in Oregon, sponsored by the Oregon State Geographic Names Board. The Domestic Names Committee of the U.S. Board on Geographic Names held its monthly meetings in conjunction with the 3rd through the 13th conferences.

CANADA



CANADIAN GOVERNMENT

- (1) **Canadian Permanent Committee on Geographical Names**
- (2) Established 1961 by Federal law (Appendix J)
- (3) Department of Energy, Mines and Resources
- (4) Membership: Assistant Deputy Minister, Energy, Mines and Resources (chairman); Director General, Canada Centre for Mapping; Director of Cartography, Department of National Defence; Dominion Hydrographer; National Archivist; Assistant Undersecretary of State (Official Languages and Translation), Secretary of State; a representative for the Minister of Indian and Northern Affairs; a representative for the Canadian Parks Service; a representative for the Geological Survey; a representative from Statistics Canada; a representative for each of the two Territories; a representative from each Province; and the chairpersons of each of the advisory committees (if not already a member of the Committee).
- (5) J. Hugh O'Donnell, Chairman
Helen Kerfoot, Executive Secretary
Canadian Permanent Committee on Geographical Names
650-615 Booth Street
Ottawa, Ontario, K1A 0E9
Tel: (613) 992-3405
- (6) The Geographic Board of Canada was created in 1897 by an order in council; the present authority and title was adopted in 1961, and the order in council was amended in 1969. The present full Committee meets once a year at various places in Canada to deal mainly with matters of policy and issues of common interest. The Secretariat is provided by the Canada Centre for Mapping in the Department of Energy, Mines and Resources. The Secretariat carries out the Committee's work in

cooperation with the Canadian Permanent Committee on Geographical Names members and special advisory committees on undersea feature names, research, glaciological and alpine nomenclature, and other ad hoc committees. On behalf of the Committee, the Canada Centre for Mapping publishes the Gazetteer of Canada series, produced from the digital National Toponymic Data Base; and the Canadian Hydrographic Service publishes the "Gazetteer of Undersea Feature Names."

PROVINCIAL AUTHORITIES

Alberta

- (1) **Alberta Historic Sites Board**
- (2) Established 1976 by Provincial law
- (3) Alberta Culture and Multiculturalism
- (4) Membership: the Geographic Names Committee of the Board has public members.
- (5) Frits Pannekoek, Director
Historic Sites Service
Alberta Culture and Multiculturalism
8820-112 Street
Edmonton, Alberta T6G 2P8
Tel: (403) 431-2357
- (6) The Geographic Board of Alberta was established in 1947. In 1976 its functions were transferred to the Historic Sites Board. For information on publications write to the Director, Historic Sites Service.

British Columbia

- (1) **British Columbia Geographical Names Authority**
- (2) No Provincial law
- (3) Ministry of Crown Lands
- (4) Director, Surveys and Resource Mapping Branch

- (5) Gary T. Sawayama, Director
Surveys and Resource Mapping Branch
Ministry of Crown Lands
Victoria, British Columbia V8V 1X5
Tel: (604) 387-3176

Manitoba

- (1) **Manitoba Geographical Names Authority**
- (2) No Provincial law
- (3) Department of Natural Resources
- (4) Director of Surveys
- (5) D.W. Crandall
Director of Surveys
1007 Century Street
Winnipeg, Manitoba R3H 0W4
Tel: (204) 945-6613

New Brunswick

- (1) **New Brunswick Geographical Names Authority**
- (2) No Provincial law but one is being considered
- (3) Department of Tourism, Recreation and Heritage
- (4) New Brunswick Information Corporation
- (5) Roger J. Gaudet
P.O. Box 6000
Fredericton, New Brunswick E3B 5H1
Tel: (506) 453-2439

Newfoundland

- (1) **Newfoundland Geographical Names Board**
- (2) Established 1974 by Provincial law
- (3) Department of Environment and Lands
- (4) Membership: six members, five of whom are appointed by the Minister; the sixth, the executive secretary, is a public servant.

- (5) Herman Whalen, Executive Secretary
Geographical Names Board
Department of Environment and Lands
P.O. Box 4750
St. John's, Newfoundland A1C 5T7
Tel: (709) 576-5480
- (6) The Nomenclature Board of Newfoundland was established in 1938, and was superseded by the present board in 1974.

Nova Scotia

- (1) **Nova Scotia Geographical Names Authority**
- (2) No Provincial law
- (3) Department of Lands and Forests
- (4) Director of Surveys
- (5) Keith AuCoin
Director of Surveys
Department of Lands and Forests
780 Windmill Road, Torrington
Place
Halifax, Nova Scotia B3B 1T3
tel: (902) 424-3145

Ontario

- (1) **Ontario Geographic Names Board**
- (2) Established 1968 by an act of the legislative assembly (Appendix L).
- (3) Ministry of Natural Resources
- (4) Membership: two government officials and five public sector members (one native person, two writers, and two geographers).
- (5) Michael B. Smart, Executive Secretary
Ontario Geographic Names Board
Surveys, Mapping and Remote Sensing Branch
Ministry of Natural Resources
C.I.L. House, 4th Floor
90 Sheppard Avenue East
North York, Ontario M2N 3A1
Tel: (416) 733-5142

- (6) For Board publications, write to the executive secretary (see Appendix K).

Prince Edward Island

- (1) **Prince Edward Island Geographical Names Authority**
- (2) No Provincial law
- (3) Royal Commission on the Land
- (4) Chairman, Royal Commission on the Land
- (5) Douglas B. Boylan
Chairman
Royal Commission on the Land
Box 2799
Charlottetown, Prince Edward
Island CIA 8C4
Tel: (902) 368-5970

Québec

- (1) **Commission de toponymie du Québec**
- (2) Established 1977 by Provincial law
- (3) Office de la langue française
- (4) Membership: seven members including the president and the secretary
- (5) Rémi Mayrand, President
Jean-Claude Fortin, Secretary
Commission de toponymie
220, Grande Allée Est
Québec, Québec G1R 2J1
Tel: (418) 643-8660
- (6) The Commission de géographie du Québec was established in 1912 and was replaced by the Commission de toponymie du Québec in 1977. More than 45 publications have been issued since 1977, including "Répertoire toponymique du Québec" (1987). For a list of publications, write to the secretary (see Appendix K).

Saskatchewan

- (1) **Saskatchewan Geographic Names Board**
- (2) Established 1974 by Provincial law
- (3) Saskatchewan Property Management Corporation
- (4) Membership: public servants and members from the public, including representatives from the native communities, veterans, and historical societies.
- (5) John Turnbull, Chairman
David S. Arthur, Secretary
Geographic Names Board
2045 Broad St.
Regina, Saskatchewan S4P 3V7
Tel: (306) 787-4900

FEDERAL AUTHORITIES

Indian Affairs

- (1) **Indian Reserves Geographical Names Authority**
- (2) No Federal law
- (3) Department of Indian and Northern Affairs
- (4) Director, Lands Directorate, Mapping and Charting Establishment
- (5) Graham Swan
Reserves and Trusts Branch
Department of Indian and Northern Affairs
Les Terrasses de la Chaudière
Ottawa, Ontario K1A 0H4
Tel: (819) 994-3368

National Defence

- (1) **National Defence Geographical Names Authority**
- (2) No Federal law
- (3) Department of National Defence
- (4) Director of Cartography, Mapping and Charting Establishment

- (5) Col. D.T. Carney
Director of Cartography
Mapping and Charting Establishment
Department of National Defence
Ottawa, Ontario KIA OK2
Tel: (613) 995-4478

Canadian Parks Service

- (1) **Canadian Parks Service Geographical Names Authority**
- (2) No Federal law
- (3) Environment Canada
- (4) Director, Historical Research
- (5) Maxwell Sutherland
Director, Historical Research
Room. 303, 3rd floor
Les Terrasses de la Chaudière
Ottawa, Ontario K1A 1G2
Tel: (819) 997-6280

TERRITORIAL AUTHORITIES

Northwest Territories

- (1) **Northwest Territories Geographic Names Authority**
- (2) No Territorial law, but one is being considered

- (3) Department of Culture and Communication
- (4) Deputy Minister, Department of Culture and Communications
- (5) Randolph Freeman
Department of Culture and Communications
Government of the Northwest Territories
Yellowknife, Northwest Territories XIA 2L9
Tel: (403) 920-8854

Yukon Territory

- (1) **Yukon Geographic Names Board**
- (2) No Territorial law, but one is being considered
- (3) Heritage Branch, Department of Tourism
- (4) Director, Heritage Branch
- (5) Jeff Hunston
Director, Heritage Branch
Department of Tourism
P.O. Box 2703
Whitehorse, Yukon Territory YIA 2C6
Tel: (403) 667-5363

MEXICO

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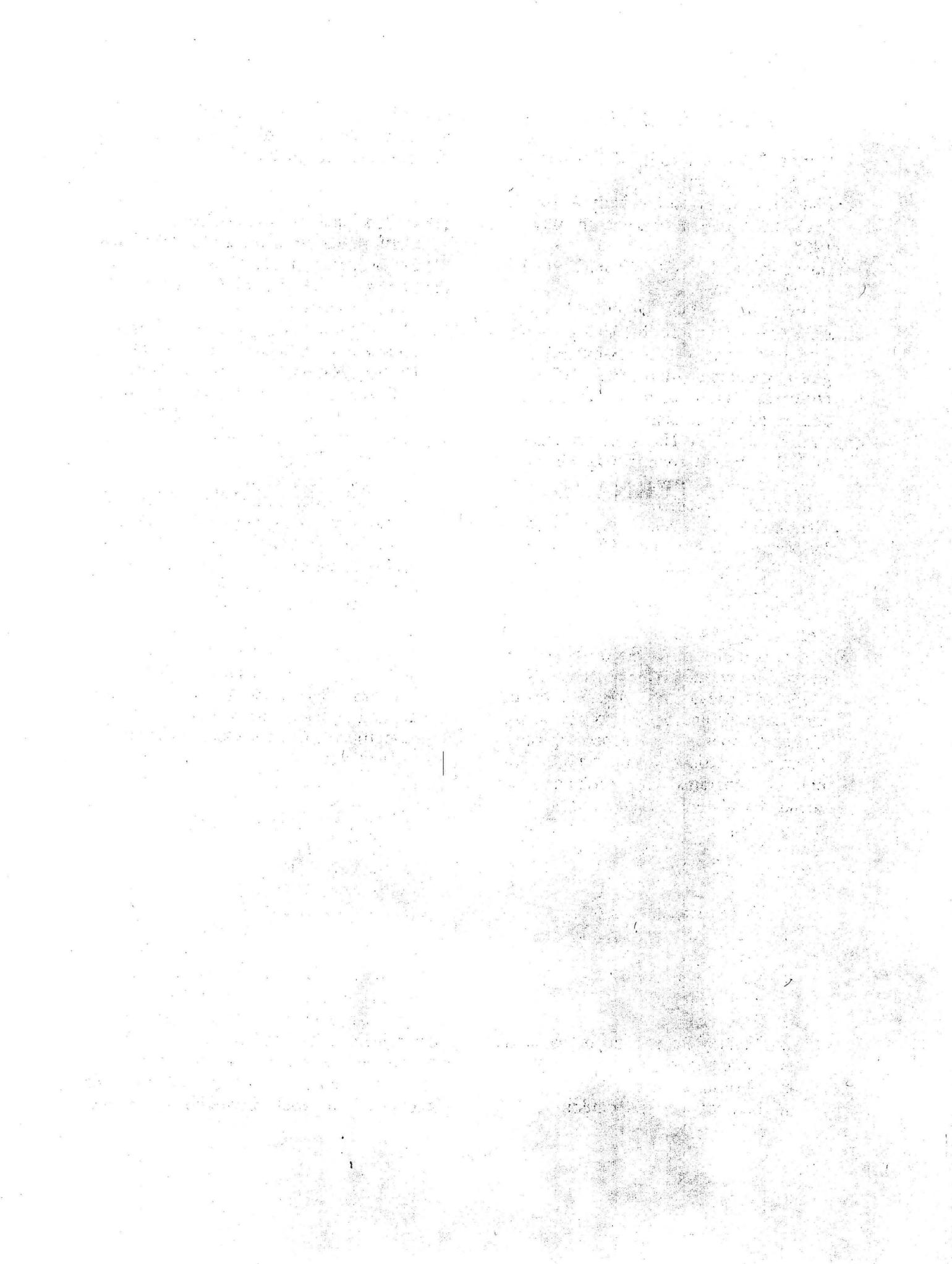
GOVERNMENT OF MEXICO

- (1) **Registro de Información Geographica**
- (2) Established 1982
- (3) Direccion General de Géographia del Territorio Nacional (DGGTENAL)
- (4) Not applicable
- (5) Ing. Manuel Sainz de Miera -
Secretario Particular
Instituta Nacional de Estadistica
Géographia e Informatica (INEGI)
Direccion General de Géografia
Patriodioma no 711 - P.M.
San José Mixcoac - 03415 Mexico -
D.F.
Tel: 536-64-74/563-99-32

- (6) The official names of places and features in Mexico traditionally have been established through use on the official maps of Mexico published by the Direccion General de Géografia del Territorio Nacional (previously the Comision de Estudios del Territorio Nacional (CETENAL)).

AMERICAN SIGNIFICANCE OF THE POLITICAL

INTERNATIONAL ORGANIZATIONS



UNITED NATIONS

(1) **United Nations Group of Experts on Geographical Names**

- (2) Established as an ad hoc body April 27, 1959, and made permanent on May 3, 1968.
- (3) Economic and Social Council of the United Nations
- (4) Membership: based on official representatives of nations belonging to the United Nations within established linguistic/geographic divisions. Officers: chairman, vice-chairman, rapporteur, and executive secretary.
- (5) Maximilien C. de Henseler, Secretary
United Nations Group of Experts on Geographical Names
Infrastructure Branch
Natural Resources and Energy Division
Department of Technical Cooperation
for Development
United Nations
New York, NY 10017
Tel: (212) 754-8569
- (6) The Group of Experts meets about once every two years at the U.N. in New York or Geneva upon the decision of the Economic and Social Council of the United Nations. Work is accomplished by working groups dealing with a variety of programs and problems associated with the national and international standardization of geographic names. Some items currently being considered include:

- a. National standardization
- b. Automated data processing
- c. Training
- d. Gazetteers
- e. Terminology
- f. Exonyms
- g. Naming features beyond a single sovereignty
- h. Writing systems
- i. International cooperation

Reporting and voting is based on the linguistic or geographic divisions. Reports of the meetings are published.

(1) **United Nations International Conference on Geographical Names**

- (2) Established July 16, 1965
- (3) Economic and Social Council of the United Nations
- (4) Membership: governmental officials representing member nations of the United Nations to the Conference. Officers: president, vice-president, second vice president, and rapporteur.
- (5) Maximilien C. de Henseler
Officer-in-Charge
Infrastructure Branch
Natural Resources and Energy Division
Department of Technical Cooperation
for Development
United Nations
New York, NY 10017
Tel: (212) 754-8569
- (6) Conferences are held once every 5 years upon the decision of the Economic and Social Council of the United Nations. The work of the Conference is accomplished by working technical committees. Current committees are involved with:

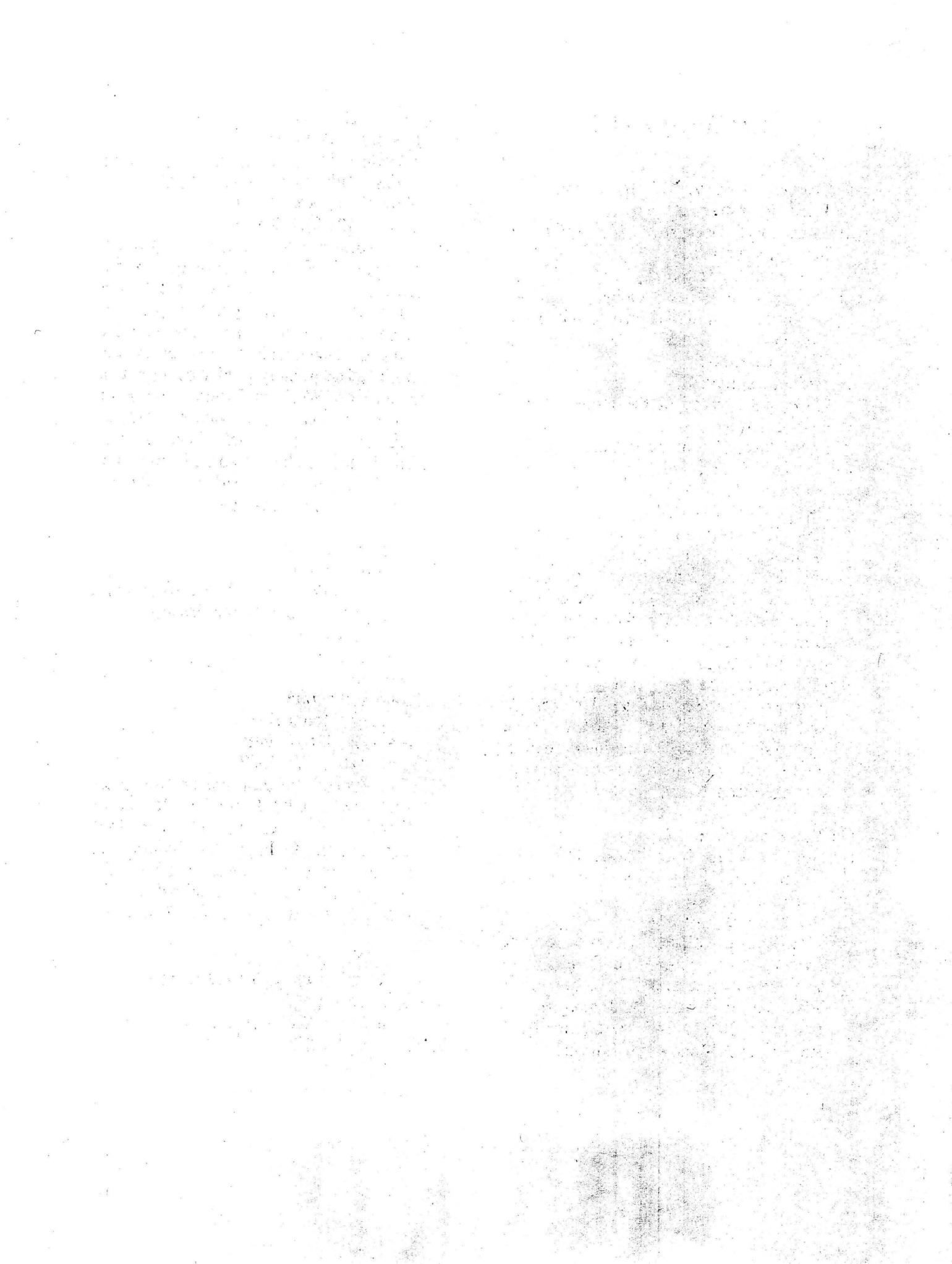
- a. National standardization
- b. Gazetteers
- c. Country names
- d. Writing systems
- e. International cooperation

The working committees are supported by editorial groups responsible for writing reports and resolutions so that the work of committees and members can be adopted or rejected at primary sessions, one vote for each nation. The proceedings and documents of each Conference are pub-

lished by the United Nations. Five Conferences have been held: Geneva, Switzerland (September 4-22, 1967); London, England (May 10-31, 1972); Athens,

Greece (August 17-September 7, 1977); Geneva, Switzerland (August 24 - September 14, 1982); and Montreal, Canada (August 18-31, 1987).

ACADEMIC ORGANIZATIONS



UNITED STATES

- (1) **Placename Survey of the United States of America**
 - (2) Established December 29, 1969, in Denver, Colorado
 - (3) American Name Society
 - (4) Membership: officers include a national director, commissioner, and State directors.
 - (5) Kelsie B. Harder
National Director
Placename Survey of the United States of America
State University of New York
Department of English
Potsdam, NY 13676
Tel: (315) 267-2044
 - (6) The Placename Survey was established to promote a systematic survey of geographic name information throughout the United States. Most work is being done by scholars associated with academic institutions in each State. Prior national directors were Byrd Granger (University of Arizona), Fred A. Tarpley (East Texas State University), and Randall A. Detro (Nicholls State University). Annual meetings are normally held in conjunction with those of the American Name Society.
- (1) **American Name Society**
 - (2) Established 1951 in Detroit, Michigan. Incorporated under the laws of the State of Illinois, 1952.
 - (3) Independent organization
 - (4) Membership: officers: president; first, second, third vice-presidents; executive secretary; treasurer; editor. The Society also has a Board of Managers, an Editorial Board, and Associate Book Review and Monograph Editors.

- (5) Wayne H. Finke
Executive Secretary
American Name Society
7 East 14th Street, Apt. 17U
New York, NY 10003
Tel: (212) 929-8434
- (6) The Society was founded to promote the study of the etymology, origin, meaning, and application of all categories of names--geographic, personal, scientific, literary, commercial, popular--and to disseminate the results of such study. The Society publishes an annual Report on Work in Progress on Place Names, a quarterly magazine "Names," and a bulletin several times a year. The Society holds an annual meeting at which papers are read and supports various regional institutes.

- (1) **Names Institute**
- (2) Established 1962
- (3) Baruch College, New York, New York, and the American Name Society
- (4) Not applicable
- (5) Wayne H. Fink
Director
Names Institute
15 Rosewood Drive
Madison, NJ 07940
Tel: (201) 377-4557
- (6) The Names Institute, originally sponsored by Fairleigh Dickinson University, Madison, New Jersey, under the direction of E. Wallace McMullen, was moved to Baruch College in 1987. The Institute occasionally publishes significant papers, which are read at its annual meeting.

- (1) **South Central Names Institute**
- (2) Established 1972
- (3) East Texas State University
- (4) Not applicable

- (5) Fred A. Tarpley
 Director
 South Central Names Institute
 East Texas State University
 Commerce, TX 75428
 Tel: (214) 886-5251
- (6) The Institute annually publishes most of the papers that are read at each meeting.

- (1) **Conference on Literary Onomastics**
 (2) Established 1973
 (3) State University of New York College at Brockport
 (4) Not applicable
 (5) Grace Alvarez-Altman
 Director
 Conference on Literary Onomastics
 State University College
 Brockport, NY 14420
 Tel: (716) 637-3560
- (6) The Conference deals mainly with all names used in literature including geographic names. Most papers are published in an annual document.

- (1) **Onomastic Symposium**
 (2) Established 1973
 (3) Eastern Connecticut State College
 (4) Not applicable
 (5) Dean Reilein
 Director
 Onomastic Symposium
 Mansfield Center, CT 06250
 Tel: (203) 423-1753
- (6) The Symposium publishes many of the papers that are read at its annual meetings.

- (1) **North Central Names Institute**
 (2) Established 1980
 (3) Waubensee Community College
 (4) Not applicable

- (5) Laurence E. Seits
 Director
 North Central Names Institute
 Waubensee Community College
 Sugar Grove, IL 60554
 Tel: (312) 466-4811
- (6) The Institute publishes most of the papers that are read at its annual meeting.

- (1) **American Placename Institute**
 (2) Established in 1989
 (3) University of Alabama
 (4) Operation is in formative stage
 (5) Thomas J. Kallsen
 Director, American Placename Institute
 Map Library
 Department of Geography
 202 Farrah Hall, Box B70322
 Tuscaloosa, AL 35487-0322
 Tel: (205) 348-6028

- (1) **Utah Place Name Society**
 (2) Established 1982
 (3) Independent organization
 (4) Membership: Board of Directors: president, vice-president, secretary-treasurer, editor, historian, and two appointed members.
 (5) John Van Cott
 President
 Utah Place Name Society
 Room 289 Widtsoe Building
 Brigham Young University
 Provo, UT 84602
 Tel: (801) 225-5367
- (6) The Society was established to encourage the study of Utah place names.

- (1) **Illinois Name Society**
 (2) Established 1982
 (3) Waubensee Community College
 (4) Membership: officers: president, vice-president, secretary-treasurer

- (5) Laurence E. Seits
 Illinois Name Society
 Waubensee Community College
 Sugar Grove, IL 60554
 Tel: (312) 466-4811
- (6) The Society was established to encourage the collection and study of names in Illinois, to sponsor the North Central Names Institute, to publish papers presented at the Institute, and to publish a bulletin several times a year.

CANADA

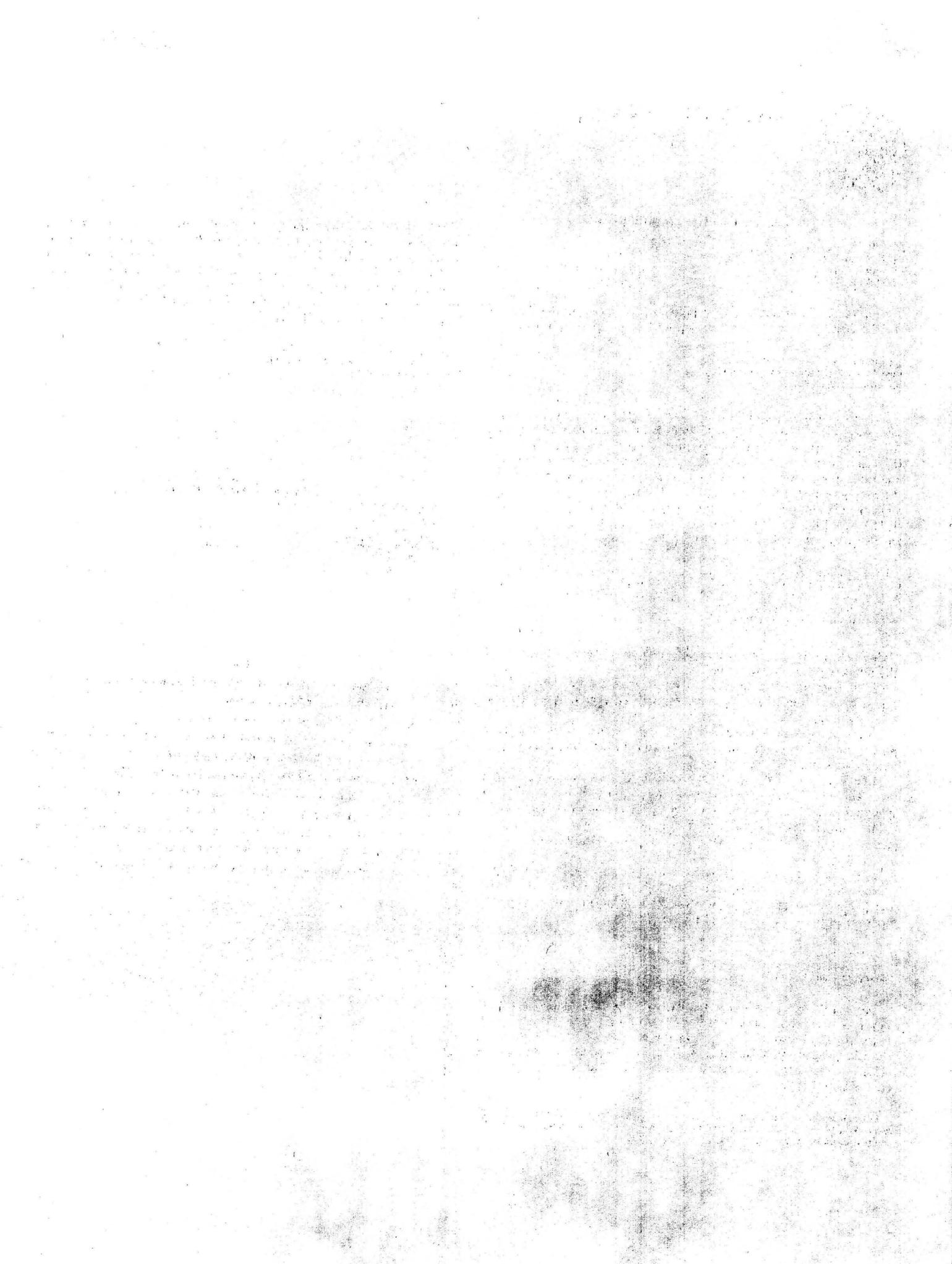
- (1) **Canadian Society for the Study of Names**
- (2) Established 1967
- (3) Independent organization
- (4) Membership: officers: president, vice-president, second vice-president, secretary-treasurer, and managing editor.
- (5) Wolfgang Ahrens
 Secretary-Treasurer
 Canadian Society of the Study of Names
 Department of Languages, Literature, and Linguistics
 South 561 Ross Building
 York University
 4700 Keele Street
 North York, Ontario M3J 1P3
- (6) The Society was founded to promote the study of names in Canada and to provide a central focus for scholars working with names. Its annual meeting, normally held as a part of the Canadian Congress of Learned Societies, includes the reading of papers and a day-long onomastic tour of the

area in which the meeting is held. The Society publishes "Onomastica Canadiana" and a newsletter titled "The Name Gleaner."

INTERNATIONAL

- (1) **International Committee of Onomastic Sciences**
- (2) Established at the Third International Congress of Toponymy and Anthroponomy, Brussels, Belgium, 1949.
- (3) Independent. The secretary-general and staff support is provided by the International Centre of Onomastics, Leuven, Belgium.
- (4) Membership: delegates to the Committee are national scholars in the field of onomastics.
- (5) Professor Doctor K. Roelandts
 Secretary-General of the International Committee of Onomastic Sciences
 Blijde-Inkomststraat 5
 B-3000 Leuven, Belgium
- (6) The Committee was established as a formal body of scholars to promote scientific onomastic studies and to provide a means of communication between scholars. The publication "Onoma," begun in 1950, is the bibliographic and information bulletin of the Committee. The International Congress of Onomastic Sciences, sponsored by the Committee, is held every three years in a host country. More recent Congresses were held in Bern (1975), Krakow (1978), Ann Arbor (1981), Leipzig, (1984), and Quebec (1987), and the next Congress will be held in Helsinki (1990).

APPENDIXES A-M





LAWS OF ALASKA

Article 4. State Geographic Board.

| | |
|----------------------------|---|
| Section | Section |
| 54. State Geographic Board | 60. Use of names chosen |
| 56. Composition | 62. Advertising or publishing a name without approval |
| 58. Duties of board | |

Sec. 44.19.054. State Geographic Board. There is in the Office of the Governor a State Geographic Board. (§ 1 ch 119 SLA 1961)

Editor's note. — This section derives from AS 44.19.350 and was renumbered by the revisor under 01.05.031.

Sec. 44.19.056. Composition. The State Geographic Board consists of the director of the Department of Community and Regional Affairs, the curator of the state museum, the state historical librarian, the commissioner of the Department of Transportation and Public Facilities, the commissioner of the Department of Natural Resources, the commissioner of the Department of Education, the director of the division of lands, and one other person appointed by the governor. (§ 1 ch 119 SLA 1961; am § 11 ch 49 SLA 1963; am § 9 ch 200 SLA 1972; am Executive Order No. 39, § 11 (1977))

Effect of amendment. — Pursuant to Executive Order No. 39 (1977), a reference to the Department of Transportation and Public Facilities has been substituted for a reference to the Department of Highways.

Editor's note. — This section derives from AS 44.19.360 and was renumbered by the revisor under 01.05.031.

Sec. 44.19.058. Duties of board. The State Geographic Board has the following powers and duties:

- (1) to determine the correct and most appropriate names of the lakes, streams, places and other geographic features in the state and their spelling;
- (2) to pass upon and give names to lakes, streams, places, and other geographic features in the state for which no single generally acceptable name has been in use;
- (3) to cooperate with local subdivisions of government and, with their approval, change the names of lakes, streams, places and other geographic features to eliminate duplication of names in the state;
- (4) to prepare and publish an official state dictionary of geographic names and to publish it for sale, either as a complete whole or in parts when ready; and
- (5) to serve as the state representatives of the United States Geographic Board and cooperate with that board so that there is no conflict between the state and federal designations of geographic features in the state. (§ 2 ch 119 SLA 1961)

Editor's note. — This section derives from AS 44.19.370 and was renumbered by the revisor under 01.05.031.

Sec. 44.19.060. Use of names chosen. When the State Geographic Board gives a name to a lake, stream, place or other geographic feature in the state, the name is the official name of the geographic feature and shall be used in all maps, records, documents, and other publications issued by the state or its departments and political subdivisions. (§ 3 ch 119 SLA 1961)

Editor's note. — This section derives from AS 44.19.380 and was renumbered by the revisor under 01.05.031. The provisions formerly contained in AS 44.19.060 are now contained in AS 44.19.028.

Sec. 44.19.062. Advertising or publishing a name without approval. No person may attempt to modify local usage or name an unnamed geographic feature in an advertisement or publication without first obtaining the approval of the State Geographic Board. If a person violates this section, the geographic board shall promptly announce its disapproval and shall adopt an official name for the feature. (§ 4 ch 119 SLA 1961)

Editor's note. — This section derives from AS 44.19.390 and was renumbered by the revisor under 01.05.031.



LAWS OF ALASKA

1982

Chapter 140

AN ACT

Relating to the duties of the State Geographic Board; and providing for an effective date.

- * Section 1. AS 44.19 is amended by adding a new section to read:
 Sec. 44.19.059. ALASKA NATIVE PLACE NAMES. In carrying out its duties to name geographic features under AS 44.19.058(2) the State Geographic Board shall consider using Alaska Native place names for geographic features in the state that have not previously been named, using Native language writing systems accepted by the Alaska Native Language Center of the University of Alaska at Fairbanks.
- * Sec. 2. This Act takes effect immediately in accordance with AS 01.10.-070(c).

GUIDELINES FOR GEOGRAPHIC NAMING



ALASKA STATE GEOGRAPHIC BOARD

WHO SELECTS THEM

The Alaska State Geographic Board, established in 1961, coordinates and approves naming in Alaska. This board consists of commissioners, directors or heads of seven state agencies and one public member appointed by the governor.

They review name proposals and make recommendations to the U.S. Board on Geographic Names. Before making decisions, the State Board contacts local jurisdictions or groups – such as cities, boroughs and native corporations – to obtain their views on proposed names.

The U.S. Board sets national policies and procedures relating to both domestic and foreign place names. It has the last word on choice, spelling and official use of place names in the United States.

Goals & Authority

The State Board's powers, duties and authority are set out in the Alaska statutes (AS 44.19.370-390). Its goals match those duties and powers it has been assigned in supervising geographic naming in Alaska:

- to determine the correct, most appropriate names of lakes, streams, places and other geographic features and their spelling.

- to provide names for places and features for which no single generally acceptable name has been in use.

- to work with local governments in eliminating duplication of names.

- to publish an official dictionary of state geographic names and offer it for sale, either as a complete whole or in parts.

- to represent and cooperate with the U.S. Board to avoid conflict between state and federal naming of geographic features in Alaska.

The State Board's authority on use of names is further defined by law:

- A name selected by the board is the official name of the place or feature and must be used in all maps, records, documents and other publications issued by and in the state.

- No one may modify local usage or name an unnamed feature in an advertisement or publication without first obtaining the approval of the State Board. If a person violates this law, the board will promptly announce its disapproval and adopt an official name if there is none.

NAMES...

The names of Alaska's places and features, such as mountains and rivers, reflect the history of this great land.

Alaska's native people, early explorers and pioneers have been responsible for many names. Geological surveys, mineral development and other expansion have increased the need for geographic names.

Some of Alaska's geographic names are listed in the *Dictionary of Alaska Place Names*, by Donald Orth (U.S. Geological Survey Professional Paper 567, published in 1967). This dictionary also shows some of the problems that have arisen with Alaska place names. For instance, there are 58 Bear Creeks, 16 Montana Creeks and 47 Moose Creeks.

Without place names, communication would be difficult for pilots, boaters, backpackers and other people who need to use maps, charts or documents. The misspelling, misuse, duplication or omission of names can cause confusion. Significant and appropriate names, on the other hand, help identify places easily, as well as enhance the heritage, color and beauty of a region.

Geographic naming responds to the needs of the people. Because of the potential for confusion, however, it requires the supervision of government regulatory and map-making agencies.

GUIDELINES

Listed below are factors which the board considers in reviewing proposals. In writing your proposal, keep these in mind and include as much justification as possible for the proposed name.

In general, the board discourages:

- Extensive or blanket naming of natural features in an area.
- Unpronounceable foreign names.

The board generally approves names if these conditions are met:

Names of persons

- Person is deceased.
- Person was associated with Alaska.
- Person made a significant contribution to Alaska.

Aboriginal names

- Name is or was in common local usage.
- Name is or can be spelled according to an established system of spelling.

Descriptive names

- Name is relevant to the feature being named.
- Name is not in use elsewhere in the state.
- Name is not whimsical or derogatory.
- Name is pronounceable.

Historical names

- Authenticity of name can be established.
- Name is associated with the area in which the feature is located.

Existing names of related features, such as

- Naming a lake after a stream which flows from it.
- Naming a glacier after the mountain it is on.

SUBMITTING A PROPOSAL

Name proposals must be submitted on special forms available at all addresses listed below. Send your completed forms to:

Chairman
Alaska State Geographic Board
Department of Community and
Regional Affairs
Pouch B
Juneau, AK 99811

Forms are available from the above and from these Alaska Division of Land offices:

Pouch 7-005
Anchorage, AK 99510

4420 Airport Way
Fairbanks, AK 99701

Pouch MA
Juneau, AK 99811



EXECUTIVE ORDER

No. 82-11

STATE GEOGRAPHIC NAMES BOARD

WHEREAS, the history and culture of Arizona is reflected in its geographic names; and

WHEREAS, there is a need for official rulings which will represent the considered opinion of the State of Arizona regarding the proper names of geographic features and places for use in official documents, standard maps and for use in general; and

WHEREAS, liaison between the State of Arizona and the United States Board on Geographic Names is needed to eliminate confusion and to promote accord and agreement on geographic name designation and origin;

NOW, THEREFORE, I, Bruce Babbitt, by virtue of the authority vested in me as Governor of the State of Arizona by the Arizona Constitution and the Laws of Arizona, it is ordered as follows:

- I. *The establishment of the State Geographic Names Board*
 - A. *There shall be a State Geographic Names Board which shall consist of one member representing each of the following agencies or organizations:*
 - 1) *Arizona Department of Transportation,*
 - 2) *Arizona State Land Department,*
 - 3) *Arizona State Department of Economic Security,*
 - 4) *Arizona State Department of Libraries, Archives, and Public Records,*
 - 5) *Arizona Historical Society,*
 - 6) *Arizona Association of Counties,*
 - 7) *Arizona State Office of Economic Planning and Development,*
 - 8) *One member representing the Arizona University System, rotating on a biennial basis, and*
 - 9) *One member-at-large appointed by the Governor.*
 - B. *Members of the State Geographic Names Board shall serve without compensation or expense to the State of Arizona, except that expenditures may be made from federal funds received by the State and allocated to the Board for normal expenses and its members if such expenditures are in accordance with the law.*
- II. *Duties of the Board*

The Board shall:

 - A. *Determine the correct and most appropriate name of mountains, canyons, gulches, streams, streambeds or channels (whether dry or flowing), mesas, deserts, waterholes, bridges (either natural or manmade), parks, monuments (either natural or manmade), roads, trails or other natural or artificial geographic features in the State and their spellings; but specifically reserving to the counties, cities and towns the right to change street and road names.*
 - B. *Pass upon and give names to geographic features in the State for which no generally accepted name is or has been in use.*
 - C. *Cooperate with local subdivisions of government and with their approval when such names are not of historical significance, change the names of geographic features to eliminate duplication of names in the State.*
 - D. *Review and pass upon all proposed changes in names from those which may be of historical significance.*

- E. Prepare, in cooperation with the U.S. Geological Survey, an official State gazetteer of geographic names.
- F. Adopt bylaws, rules and procedures for the orderly conduct of operations.
- G. Represent the State in all appropriate actions before the United States Board on Geographic Names and cooperate with that board so that there is no conflict between State and federal designations of geographic features in the State.

III. Use of Names Chosen

When the State Geographic Names Board gives a name to a geographic feature in the State, the name is the official name of the geographic feature and shall be used in all maps, records, documents and other publications issued by the State or its departments and political subdivisions.

IV. Advertising or Publishing a Name Without Approval

No person may attempt to modify local usage or name an unnamed geographic feature in an advertisement or publication without first obtaining the approval of the State Geographic Names Board.

V. Perpetuation of Historical Names

It is declared the public policy of the State that natural or artificial objects, places or things continue to be known by the names they now bear, as shall be determined by the State Geographic Names Board, so that the historical record of the State may be protected and preserved.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona

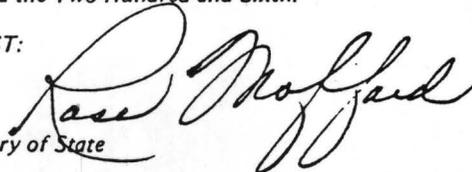


GOVERNOR

DONE at the Capitol in Phoenix on this ninth day of November in the Year of Our Lord One Thousand Nine Hundred and Eighty-two and of the Independence of the United States of America the Two Hundred and Sixth.

ATTEST:

Secretary of State






STATE OF CALIFORNIA

The Resources Agency

Advisory Committee On Geographic Names

GEOGRAPHIC NAMES HANDBOOK

Policy Guidelines Procedures

FEBRUARY 1969

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| | | |
|---|--|-----------------------------|
| THE RESOURCES AGENCY OF CALIFORNIA OFFICE OF THE ADMINISTRATOR | | AGENCY ORDER NO. |
| SUBJECT | | 29 |
| Advisory Committee on Geographic Names | | DATE |
|  ADMINISTRATOR | | November 28, 1966 |
| | | REFERENCE |

Recognizing that a need currently exists to provide advice to the United States Board on Geographic Names, I am now establishing within the Resources Agency an Advisory Committee on Geographic Names.

The Committee will be composed of the Directors of the below named departments or their designees:

Department of Conservation
 Department of Fish and Game
 Department of Parks and Recreation
 Department of Water Resources
 Department of Harbors and Watercraft

In addition, the State Geologist shall serve as chairman of this Committee.

The Committee shall serve as staff for the Administrator in developing suggested advice to the Domestic Names Committee of the United States Board on Geographic Names and other organizations or agencies having interest in or responsibilities for determining the geographic names to be used on maps published by federal agencies. The Committee shall consult with other state bodies outside the Resources Agency, and with local authorities at the county and city levels when preparing its recommendations to the Administrator.

The Committee shall also be responsible for reviewing from time to time the Geographic Names Handbook and recommending appropriate revisions thereto.

GEOGRAPHIC NAMES HANDBOOK

This handbook is prepared primarily for the guidance of state agencies; however, its use by local agencies and the private sector is encouraged.

Names have a serious significance to any map user. Erroneous names are apparent to even the most inexperienced map users. Personal place names are often a source of pride to a family or a community, and the misspelling, misapplication or omission of a name may cause resentment that will impair the character of an otherwise excellent map and damage the reputation of the agency responsible. In a broader sense, the strength, consistency, and appropriateness of names are marks of the vigor, growth, and permanence of a nation and a society. Much can be done to retain historic heritage, color, and picturesqueness through judicious selection of new names.

To those depending on a map in performance of duty, an erroneous name can be irritating, confusing, and costly. Incorrect names may cause serious mistakes in such activities as fire control, rescue, and recreational use; also, in many cases, legal confusion and litigation can result from name changes. In view of the importance of accurate map names, it is essential that all state personnel diligently endeavor to submit complete and correct name information before proposing a name to be applied to a natural feature.

In this handbook the term "geographic name" is concerned with that portion of toponymy relating primarily to physical features and, secondarily, to populated places. It must be recognized, however, that the differences between generic terms applied to features and places (e.g., hill, stream, gully) which are the proper subject of this handbook, and those generic terms applied to the cultural works of man (e.g., canal, road, airport, aqueduct) is sometimes indistinct due to the fact that, when in being, a tendency exists for the one to assume the identifying properties of the other.

Cases exist where the name of a road has geographic significance. Canals are cultural features, but specific circumstances may favor their identification as geographic features and, consequently, a name applied to capitalize upon their geographic characteristics. Sometimes a place name will have application almost entirely to a cultural feature, such as a town, village, church, school, store, or depot. However, the principal generics encountered will be rivers, creeks, streams, lakes, ponds, mountains, ridges, peaks, and other items of ready definition and acceptance as geographic terms.

The name of a lake or reservoir impounded by a dam is properly a responsibility of those working with geographic names, while the name of the dam is commonly the responsibility of the sponsor or builder. The importance of geographic names has been accentuated by the addition of a Section 161.5 to the California Water Code, which reads as follows:

"The California Water Commission shall have the power to name all facilities of the State Water Resources Development System owned by the state. The commission may receive testimony from the public on matters involving its responsibilities under this section, and after public hearing for the purpose of considering all proposed

names for such facilities, may, by resolution, express its decision regarding the naming of specific facilities of the State Water Resources Development System."

The widespread interest in geographic names is indicative of their importance. The Domestic Geographic Names Committee of the U. S. Board on Geographic Names^{1/} reviews and correlates the data at the federal level. The Board has final authority with respect to the choice of names to appear on all federal maps, since it is obviously advantageous that names be kept as uniform as possible. To aid in accomplishing this desirable end by providing liaison with the Board, the Secretary for Resources has established an Advisory Committee on Geographic Names.^{2/} In addition to providing an official liaison with the Board, the ACGN coordinates name selection procedures within the Resources Agency, extends its coordinating facilities for use by other state agencies, and can and does provide assistance to local governments and the general public.

The seven members of the ACGN represent the Department of Conservation, Department of Fish and Game, Department of Harbors and Watercraft, Department of Parks and Recreation, State Lands Division, and Department of Water Resources, whose various divisions constitute the major land-owning, land-managing, and map making agencies in State Government. Representatives from the U. S. Forest Service, National Park Service, and U. S. Geological Survey attend by invitation all meetings of the ACGN and serve for all practical purposes as very welcome ex-officio members of ACGN. Other state and federal agencies are encouraged to have representation at meetings of the ACGN as appropriate. The ACGN has adopted the Department of Fish and Game's regional division of the State for administrative purposes, with a member responsible for activity in one assigned district.

The Board has welcomed the advice of the ACGN and refers the California portion of all Dockets^{3/} to the members of the ACGN for review and recommendation prior to action. Naturally, historical societies, county and city officials, local historians and interested individuals contribute and appraise name data according to their interest. This advice is sought and encouraged by the ACGN. All state agencies involved in naming geographic features are urged to participate in this program and to seek approval and confirmation of suggested names by the Board through the ACGN. Personnel within the Resources Agency proposing names to be used in conjunction with state activities or projects should submit proposals to the ACGN in accordance with this handbook.

The following renumbered sections of this handbook have been adapted from the United States Forest Service Geographic Names Handbook. The generosity of the Forest Service in permitting this adaptation is gratefully acknowledged.

^{1/}Hereinafter known as the Board.

^{2/}Hereinafter known as the ACGN. See Exhibit 1 for agency order establishing the ACGN. And see Exhibit 1A for agency order continuing ACGN.

^{3/}Dockets are tabulations, together with pertinent information, of proposed geographic names, prepared by the Domestic Names Committee for its monthly meetings.

1.00 - U. S. BOARD ON GEOGRAPHIC NAMES. Broadly speaking, the purpose of the Board is to standardize the names of geographic features on maps and in other official publications of the Federal Government. On September 4, 1890, the Board was established by Executive Order. In 1934 the Board was assigned to the Department of the Interior. In 1947 Public Law 242 provided the Board with central authority for standardizing geographic names among federal departments and for other purposes.

The Board, conjointly with the Secretary of the Interior, formulates Federal Government principles, policies, and procedures related to both domestic and foreign geographic names and determines the choice, spelling, and application of these names for official use.

2.00 - DOMESTIC GEOGRAPHIC NAMES COMMITTEE. The Domestic Geographic Names Committee^{1/} of the Board is composed of representatives from the Departments of Agriculture, Commerce, Interior, and Post Office and the Government Printing Office. It deals with all name proposals and name problems in the fifty states, the Commonwealth of Puerto Rico, and the territories and possessions of the United States.

The Committee handles questions of conflict, proper application of geographic names, and new name proposals. The Executive Secretary of the Committee is in the Map Information Office of the Geological Survey. See Exhibit 4 for more information on the Domestic Geographic Names Committee.

Name case data and recommendations are submitted to the Executive Secretary. In the office of the Executive Secretary of the Committee, reference records are maintained, and investigations are conducted and correlated with all interested government and other agencies and individuals. Following the assembly and evaluation of the facts on a case, a definition is prepared for the name and the main facts justifying the recommendation are furnished in a numbered Docket to members of the Committee. Generally, the numbered Docket is furnished to the members at each monthly meeting for consideration at the next meeting in about 30 days. If the review of a name by an interested agency is not complete in this period, it is customary to ask for a reasonable deferment. The Committee endeavors to clear up the older Dockets promptly and give early action to each recommendation. To accomplish this, agency requests for deferments should be held to a minimum and to the shortest possible time.

Minutes of each Committee meeting are distributed to members, and notice of action taken is furnished to others as required. Promulgation of the approved names then becomes the responsibility of the interested government agencies. Compiled lists of approved names are distributed periodically in "Decision Lists" issued by the Board.

3.00 - APPROVED NAMES. Names approved by the Board for use on federal maps should be promptly and uniformly used by all state agencies.

4.00 - PRINCIPLES OF GEOGRAPHIC NAMES. The responsibility that is involved in a name proposal originating in the state agencies should be recognized. In every case, this demands a familiarity with ACGN and Board

^{1/}Hereinafter known as the Committee.

functions. Proposals for new names should conform to the principles under 5.00 through 7.00 established by the Board and adopted by the Secretary for Resources. Names referred to the ACGN for concurrence should conform to these principles, except in cases of well-justified deviations.

5.00 - NAME SELECTION STANDARDS. In the proposal or consideration of names for geographic features, the following should be observed:^{1/}

5.01 - Euphonious and historically suitable names, such as those of Indian or Spanish origin, should be retained with due regard to linguistic and historic consistency.

5.02 - Duplication of names for features near to each other should be avoided.

5.03 - Proposals to name features for living persons are not normally accepted by the Board. On rare occasions, the Board has accepted names of living persons for minor features when such names are of long established local usage.

5.04 - Long and clumsy names, and names composed of two or more words in addition to the generic, should be avoided.

5.05 - Renaming of features possessing names long in use and widely accepted is to be deplored (for example, the suggestion made in March, 1965, that Mt. Whitney be renamed to Mt. Churchill).

5.06 - Proposed changes to existing names in California may have confusing and serious legal ramifications because of county charter and private land descriptions. Where any feature forms or is adjacent to a political subdivision boundary, careful consideration and study should be made before recommending a change.

5.07 - Multiplication of names for different parts of the same feature is to be avoided.

5.08 - It is desirable that each major tributary of a stream should have a specific name. A distinctive name having a good chance of local acceptance is preferable over one containing the conjunctive term fork, branch, or prong.

5.09 - Spelling and pronunciation sanctioned by local usage should be adopted. Usage of family names is frequently an exception to this guide.

5.10 - Where spelling and pronunciation have been changed by local usage, it is frequently inadvisable to attempt another change.

^{1/}The Government Printing Office Style Manual contains general guidelines for abbreviating, capitalizing, and compounding; a list of preferred spellings; and other useful information.

5.11 - Where the same name was originally applied to more than one feature in an area, and the spelling and pronunciation have since been changed to produce two well-established names, no attempt should be made to change either name.

5.12 - When two names are both sanctioned by local usage, the more appropriate and euphonious should be recommended.

5.13 - The possessive form should be avoided whenever in so doing the euphony or descriptive application of the name is not changed.

5.14 - The spelling center when part of a name should always be used in preference to centre.

5.15 - The use of hyphenated names should be avoided.

5.16 - The Board does not approve any abbreviated forms of geographic names, except in those rare cases where such an abbreviation is part of a legally incorporated name. Use of abbreviated forms on maps or publications is, however, a matter of editorial judgment.

5.17 - The words city and town should normally be avoided in place names, except where well established through usage.

6.00 - COMMEMORATIVE NAME STANDARDS. It is of significance that the relative importance of a feature should be weighed against the importance of other features of the region. Thus, it is inappropriate to propose naming a major peak for John Doe or a small pond for Winston Churchill.

The outstanding beauty of a small mountain may bring it into a major category, while the presence of other prominent peaks in an area could have the effect of placing a lofty peak in a secondary category. Characteristics of these categories are detailed under 6.01 through 6.03.

6.01 - MAJOR FEATURES. A major feature may be a mountain range or a group; high, massive or spectacular mountain, summit, peak or ridge; large lake or river; major island or prominent cape.

1. Qualifications

- a. Only one major feature of a kind to a person.
- b. The person so honored should have enduring fame.
- c. Public service must be more than regional.
- d. Honorable fame, not notoriety.
- e. Importance of person commensurate with magnitude of features.

f. Qualifies by association in one of the following ways:

- (1) Exploration survey or scientific investigation.
- (2) Conservation of natural heritage.
- (3) Long association with the feature.
- (4) Outstanding service to the people of the area.

2. Evidence Required. Before approving names for major or secondary features, the Board must have evidence on file as follows:

- a. The name is that of a deceased person whose eligibility for the honor is established in accordance with the rules for naming major or secondary features. For major features the person shall be justly distinguished for services which unquestionably benefited the people and Nation.
- b. Biographical material proving good character and reputation.
- c. Statements showing that the proposed name is not distasteful to the local residents.

6.02 - SECONDARY FEATURES. A secondary feature may be a small mountain, ridge, small glacier, valley, medium to small island or medium-sized lake or river. The person shall have been associated with the feature as required by qualifications for a major feature (6.01).

The name of a deceased member of the Armed Forces or state servant will be considered for application to a feature on or near where he met death in the line of duty or engaged in heroic action. The name of a member of the Armed Forces who died in the line of duty anywhere will be considered for application to an unnamed feature with which he was associated.

For qualifications and evidence required, see 6.01.

6.03 - MINOR FEATURES. A minor feature may be a hill, small water-course, pond or cove.

1. Qualifications. Qualifications will include one of the following:

- a. Long-time establishment of the name in local usage.
- b. Name of an early occupant or owner.
- c. Member of the Armed Forces or a state servant who died in the line of duty.

d. A person closely associated with the feature.

e. A person who died near the feature.

2. Evidence Required. Before approving commemorative names for minor features, the Board must have on file evidence as follows:

a. The name is that of a deceased person whose eligibility for the honor is established in accordance with the rules for naming minor features.

b. Statements showing that the local residents will accept the name.

7.00 - DEROGATORY NAMES. In reviewing geographic names, the Board is governed by the following criteria:

1. The disapproval of any new or proposed change to a name containing a derogatory term.

2. All such names currently appearing on federal maps will be reviewed by the publishing agencies, and as the maps are revised, the names will be referred to the Board for review and action.

7.01 - Derogatory terms shall not be used on any new state maps or publications as part of a geographic name. When such a term is encountered in local usage, it will not be incorporated in the map.

8.00 - NAMES FOR ADMINISTRATIVE UNITS AND RELATED SITES AND AREAS. Standards for naming administrative units and related sites and areas, including memorials and dedications, are important. Much can be done to preserve past history and heritage through judicious choice. Although not included in the geographic names category, it is essential that changes in the designations be incorporated into map revisions.

9.00 - NAME CASE INVESTIGATIONS. Investigations of names are conducted for the purpose of preparing a background to guide the eventual recommendation of the ACGN. The degree of investigation and manner of approach vary somewhat depending on which of the main classes of investigation are required. These are detailed under 9.01 through 11.05.

9.01 - DOCKET REFERRALS. Names are brought to the attention of the ACGN by way of copies of the California portion of the Dockets. Many names require internal confirmation only. If pertinent information from outside agencies or private individuals is needed, a deferment is usually requested of the Board to provide time to make the necessary contacts.

9.02 - PROPOSED NAMES. Investigations resulting in the confirmation or the compilation of alternative proposals for names submitted by other agencies include, but are not necessarily restricted to, the following:

1. Application of the name.

2. Extent of the feature.
3. Spelling and pronunciation of the name.
4. Verification of presented historical and other data.
5. Local plat and map usage.
6. Local signing practice.
7. Local text references.
8. Local acceptance in oral usage.
9. Confirming local findings by other agencies.
10. Degree of local advisory group participation.
11. Administrative history or preference.

9.03 - GUIDE LINES. Good judgment is required to determine the degree to which these points are covered. If the investigation confirms the name as referred, a report to the ACGN covering the general results should be sufficient. Upon approval by the ACGN, recommendations are forwarded to the Board. However, if findings are in any way contrary to name proposals, full information should be furnished. This is necessary to enable the ACGN to recommend properly to the Board.

A name showing current map usage, clear in application, simple in pronunciation, accepted by local people, and in agreement with acceptable requirements, may be reported back promptly to the ACGN without further delay.

10.00 - DIRECT EXTERNAL REQUESTS. Many new name proposals, name changes, or discrepancies are brought directly to the attention of the ACGN. These should be investigated with emphasis on determining the previous usage in the area, written text, and map reference. Questions such as the following may be significant.

1. What are the objectives of the proponent?
2. How will interested persons in the community accept the new name or a change?
3. Will any confusion to the State or other operations result?
4. Are there any legal ramifications?

In addition, the specified and pertinent areas of investigation listed under 9.02 should be covered. Statements should be documented where appropriate and supporting exhibits furnished for ACGN use.

11.00 - IN-SERVICE INVESTIGATION. State agency personnel, in the course of their administrative or technical duties, should note and report unnamed features, duplications, errors, unsuitable names, or inappropriate names. These should be brought to the attention of the ACGN for consideration and action.

11.01 - MAP EDITING. A state map manuscript may be in need of editorial completion, whereupon it may be submitted to the appropriate agencies for editing. All personnel should give careful consideration to possible name errors. State agency personnel, because of their close association with their areas and broad knowledge of the State, will have the best opportunity to discover errors. Any errors, omissions, or obsolete or unacceptable names that are found should be reported with pertinent details as soon as possible to the source. The ACGN is available to help resolve any name conflicts.

General name investigation for manuscript editing purposes will follow a somewhat different line in the acceptance and careful use of all names free of question. A few names will evolve into discrepancies and new names will be proposed. These will be studied and recommended as discussed under 11.02.

11.02 - INVESTIGATION PROCEDURES AND METHODS. The responsibilities and procedures to be followed for geographic name investigation are provided under 11.03 through 11.05.

11.03 - RESPONSIBILITY. Any level of government may initiate investigations in order to resolve name conflicts or fulfill the need for a new name. However, the committeeman in whose area the name occurs has primary responsibility for preparing the final recommendation to the ACGN. When a name change would appear on a map which overlaps a map of another agency, the latter should be informed of the change and its comments should be solicited. Recommendations from all agencies should be transmitted to the ACGN by the map producing agency.

Agency officers should consult with the ACGN before initiating names investigations that may entail extensive areas or that may deal with names of obscure interest. The Geological Survey (USGS) Topographic Division is currently mapping and remapping areas of the State on standard quadrangle sheets. Current programs are available from the Regional Office of the Geological Survey or from the State Department of Water Resources, Maps and Surveys Branch, which acts as state coordinator for this cooperative mapping program. Advance prints of USGS topographic maps in California are distributed to all interested state organizations for comment. All questions regarding names should be brought promptly to the attention of the ACGN in order to avoid a duplication of effort in names research.

11.04 - FIELD PROCEDURES. The first step in a name investigation by a field man is to assemble all available records that pertain to the feature. If the investigation is initiated at some other level or through some other agency, the information of record will be placed at his disposal. This does not relieve the field men from responsibility for searching for information from other sources. These sources include Forest Service maps, USGS maps, Coast and Geodetic Survey (C&GS) charts, Bureau of Land Management (BLM) plats, state maps, private maps, old historic maps, and others.

1. Local Usage. After the record sources have been reviewed, the next step is to determine what name is in local usage for the feature. Ordinarily, the local usage will determine the name. This means that investigators must personally contact local individuals. Among usually reliable sources are the county assessor, county sheriff, city officials, and the postmaster. Other usually reliable sources are the landowners, foremen and employees of landowners residing near the feature, lumbermen or stockmen working in or near the feature, local historical societies or the local historian, and the oldtimers of the area. Often one contact will lead to another and more reliable information. Valuable record information may be available in the county deed records to assist in determining name history and proper spelling. Incidentally, the historic spelling for names that changed through the years can often be verified from dates on tombstones in family or local cemeteries.

Diplomacy must be used in questioning people about items to avoid giving the impression that they are answering to an exacting official inquiry, thereby causing them to hesitate or to become indecisive. Strive to make the inquiry follow the lines of an ordinary conversation between two people with a mutual point of interest. At the end of the conversation, however, ascertain the spelling of the geographic name as the individual knows it, and ask his name, address, and occupation. These facts should be written down at time of the interview.

In order to contact an individual effectively, the investigator should be fully acquainted with his record information. He should have a personal knowledge of the area adjacent to the feature in question. It will sometimes be difficult for the field man to determine if he and his informant are speaking of the same feature. A large-scale detailed map, a planimetric, or best of all, a topographic map, and an aerial photograph will be invaluable in order to establish the identity of the feature.

If the name applies to the higher of two nearby peaks of apparently equal elevation, the proper peak and name should be circled on the map and the photograph. If a stream being named extends beyond the edge of the map, the name should also be placed on the adjacent map and underscored, even though only a short segment of the stream occurs on the adjacent map.

2. Signs. The relationship between posted signs and map names is necessarily very close. Posted signs are important evidence of local usage. Any person engaged in name research depends heavily on a posted sign for name determination. If, however, a sign is contrary to indicated local usage, further checking is required as to the basis for the sign, the posting agency, length of time it has been in existence, previous signing, etc. Certainly nothing is more confusing to the map user than disagreement between a sign and the map, particularly if both are from the same agency.

3. Reporting. The investigator will furnish all the essential information on the appropriate form. He should realize that his

information will be subjected to close scrutiny by numerous individuals and organizations while a decision is being reached. It is of particular importance that the origin or history of a name be given as completely as possible on the name report. If the name originates from an historical event, this should be explained. A descriptive name should be commented upon as to its suitability for the feature. If the name is derived from a language other than English, the history, meaning, and pronunciation must be set forth as clearly as possible. For new or proposed names, an explanation should give the reason for the choice. Local support, if any, from organizations or individuals should be stated. Disagreement should also be noted in the report.

Proposed new names for geographic features require strict evaluation before they are recommended. The name of a deceased person of prominent association with the feature may be used, but often this is a difficult determination to make and extensive investigation may be required. If the name of a person is being considered, a history of the individual and his relationship to the feature must be given. Definite date of his death must be stated. New names should be short, preferably one word, appropriate, and euphonious. The use of words such as big and little should be avoided whenever possible.

The generic part of a name should be appropriate for the feature or area. The use of creek for a watercourse might be undesirable in an area where a watercourse is frequently called a gulch. Local usage will be the most reliable guide in selecting the generic name. The suitability of the generic name should be commented upon in the same report to avoid any future question.

The field man will attach the best available map to the report form. This should be of sufficient scale to show the feature without doubt or confusion. The map will show, in colored pencil, the name lettered as the field man would like it to appear on the published map. The feature will also be colored or outlined to show extent of the application.

Specific questions on the report must be answered as fully as information permits.

12.00 - FORMS. The two standard forms of the Board for name changes or new proposals are Forms 9-1343A, DOMESTIC GEOGRAPHIC NAME PROPOSAL and 9-1344, PROPOSAL OF NAME FOR AN UNNAMED DOMESTIC FEATURE. These forms are illustrated as Exhibits 2 and 3 at the end of this handbook. They may be secured through a request to the ACGN Chairman, State Division of Mines and Geology, Ferry Building, San Francisco, California 94111, or from the U. S. Board on Geographic Names, Department of the Interior, Geological Survey, Washington, D. C. 20242. Docket investigations will be reported by memorandum. Such cases are too numerous and dissimilar to be reported on established forms.

13.00 - CASE PREPARATION REQUIRED. Cases requiring submission of a report to the Board are as follows:

1. Proposed names for previously unnamed features. The question is whether the feature has a name. In more remote areas a relatively small amount of local usage will, if consistent, amount to an established name. Generally, if the local usage is fragmentary and not recognized by the better informed members of the community and there is no map usage, the feature will be considered unnamed. If there is early map usage, but no current corresponding local usage, the name of the feature may be considered a variant.

2. New names for features that previously had some other name. A field cartographer, surveyor, planner, or other source may find that an earlier name has map usage or common local usage and may even have a Board decision, but circumstances have been such that a new name seems more acceptable. All the people in the community recognize the new name and it is used in newspapers, local directories, in giving directions, and in up-to-date compilation, such as, the better quality road maps.

3. Old names now obsolete in application. During the course of time, a name may have perfect appropriateness and usage, but due to altering circumstances, such as, more intensive cultural development, the use of the name with reference to the original feature becomes confusing and it is found that the approved and previously accepted usage should be altered.

For example, the original application may have been to an entire feature whereas present conditions and usage have reduced the application to only a portion of the feature.

4. Names in which spelling is at variance with existing decisions. A Board decision may spell a name in agreement with the original source, but its use locally may have completely lost this earlier form and significance. If the local usage is consistent and of long standing, the ACGN will prepare a recommendation for Board action.

5. Names of features too frequently repeated. Too many Mud Lakes, Clear Creeks, Red Mountains, etc., in an area can cause confusion. It is generally advantageous to reduce duplications when reasonably uniform concurrence and acceptance by local interests can be expected.

6. Names used incidentally in federal or state legislation which affect a geographical feature not in accordance with local usage, map usage, or a Board decision.

7. Names of places which are different from the railroad station or post office therein.

14.00 - CASE PREPARATION NOT REQUIRED. Below are listed the principal circumstances under which it is not necessary to submit a case for Board approval, provided such names do not in some related way fall in one of the preceding classifications requiring a decision.

1. Names for which there are existing affirmative decisions by the Board.
2. Names that have been established by enactment of Congress or the Legislature.
3. Names that have been formally approved by any state board or commission in conformity with the principles of the ACGN insofar as they apply to features wholly within the jurisdiction of the State and for use only in publications under the State's jurisdiction. This includes names established by the California Water Commission (see page 1).
4. Official names of post offices, insofar as they apply only to the names of post offices.
5. Names not geographic, usually ephemeral and generally applicable to man-built structures.
6. Names in generally accepted use for such features as dams, railroads, highways, bridges, lighthouses, ranger stations, and other similar structures that have been officially adopted.

15.00 - NAME REPORT PREPARATION. It will be the responsibility of the ACGN to determine if a name requires a decision by the Board. After receiving the report of the investigation from the member in whose area the name occurs, the ACGN will check all its records for further information. Current cases and those already approved will be carefully reviewed to avoid duplications. Simple errors brought about by misunderstandings, draftsmen's errors, etc., may be treated as map corrections and corrected within the state agencies, provided the error has not been perpetuated by a subsequent map.

16.00 - GEOGRAPHIC NAME INDEX. An up-to-date record of all recommendations to the Board is maintained by the ACGN.

17.00 - POSTING AND MAINTENANCE. It is mandatory that all revisions of state maps conform with the most recent decisions on geographic names.

18.00 - FURNISHING NAME INFORMATION. Agencies preparing maps which will receive public distribution and will require more detailed naming than previous maps have received should list all new names with history and justification and forward them to the ACGN. The ACGN will in turn examine the proposed new names in order to prepare a recommendation to the Domestic Geographic Names Committee.



STATE OF HAWAII

ACT 50

ACT 50

H.B. NO. 2266-74

A Bill for an Act Relating to the Establishment of a Board on Geographic Names.

Be It Enacted by the Legislature of the State of Hawaii:

SECTION 1. Purpose. The purpose of this Act is to create a State Board on Geographic Names to assure uniformity in the use and spelling of the names of geographic features within the State.

SECTION 2. The Hawaii Revised Statutes is amended by adding a new chapter to be appropriately designated and to read:

**“CHAPTER
STATE BOARD ON GEOGRAPHIC NAMES**

Sec. -1 State board on geographic names. There shall be in the department of land and natural resources a State board on geographic names, consisting of the following persons or their representatives: the chairman of the board of land and natural resources, the chairman of the Hawaiian homes commission, the director of the department of planning and economic development, the president of the University of Hawaii, the State land surveyor, and the director of the Bernice P. Bishop Museum. The members of the board shall serve without compensation.

The provisions of section 26-34 shall not be applicable to this board.

Sec. -2 Chairman, secretary. The representative from the department of land and natural resources shall serve as secretary of the board and as custodian of its official records. The board shall select one of its members as chairman of the board to serve for a term of four years or until his successor is selected.

Sec. -3 Responsibilities of the board. (a) The board shall designate the official names and spellings of geographic features in Hawaii and provide for circulation thereof to the appropriate State and other agencies. In its deliberations, the board shall solicit and consider the advice and recommendations of the appropriate county government officials, and, should the board desire, other knowledgeable persons.

(b) The department of land and natural resources shall publish an annual list of its decisions, together with information regarding location, the origin and meaning of names, and alternate names and spellings for the features named, which list together with the pertinent information shall be sent to the board of geographic names of the United States.

(c) The departments of the State shall use or cause to be used on all maps and documents prepared by or for them the names and spellings approved by the board on geographic names; provided, that such names or spellings shall not be contrary to legally established names or spellings.”

SECTION 3. This Act shall take effect upon its approval.

(Approved May 25, 1974.)



STATE OF NEVADA
Nevada State Board on Geographic Names

S. B. 265

SENATE BILL NO. 265—COMMITTEE ON NATURAL RESOURCES

MARCH 15, 1985

Referred to Committee on Natural Resources

SUMMARY—Creates Nevada state board on geographic names. (BDR 26-1090)

FISCAL NOTE: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: Effect less than \$2,000.

EXPLANATION—Matter in *italics* is new; matter in brackets [] is material to be omitted.

AN ACT relating to geographic names; creating the Nevada state board on geographic names; prescribing its powers and duties; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

- 1 **Section 1.** Chapter 327 of NRS is hereby amended by adding
2 thereto the provisions set forth as sections 2 to 7, inclusive, of this act.
3 **Sec. 2.** *As used in sections 3 to 7, inclusive, of this act, unless the*
4 *context otherwise requires, the term "board" means the Nevada state*
5 *board on geographic names.*
6 **Sec. 3.** *The Nevada state board on geographic names is hereby cre-*
7 *ated to coordinate and approve geographic names within the state for*
8 *official recommendation to the United States Board on Geographic*
9 *Names.*
10 **Sec. 4.** *The board consists of:*
11 1. *One representative of each of the following agencies or organiza-*
12 *tions:*
13 (a) *Bureau of mines and geology of the State of Nevada.*
14 (b) *Faculty of the University of Nevada, Reno.*
15 (c) *Faculty of the University of Nevada, Las Vegas.*
16 (d) *Nevada state library.*
17 (e) *Department of transportation of the state.*
18 (f) *State department of conservation and natural resources.*
19 (g) *Nevada historical society.*
20 (h) *United States Bureau of Land Management.*

— 2 —

1 (i) *United States Forest Service.*

2 Each agency or organization shall designate a representative and one
3 alternative representative for this purpose.

4 2. An executive secretary who is a nonvoting member of the board.
5 The state resident cartographer shall serve in this position. If there is
6 not such a cartographer, the voting members of the board shall select
7 the executive secretary.

8 **Sec. 5.** 1. The board shall designate from among its members a
9 chairman and a vice chairman and shall adopt rules for its own man-
10 agement.

11 2. A majority of the voting members of the board constitutes a quo-
12 rum for the transaction of business.

13 3. The board shall meet at such times and places as are specified
14 by the chairman, but may not hold more than four meetings in any 1
15 year.

16 4. Members of the board shall serve without compensation, travel
17 expenses or subsistence allowances except as they may be provided by
18 the members' respective agencies and organizations.

19 **Sec. 6.** 1. The board shall:

20 (a) Receive and evaluate all proposals for changes in or additions to
21 names of geographic features and places in the state to determine the
22 most appropriate and acceptable names for use in maps and official
23 documents of all levels of government.

24 (b) Make official recommendations on behalf of the state with respect
25 to each proposal.

26 (c) Assist and cooperate with the United States Board on Geographic
27 Names in matters relating to names of geographic features and places
28 in Nevada.

29 (d) Maintain a list of advisers who have special knowledge of or
30 expertise in Nevada history, geography or culture and consult with
31 those advisers on a regular basis in the course of its work.

32 2. The board may:

33 (a) Adopt regulations to assist in carrying out the functions and duties
34 assigned to it by law.

35 (b) Initiate proposals for changes in or additions to geographic names
36 in the state. Any proposal initiated by the board must be evaluated in
37 accordance with the same procedures prescribed for the consideration
38 of other proposals.

39 **Sec. 7.** Any person, group or agency of federal, state or local gov-
40 ernment may propose a change in or the addition of any geographic
41 name within the state by submitting it to the board for evaluation and
42 recommendation.

43 2. Upon receipt of any such proposal, together with sufficient sup-
44 porting information, the board shall:

— 3 —

1 (a) *Place the proposal on the agenda for preliminary consideration*
2 *at its next meeting.*

3 (b) *Give appropriate notice to persons and groups who are affected*
4 *by the proposal or might have an interest in it.*

5 (c) *Provide opportunities for public comment.*

6 (d) *Conduct such research and field investigations as it deems neces-*
7 *sary.*

8 3. *The board may not take final action on any proposal until it has*
9 *been given preliminary consideration at one or more previous meetings.*

10 4. *Whenever the board takes final action on a proposal, it shall*
11 *notify the person, group or agency who submitted the proposal and*
12 *shall transmit the official recommendation to the United States Board*
13 *of Geographic Names.*

14 **Sec. 8.** *This act becomes effective upon passage and approval.*



EXECUTIVE ORDER

WHEREAS, the history and culture of Utah is reflected in its geographic names; and

WHEREAS, the public has an interest in geographic names; and

WHEREAS, state and federal agencies have need for authoritative information on geographic names; and

WHEREAS, liaison between the State of Utah and the United States Board on Geographic Names is needed to eliminate confusion and to promote accord and agreement on geographic name designation and origins;

NOW, THEREFORE, I, Calvin L. Rampton, Governor of the State of Utah, by virtue of the authority vested in me by the Constitution and the Laws of the State of Utah, do hereby order:

1. That a Utah State Committee on Geographic Names be established.
2. That the Director of the Division of State History shall be responsible for the proper function of the said committee.
3. That a committee of eleven members shall be appointed by the Chairman of the Board of State History with the concurrence of the Governor, and shall include at least one member of the Board of State History.
4. That said committee's primary functions are to act as liaison between the U.S. Board of Geographic Names and to review all geographic name changes or addition in Utah.
5. That any Utah state agency proposing geographic name changes of any kind shall submit such changes to the Utah State Committee on Geographic Names for prior review.
6. That it is recommended that federal agencies, private groups, and individuals proposing to change any geographic name in Utah, submit such proposed changes to the Utah State Committee on Geographic Names for prior review.



IN WITNESS WHEREOF, I have set
my hand and caused to be affixed
the Great Seal of the State of
Utah. Done at the State Capitol
in Salt Lake City, Utah, this
25th day of January, 1976.

Calvin L. Rampton
GOVERNOR

ATTEST:
John L. Williams
SECRETARY OF STATE



GUIDELINES FOR THE WASHINGTON STATE BOARD ON GEOGRAPHIC NAMES

INTRODUCTION

Names have a special significance to persons using maps, charts or documents, as they identify geographic locations, recount history, commemorate people and events. Without geographic place names, communication would be difficult. The misspelling, misapplication, duplication or omission of a name may cause geographic confusion, complications in emergency situations, create resentment and impair the validity of an otherwise excellent map. In a broader sense, the strength, consistency and appropriateness of names are marks of the vigor, growth and permanence of a nation and its people. Much can be done to enhance historic heritage, color and picturesqueness of a region through judicious selection and preservation of significant and appropriate names.

Consequently, while geographic place naming is responsive to the needs and will of the public, it is of necessity a function that requires the supervision and coordination of local, state and federal government and their respective map-producing agencies. The Washington State Board on Geographic Names (established July 1973 by RCW 43.126.020) coordinates and approves names within the State of Washington. The U. S. Board formulates federal principles, policies and procedures related to both domestic and foreign geographic names, and determines the final choice, spelling and application of names for official national and international use. While it is the ultimate authority for federal usage, the U. S. Board works in close and dependent cooperation with the Washington State Board. Hence, application for proposed name changes, new names, spelling clarifications, etc., sent directly to the U. S. Board, are first referred to the State Board for local evaluation and recommendation.

Persons wishing to suggest names or who seek clarifications are urged to make application through the Washington State Board. Applications may be obtained from and submitted to:

Secretary
Washington State Board on Geographic Names
Department of Natural Resources
Olympia, Washington 98504

As much justification as possible should be included to support proposals, especially concerning alteration or elimination of existing names.

OBJECTIVES OF THE WASHINGTON STATE BOARD ON GEOGRAPHIC NAMES

1. To serve as the responsible agent to coordinate the important place-naming activity between local, state and federal agencies;
2. To establish a procedure for the retention and formal recognition of existing names;
3. To standardize the procedures for naming or renaming geographic features within state boundaries;
4. To avoid or eliminate, whenever possible, the duplication of names and to correct spelling errors;
5. To retain and enhance the significance, heritage and distinctive color of names associated with the history and development of the state.

COMPOSITION OF THE WASHINGTON STATE BOARD

1. Commissioner of Public Lands or representative (chairman of the Board);
2. Washington State Librarian or representative;
3. President of the Washington State Historical Society or representative;
4. Chairman of the Department of Geography, University of Washington, or representative;
5. Chairman of the Department of Geography, Washington State University, or representative;
6. Two members of the general public who are appointed by and serve at the pleasure of the Commissioner of Public Lands.

AUTHORITY OF THE WASHINGTON STATE BOARD

The Washington State Board on Geographic Names is authorized by state law to establish the official names for the lakes, mountains, streams, places and other geographic features within the state and the spellings thereof, except in the rare instances of names specified by federal or state law. Geographic features, by definition, do not include manmade features or administrative areas such as parks, game preserves and dams, but do include towns and manmade lakes.

RCW 43.126.020, Section 3, Laws of 1973, says in part:

It shall be the duty of the . . . and it shall have the power and authority to:

- 1) Establish the official names for lakes, mountains, streams, towns, and other geographic features within the state and the spellings thereof . . .
- 2) Assign names to lakes . . .
- 3) Cooperate with county commissioners, state departments . . . to establish and/or determine appropriate names . . . and for the purpose of eliminating . . . duplication of place names within the state.
- 4) Serve as liaison with the United States Board . . .

Section 4 of the law states: "The Board is authorized to establish policies to carry out the purposes of this chapter . . ."

PROCEDURES FOR REVIEWING NAMES

1. The Board normally holds quarterly meetings; all meetings are open to the public.
2. Applications may be initiated by the State Board or by other agencies or individuals.
3. When insufficient information is provided with the application, the Board contacts the applicant and specifies the needed data. If the information is not provided by the second meeting after the request, the name is dropped from the docket and placed in the inactive file.
4. Upon receipt of an application, the State Board contacts individuals and groups in the private, public and governmental sectors who might have an interest in or be affected by the proposal.
5. At the same time, the name is advertised in local papers and is prepared for the docket of the next Board meeting.
6. Final action is taken on names only after a thorough field investigation, consideration at a previous Board meeting and public notice through advertisement in local papers.
7. Occasionally, decisions on disputed or questioned names are delayed pending further research and/or additional public input.
8. After the State Board arrives at a decision, the applicant is notified and the Board's recommendation is sent to the U. S. Board which renders final action and informs all concerned governmental agencies including, directly and indirectly, official and private mapmakers.

GUIDELINES FOR NAMING

New Names Applied to Unnamed Features

Acceptable:

1. Names in dominant local usage that are strongly supported by local residents;

2. Spelling and pronunciation sanctioned by local usage;
3. Euphonious and suitable names of Indian, pioneer or pertinent foreign origin;
4. Names suggested by peculiarities of topographic features, such as form, vegetation or animal life;
5. Pertinent, concise names in good taste, without derogatory or defamatory implications;
6. In the case of a river, it is preferable that the name usually follow its longest branch;
7. Names created by acts of the State Legislature, municipal councils or other local governing bodies with direct jurisdiction regarding geographic names, unless application of the names is in conflict with the established and interlocking naming principles followed by both the federal and state boards;
8. Names in conformity with the flavor of existing names in the area and, in the case of Indian names, names which adhere to correct (most standardized) spelling;
9. The relative importance of a feature commensurate with the importance of the name being applied. Thus, it is inappropriate to name a major peak for a relatively unknown individual or a small pond for a major personality.

Avoid:

1. Duplication of names within the state, particularly in small or contiguous areas;
2. Names that commemorate living persons;
3. Long and clumsily constructed names;
4. Multiplicity of names for different parts of the same feature, such as a river or mountain range. One name is preferable for the main stem of a stream or throughout the length of a single mountain range;
5. The use of hyphens;
6. Application of a personal name unless it is in the public interest and of historic significance;
7. Names with commercial overtones.

Commemorative Names

1. Must not commemorate living persons;
2. Only one feature of a kind after the same person;
3. The person so honored must have enduring honorable fame relative to the region;
4. Public service credentials must be truly significant and noteworthy in a broad area or sense;

5. The relative importance of the feature should be commensurate with the importance of the individual;
6. The person so honored should be closely associated with the feature.

Changes in Naming, Spelling or Application

1. Changes in existing names will generally be restricted to the elimination of names which are inappropriate, duplicative, defamatory and derogatory, or to names which have historically changed or corrupted from their original form, and to names with commercial overtones.
2. Changes in spelling will be encouraged to standardize form of a single (identical) name given to related features, to eliminate the use of the possessive apostrophe, e.g. Bell Creek rather than Bell's Creek, and to correct obvious spelling errors.
3. Changes in application are encouraged where the name is applied to the wrong feature, or where the title does not correctly reflect the technical definition of the feature to which applied, e.g. lagoon for lake or mountain for hill.
4. Changes should be supported by the local area.

CONCLUSION

The Washington State Board on Geographic Names is dedicated to perpetuating the rich and varied heritage of the state by the logical application of standardized naming guidelines, the elimination of controversial spelling, location and duplication, and the application of appropriate and acceptable names to unnamed features. To further this purpose, the Board will coordinate the ongoing naming process so that new and old titles correctly reflect existing common usage terms of residents and apply appropriate designations that aptly fit the history and topography of the Evergreen State.

Approved March 12, 1976
Revised June 11, 1976



State of Wisconsin Geographic Names Council

The duties and functions of the State Geographic Board were transferred by Section 25 (1) (A) of Chapter 75, Laws of 1967, to the Natural Resources Board. Subsequently the Natural Resources Board assigned the duties and functions of the former Geographic Board to the Bureau of Engineering, Division of Services, and retained the State Chief Engineer, the State Geologist and a designee from the Department of Transportation, Division of Highways, as advisors as a Geographic Names Council.

STATUTORY AUTHORITY - Section 23.25 WIS. STATUTES: GEOGRAPHIC POWERS AND DUTIES

- (1) The department shall:
 - (a) Determine the correct and most appropriate names of the lakes, streams, places and other geographic features in the state, and the spelling thereof;
 - (b) Pass upon and give names to lakes, streams, places and other geographic features in the state for which no single generally accepted name has been in use;
 - (c) In cooperation with county boards and with their approval, to change the names of lakes, streams, places and other geographic features, with the end in view of eliminating, as far as possible, duplication of names within the state;
 - (d) Prepare and publish an official state dictionary of geographic names and to publish the same, either as a completed whole or in parts when ready;
 - (e) Serve as the state representative of the U.S. geographic board and cooperate with the said board to the end that there shall be no conflict between the state and federal designations of geographic features in the state.
- (2) Whenever the department has given a name to any lake, stream, place or other geographic feature within the state, or determined the correct spelling of any such name, it shall be used in all maps, reports and other publications thereafter issued by the state or any of its political subdivisions, and shall be deemed the official name of such geographic feature.
- (3) No person shall in any advertisement or publication attempt to modify local usage or name unnamed geographic features without first obtaining the approval of the department. In case of a violation of this subsection, the department may promptly announce its disapproval and thereafter adopt an official name for such feature.

POLICIES OF THE STATE OF WISCONSIN GEOGRAPHIC NAMES COUNCIL

It is the policy of the State of Wisconsin Geographic Names Council:

- (A) Not to name a geographic feature after any living person.
- (B) Names having a scientific derivation are not as a rule acceptable.
- (C) Names with historical significance or with Indian or French origin are usually appropriate, but care should be exercised that the Indian names are from tribes native to Wisconsin. They should not be too long nor difficult of pronunciation, however, and should be easy to remember.

- (D) That proper names for geographic features shall not be designated with "'s" or "s", indicating possession, following the name. For example: Mott Lake, rather than Mott's Lake or Motts Lake.
- (E) That only lakes 10 acres or more in size shall be considered by the Council for naming unless reason is evidenced for special consideration by the Council.
- (F) That only streams 5 miles or more in length shall be considered by the Council for naming unless reason is evidenced for special consideration by the Council.

The U.S. Board on geographic names has indicated the following guidelines with reference to the naming of geographic features:

- (A) That local usage be followed whenever possible.
- (B) That the specific name precede the generic name; for example, preference is given to Alice Lake rather than Lake Alice.
- (C) That whenever practicable the recommended names include single names only followed by the generic name; for example, preference is give to Meyer Lake rather then John Meyer Lake.
- (D) That hyphens be omitted in newly established names.
- (E) That descriptive words such as "Big", "Little", etc. be eliminated unless they are necessary for proper identification of the feature.

STATE OF WISCONSIN
 DEPARTMENT OF NATURAL RESOURCES
 GEOGRAPHIC NAMES COUNCIL
 BOX 7921
 MADISON, WISCONSIN 53707

GEOGRAPHIC NAME PROPOSAL
 FORM 2200-124 2-79

| | |
|-----------------------------|--------|
| | DATE |
| RECOMMENDED NAME OF FEATURE | COUNTY |

| | |
|---------------------------------|---------|
| OTHER NAMES OR SPELLINGS IN USE | BY WHOM |
| _____ | _____ |
| _____ | _____ |

LOCATION OF FEATURE

STREAM

HEADS: SEC. _____, T. _____ N, R. _____ E/W

ENDS: SEC. _____, T. _____ N, R. _____ E/W

LAKE, VILLAGE, ETC.

SECS. _____, T. _____ N, R. _____ E/W

SECS. _____, T. _____ N, R. _____ E/W
 (OR LOCATE BY LANDMARKS AND ATTACH MAP)

| LEAVE BLANK – DEPARTMENT USE ONLY | |
|---|-------------------------------------|
| LAT. ____° ____' ____", LONG. ____° ____' ____" | |
| LAT. ____° ____' ____", LONG. ____° ____' ____" | |
| LAT. ____° ____' ____", LONG. ____° ____' ____" | |
| USGS QUAD. _____ | NAME INDEX NO. |

DESCRIPTION OF FEATURE: SIZE (ACRES), LENGTH (MILES) OR POPULATION, ETC.

REASON FOR THIS PROPOSAL (IDENTIFY PROBLEM AND NEED) (ATTACH SUPPLEMENTARY SHEET IF NECESSARY)

ORIGIN AND SIGNIFICANCE OF RECOMMENDED NAME (ATTACH SUPPORTING DOCUMENTS – RESOLUTION, HISTORICAL DATA, ETC.)

| | | |
|--|-----------------------|------------------|
| NOTE: GUIDELINES FOR NAMES ON REVERSE SIDE. SEND FORM AND INQUIRIES TO ABOVE ADDRESS. | APPLICANT'S SIGNATURE | AGENCY |
| | STREET OR ROUTE | TELEPHONE NUMBER |
| | CITY, STATE, ZIP CODE | |

| LEAVE BLANK – FOR DEPARTMENT MAP SEARCH AND FIELD INVESTIGATION USE | | |
|---|--------------|--------------------|
| NAME OF MAP OR OTHER REFERENCE | DATE OF REF. | NAME GIVEN FEATURE |
| | | |
| | | |
| | | |
| PERSONS CONTACTED (NAME, ADDRESS AND OCCUPATIONS) | | |
| | | |
| SPECIAL CONCERNS | | |
| | | |
| FINDINGS AND RECOMMENDATION | | |
| | | |
| _____ SIGNATURE OF INVESTIGATOR | | |



UNITED STATES BOARD ON GEOGRAPHIC NAMES

[PUBLIC LAW 242—80TH CONGRESS]

[CHAPTER 330—1ST SESSION]

[S. 1262]

AN ACT

To provide a central authority for standardizing geographic names for the purpose of eliminating duplication in standardizing such names among the Federal departments, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Interior, hereinafter called the Secretary, conjointly with the Board on Geographic Names, as hereinafter provided, shall provide for uniformity in geographic nomenclature and orthography throughout the Federal Government. The Secretary may exercise his functions through such officials as he may designate, except that such authority as relates to the final approval or review of actions of the Board on Geographic Names shall be exercised by him, or his Under or Assistant Secretaries.

SEC. 2. There is hereby established a Board on Geographic Names, hereinafter called the Board. The membership of the Board shall include one representative from each of the Departments of State, War, Navy, Post Office, Interior, Agriculture, and Commerce, and from the Government Printing Office, and the Library of Congress. The Board may also include representatives from such Federal agencies as the Secretary, upon recommendation of the Board, shall from time to time find desirable, even though these agencies are in the departments otherwise represented on the Board. The members of the Board shall be appointed by the respective heads of the departments or independent agencies that they represent. Each member shall be appointed for a two-year term but may be reappointed to successive terms. The members of the Board shall serve without additional compensation. The Board shall nominate a Chairman to be appointed by the Secretary, and shall establish such working committees as are found desirable.

SEC. 3. The Board, subject to the approval of the Secretary, shall formulate principles, policies, and procedures to be followed with reference to both domestic and foreign geographic names; and shall decide the standard names and their orthography for official use. The principles, policies, and procedures formulated hereunder shall be designed to serve the interests of the Federal Government and the general public to enlist the effective cooperation of the Federal departments and agencies most concerned, and to give full consideration to the specific interests of particular Federal and State agencies. Action may be taken by the Secretary in any matter wherein the Board does not act within a reasonable time. The Board may make such recommendations to the Secretary as it finds appropriate in connection with this Act.

SEC. 4. The Secretary shall cause such studies and investigations to be made and such records to be kept as may be necessary or desirable in carrying out the purposes of this Act, and he shall provide a place of meeting and staff assistance to the Board. The staff shall be responsible to the Secretary, who shall prescribe its relations to the Board and the committees of the Board. The Secretary may establish from time to time, upon recommendation of the Board, advisory committees of United States citizens who are recognized experts in their respective fields to assist in the solution of special problems arising under this Act.

SEC. 5. For the guidance of the Federal Government, the Secretary shall promulgate in the name of the Board, from time to time and in such form as will carry out the purposes of this Act, decisions with respect to geographic names and principles of geographic nomenclature and orthography. The Secretary shall also furnish such additional information with respect to geographic names as will assist in carrying out the purposes of this Act.

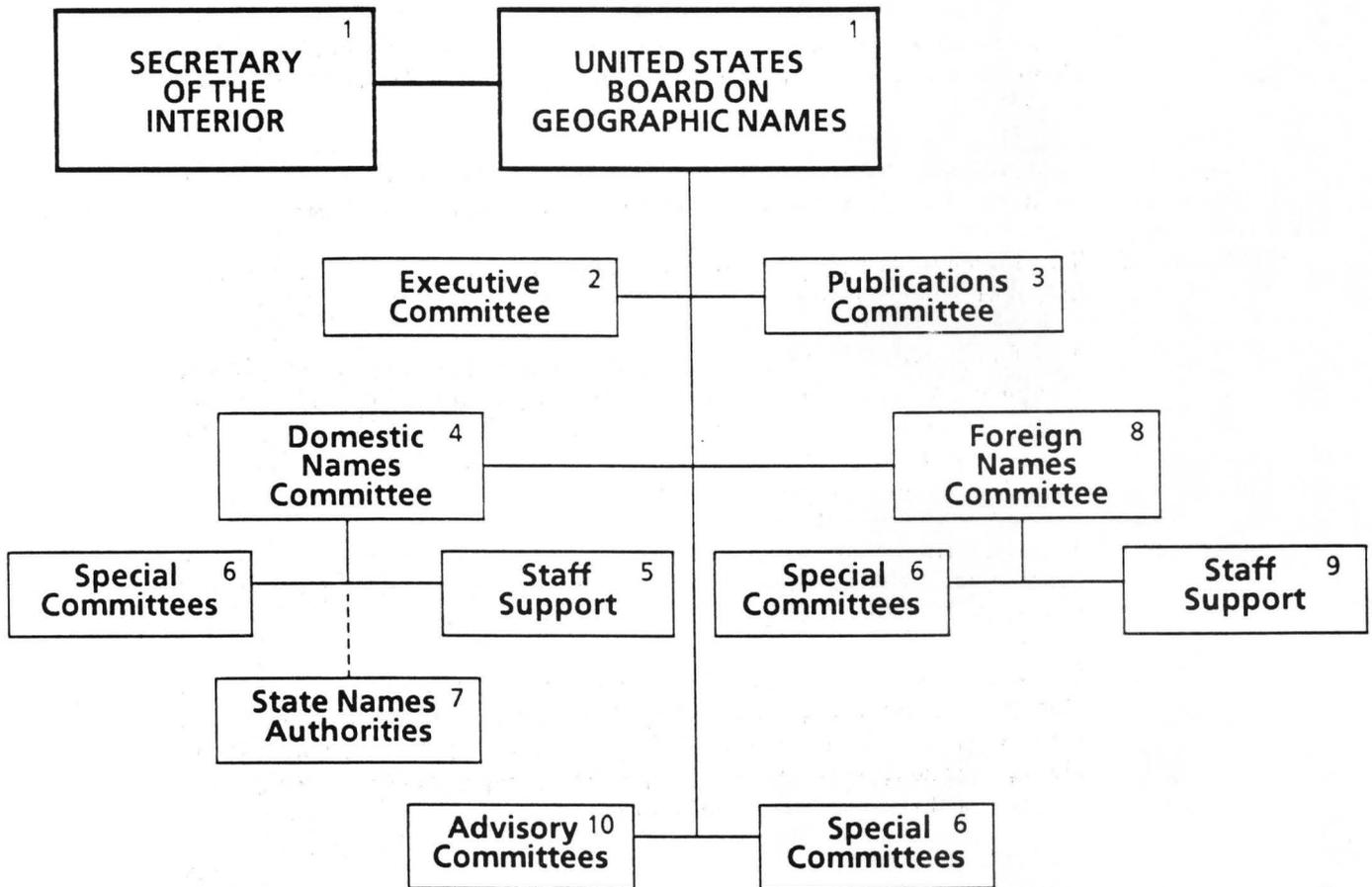
SEC. 6. With respect to geographic names the pertinent decisions and principles issued by the Secretary shall be standard for all material published by the Federal Government. The United States Board on Geographical Names in the Department of the Interior created by Executive order, is hereby abolished, and the duties of said Board are transferred to the Board herein created, and all departments, bureaus, and agencies of the Federal Government shall refer all geographic names and problems to the said Board for the purpose of eliminating duplication of work, personnel, and authority.

SEC. 7. Nothing in this Act shall be construed as applying to the naming of the offices or establishments of any Federal agency.

SEC. 8. There are hereby authorized to be appropriated such sums as may be necessary to carry out the purposes of this Act.

Approved July 25, 1947.

U. S. BOARD ON GEOGRAPHIC NAMES ORGANIZATION



1. The *Board on Geographic Names* works conjointly with the *Secretary of the Interior* by Public Law 80-242 (1947) in order to achieve uniform geographic name usage throughout the Federal Government. Board officers are the Chairman, Vice Chairman, Executive Secretary to the Board, Executive Secretary for Domestic Names, and Executive Secretary for Foreign Names. The Board consists of members and deputies representing the Departments of Agriculture, Commerce, Defense, Interior, and State, and the Library of Congress, Government Printing Office, Central Intelligence Agency, and the Postal Service.
2. The *Executive Committee* is a standing committee consisting of the Board's Chairman, Vice Chairman, and Chairmen of the Domestic and Foreign Names Committees and Publications Committee.
3. The *Publications Committee* is a standing committee consisting of Board members representing the Government Printing Office and the Departments of Interior and Defense. Additional members may be appointed.

4. The *Domestic Names Committee* is a standing committee consisting of Board members and deputies representing the Departments of Agriculture, Commerce, and Interior, and the Government Printing Office, Library of Congress, and Postal Service. The Committee meets monthly.
5. The *Executive Secretary for Domestic Names* and the Domestic Names Committee's *support staff* are provided by the U.S. Geological Survey (Interior).
6. Special committees dealing with specific problems or missions are established by the Board and its standing committees when needed.
7. The Domestic Names Committee works closely with 38 *State names authorities and cooperators*.
8. The *Foreign Names Committee* is a standing committee consisting of Board members and deputies representing the Departments of Defense and State, the Central Intelligence Agency, and Library of Congress. The Committee works with foreign names authorities and the United Nations on standardization policies and foreign gazetteer production.
9. The *Executive Secretary for Foreign Names*, currently the Executive Secretary to the Board, and the Foreign Names Committee's *support staff* are provided by the Defense Mapping Agency (Defense).
10. Current *advisory committees* of the Board are the Advisory Committee on Undersea Features and the Advisory Committee on Antarctic Names. All staff support is currently provided by the Foreign Names Committee. Members of advisory committees are Federal employees who are expert in the subject of concern to each committee.

1989

UNITED STATES BOARD ON GEOGRAPHIC NAMES BYLAWS

Adopted by the Board on May 25, 1948; revised July 21, 1953; July 21, 1959; October 15, 1963; March 22, 1975; December 17, 1979; July 30, 1982; July 17, 1984; October 15, 1985.

Article I - Name, Objective and Authority

Sec. 1

The name of the organization is the United States Board on Geographic Names (hereinafter referred to as the Board).

Sec. 2

The objective of the Board is to provide for uniformity in geographic nomenclature and orthography throughout the Federal Government.

Sec. 3

The Board functions conjointly with the Secretary of the Interior (hereinafter referred to as the Secretary) as provided in the Act of July 25, 1947, P.L. 80-242, 61 Stat. 456 (codified at 43 U.S.C. 364) (hereinafter referred to as the Act).

Article II - Members

Sec. 1

The membership of the Board must conform to the provisions of Section 2 of the Act. It is based on the need, interest, and expertise of departments and agencies in the use and development of standard geographic names. At the time of the latest revision of the bylaws, the following departments and agencies were represented on the Board:

Department of Agriculture
Department of Commerce
Department of Defense
Department of the Interior
Department of State
Central Intelligence Agency
Government Printing Office
Library of Congress
Postal Service

Sec. 2

The Board comprises principal members and deputy members. The head of each department and agency represented on the Board shall appoint one principal member and also may designate one or more deputy members.

A deputy member may attend and participate in meetings of the Board and its committees (includes making and seconding motions); however, a deputy may not vote if the principal member from the same department or agency is present unless authority to do so is delegated by the principal member. If more than one deputy from a department or agency is present, but the principal member is not, the deputy who is so designated may vote.

Sec. 3

A department or agency represented on the Board, in the absence of its principal member and deputy or deputies, may have an observer at a meeting of the Board or of a committee except the Executive Committee. On specific request of the agency concerned, the Board or committee may give such observer the status of a deputy for that meeting.

Sec. 4

Only a principal Board member is eligible for election as Chairman or Vice Chairman of the Board. A principal or deputy member is eligible to serve as officer of a standing committee. The chairman of a standing committee may break a tie vote even though another representative of the chairman's organization has voted, unless a member or deputy member of a department or agency, other than that of the Chairman, requests the question be referred to the Executive Committee or to the Board for resolution.

Sec. 5

Members are appointed for two-year terms and may be reappointed to successive terms. The term of office expires on September 30 of the odd-numbered year. All appointments run concurrently. Appointment to a vacancy is for the remainder of the unexpired term. In the event an agency has not appointed its members by the September 30 deadline, the former members continue to represent the agency until they are reappointed or replaced by new representatives.

Sec. 6

Members must keep the committees of the Board informed concerning the current and anticipated programs of their department or agencies that have a bearing on geographic names.

Article III - Officers

Sec. 1

The officers of the Board are Chairman, Vice Chairman, Executive Secretary to the Board, Executive Secretary for Foreign Names, and Executive Secretary for Domestic Names. The Chairman is nominated by the Board and appointed by the Secretary as provided by the Act. The Vice Chairman is elected by the Board. They are chosen by secret ballot at the regular meeting of the Board in October of each odd-numbered year and serve for two years or until their successors are chosen and enter on duty. The Executive Secretary for Foreign Names is appointed by the Director, Defense Mapping Agency. The Executive Secretary for Domestic Names is appointed by the Director, Geological Survey. The Chairman appoints as Executive Secretary to the Board either the Executive Secretary for Domestic Names or the Executive Secretary for Foreign Names.

Sec. 2

The Chairman:

Presides at meetings of the Board.

Performs the usual duties of a Chairman, and other duties that may be assigned by the Board.

Appoints the Executive Secretary to the Board and members of all committees not specifically elected by the Board, except for the Advisory Committees.

Serves ex officio as a member, without a vote, of all committees of which he or she is not a regular member.

Assigns duties and provides direction to the Executive Secretaries as appropriate.

Sec. 3

The Vice Chairman:

Acts as Chairman in the absence of that officer.

Serves as Chairman of the Executive Committee and presents reports thereof at meetings of the Board.

May attend ex officio, without a vote, meetings of any committee of which he or she is not a member.

Sec. 4

The Executive Secretary to the Board:

Prepares and distributes the minutes and reports of the Board.

Maintains records and conducts correspondence of the Board in accordance with procedures formulated by the Board and approved by the Secretary.

Provides a meeting place for the Board and advises members of the time and place of meetings.

May participate, without a vote, in all meetings of the Board and its standing, special, and advisory committees.

Carries out other duties as assigned by the Chairman; these may include, but are not limited to:

Serving as principal spokesman for the Board as a whole.

Serving as principal representative of the Board at any national or international session, meeting, or conference.

Coordinating Board activities with the other Executive Secretary.

Providing guidance, at Board meetings, on the Act, the bylaws, or other documents pertaining to the Board's overall operations.

Sec. 5

The Executive Secretary for Foreign Names:

Maintains all records of the Foreign Names Committee, including the correspondence files that pertain to foreign names, which would exclude names in the United States and its dependencies.

Provides a meeting place for the Committee and advises the members as to time and place of meetings.

Attends meetings of the Committee, prepares and distributes the minutes of the meetings, and conducts related correspondence of the Board and the Committee in accordance with procedures formulated by the Board and approved by the Secretary.

Serves as consultant to the Board in matters pertaining to foreign names.

May participate, without a vote, in all meetings of the Board and the Executive Committee.

Serves as the principal Board point of contact in any matter concerning foreign geographic names or agencies.

Sec. 6

The Executive Secretary for Domestic Names:

Maintains all records of the Domestic Names Committee, including the correspondence files that pertain to names in the United States and its dependencies.

Provides a meeting place for the Committee and advises the members as to the place of the meetings.

Attends meetings of the Committee, prepares and distributes the minutes of the meeting, and conducts related correspondence of the Board and the Committee in accordance with procedures formulated by the Board and approved by the Secretary.

Serves as consultant to the Board in matters pertaining to domestic names.

May participate, without a vote, in all meetings of the Board and the Executive Committee.

Serves as the principal Board point of contact in any matter concerning domestic (U.S.) geographic names.

Article IV - Committees

Sec. 1

The standing committees are: (1) the Executive Committee; (2) the Domestic Names Committee; (3) the Foreign Names Committee; and (4) the Publications Committee. Additional standing committees may be established and discharged by the Board. There must be at least three members on each standing committee.

Sec. 2

The Executive Committee consists of the Chairman and the Vice Chairman of the Board and the Chairmen or, in their absence, the Vice Chairmen of the Domestic Names Committee, the Foreign Names Committee, and the Publications Committee. It may act for the Board on urgent matters normally referable to the Board when time is not available to follow the procedure outlined in Article V, Section 3. The Chairman of the Board decides which procedure to follow. Action by the Executive Committee in such instances must be communicated in writing to all Board members as soon as possible. The Committee also acts on matters brought to its attention by the Chairman of the Board.

Sec. 3

The Domestic Names Committee, the Foreign Names Committee and the Publications Committee consist of the members representing the following departments and agencies:

(a) The Domestic Names Committee:

Department of Agriculture
 Department of Commerce
 Department of the Interior
 Government Printing Office
 Library of Congress
 Postal Service

(b) The Foreign Names Committee:

Department of Defense
 Department of State
 Central Intelligence Agency
 Library of Congress

(c) The Publications Committee:

Department of Defense
 Department of the Interior
 Government Printing Office

and, in each instance, of such additional individual members as may be appointed by the Chairman of the Board.

Sec. 4

The Domestic Names Committee operates in accordance with principles, policies, and procedures approved by the Board and the Secretary. The Committee utilizes staff services provided by the Geological Survey and renders decisions on domestic geographic names. The Committee performs such other duties as may be assigned by the Board.

Sec. 5

The Foreign Names Committee operates in accordance with principles, policies, and procedures approved by the Board and the Secretary. The Committee utilizes staff services provided by the Defense Mapping Agency and renders decisions on foreign geographic names. The Committee performs such other duties as may be assigned by the Board.

Sec. 6

The Publications Committee recommends general specifications for the content, form, and periodicity of all publications of the Board, for approval by the Board and the Secretary. The Committee performs such other duties as may be assigned by the Board.

Sec. 7

Special committees, with membership not necessarily restricted to Board members or deputies, may be created by the Board or by one of the standing committees. Each committee may be discharged by the body that created it.

Sec. 8

Advisory committees may be established by the Board to deal with special problems concerning geographic names. Members of advisory committees are appointed by the Secretary on the recommendation of the Board and serve until they resign or until the committees are abolished

by the Board. Members normally are not members of Board and are to be selected for their individual qualifications to serve in the specified capacity. Staff support for a committee is provided by the Defense Mapping Agency or the Geological Survey, depending on whether the subject matter is considered foreign or domestic in nature, or both. The Chairman will appoint either the Executive Secretary of the Board or one of the other Executive Secretaries as the Executive Secretary of an advisory committee, as appropriate to the subject, to attend and participate in meetings of that advisory committee and to coordinate its work with other national or international bodies, as required.

Sec. 9

Each standing, special, or advisory committee appoints its own officers, except as otherwise provided by action of the Board.

Sec. 10

The principles, policies, procedures and actions of any committee are subject to review and approval by the Board, as follows:

Standing committees must submit quarterly reports to the Board at its meetings.

Advisory committees must submit quarterly reports, names decisions, or both for Board concurrence; the Board must forward names decisions to the Secretary for approval.

Article V - Meetings

Sec. 1

Meetings of the Board are held on the third Tuesday of January, April, July, and October of each year, or at such time as the Board may determine. Special meetings may be called by the Chairman.

Sec. 2

In any meeting of the Board or of its standing committee, a majority of the members constitutes a quorum. Except as otherwise specified, a majority vote of the members present is sufficient for any action.

Sec. 3

Between meetings, urgent Board matters may be decided by two-thirds vote of all members of the Board by telephone or written vote on the initiative of the Chairman of the Board or his or her representative. Pertinent written material applicable to the urgent matter must be in the hands of the Board members before such action is taken. Such action must be recorded in the minutes of the next Board meeting.

Sec. 4

Parliamentary procedures at meetings of the Board and its committees must conform to Robert's Rules of Order, revised, unless otherwise provided.

Article VI - Principles, Policies and Procedures*Sec. 1*

Statements of principles and basic policies governing geographic nomenclature, to be followed by the Board, by its committees and staffs, and by departments and agencies of the Government, must be formulated by the Board and approved by the Secretary in accordance with statutory requirements. These statements may be revised or amplified as often as necessary.

Sec. 2

The Board and its committees and staffs must in their working procedures implement the provisions of the Act that "the principles, policies, and procedures formulated hereunder shall be designed to serve the interests of the Federal Government and the general public, to enlist the effective cooperation of the Federal departments and agencies most concerned, and to give full consideration to the specific interest of particular Federal and State agencies."

Article VII - Communications*Sec. 1*

Formal actions or resolutions of the Board that require validation by the Secretary must be submitted to him in writing by the Chairman of the Board or other officer designated by the Chairman.

Sec. 2

Communications to and from the Board are to be conducted in accordance with procedures formulated by the Board and approved by the Secretary.

Article VIII - Amendments*Sec. 1*

Amendments to these bylaws proposed by a standing committee or by any member of the Board or by its Chairman, are to be submitted to the Executive Committee for review. The Executive Committee will present its recommendations to the Board for action.

Sec. 2

Amendments to these bylaws may be adopted in any duly called meeting of the Board by a two-thirds vote of the members present -- notice of such proposed amendments having been communicated to the members of the Board thirty days in advance of the meeting -- and are to take effect upon approval by the Secretary.



**PRINCIPLES AND PROCEDURES
FOR GEOGRAPHICAL NAMING**



On the occasion of the
**FIFTH UNITED NATIONS CONFERENCE
ON THE STANDARDIZATION OF
GEOGRAPHICAL NAMES
MONTREAL**

August 18 - 31, 1987

Published by the
Department of Energy, Mines and Resources
for the
Canadian Permanent Committee on Geographical Names
Ottawa
1987

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PREFACE

Geographical names in both their spoken and written forms are important elements of culture, and provide an essential reference system for transportation and communication. Definite, unambiguous designations for populated places and physical features are necessary for correct reference in resource development and planning. Standard forms of names are important elements of reliable maps and marine charts. The process of designating names for landscape and seascape phenomena permits the country, the provinces and the territories to exercise their prerogatives in controlling and protecting this aspect of their culture and heritage.

The need to establish a names authority for Canada was recognized in the late 1800s, when resource mapping beyond the frontiers of settlement and extensive immigration into Canada made it an urgent matter to manage the country's geographical names and the standardizing of feature identification. To meet this need, the Geographic Board of Canada was set up by order in council in 1897. In 1948 the name was changed to the Canadian Board on Geographical Names, and this in turn was changed in 1961 to the Canadian Permanent Committee on Geographical Names (CPCGN). Soon after the establishment of the Geographic Board in 1897, the provinces and territories were invited to advise on the use and spelling of geographical names, although decisions were ultimately made in Ottawa. After 1961, the responsibility for naming was transferred to the provinces and to the Department of Indian and Northern Affairs on behalf of the two territories and Indian reserves. Since 1979 the authority for naming in Indian reserves, national parks and military reserves has been jointly held by the appropriate federal department and the appropriate province. In 1984 the two territories took over the responsibility for names in their own jurisdictions. Today, the main roles for the CPCGN as a unified body are to stimulate the development of standard policies within Canada for the handling of names and terminology, and to encourage the development of international standards in cooperation with the United Nations and with other national authorities responsible for naming policies and practices.

A primary task for a names authority is to set up rules and guidelines. On June 15, 1898, the Geographic Board approved a set of 13 rules of nomenclature. Changing attitudes and perceptions, in particular concerning translation, spelling, and name duplication have led to periodic revisions and updates of the principles. Since 1975, when the CPCGN last revised its principles and procedures, amendments have been proposed in respect to generic terminology, translation and treatment of names of native origin.

In the current revision, each of the principles is accompanied by a commentary to clarify its meaning, and to explain some of the problems and characteristics of naming practices.

In recent years, the CPCGN has addressed a number of issues by appointing subcommittees and advisory committees. The present guidelines on the language treatment of names, as set out in Treasury Board Circular 1983-58 (Appendix 3), were evolved over a number of years by the Subcommittee on the National Policy for the Language Treatment of Geographical Names. Currently, the CPCGN is assisted by three active advisory committees designed to review toponymic matters relating to undersea features, to mountain and permanent-ice areas, and to toponymic policies and research practices. In 1979, the CPCGN set up an advisory committee to evolve guidelines for Canadian treatment of names of geographical features outside Canada. The guidelines were adopted in 1982. They are set out in Appendix 1.

The CPCGN is served by a Secretariat provided by the Geographical Services Division in the Surveys, Mapping and Remote Sensing Sector, Department of Energy, Mines and Resources.

Rules and guidelines for geographical naming in Canada aim to address two fundamental requirements: 1) ensuring that the naming process reflects the multicultural heritage of Canada; 2) making certain that official publications, including maps, apply names consistently to geographical features in Canada. If the **Principles and Procedures for Geographical Naming in Canada** make these goals attainable, we will have done our part in ensuring a sound toponymic heritage for generations to come.



Jean-Paul Drolet
Chairman
Canadian Permanent Committee
on Geographical Names

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.

NOTES:

1. This principle requires adherence to the spelling and language form of names specifically legislated by federal, provincial or territorial governments. Such handling of statutory names was confirmed by Treasury Board Circular No. 1983-58 (Appendix 3).
 - a) The name **Newfoundland** is statutory, as is the French form **Terre-Neuve**. Its capital's name, **St. John's**, is also official, but the French form, **Saint-Jean**, is not authorized, even if it should occur incidentally, although incorrectly, in a statute.
 - b) **Saint John** in New Brunswick is the statutory form of that name, with **Saint-Jean** having no official status.
 - c) In Quebec, **Saint-Jean-sur-Richelieu**, is an official name; the incidental occurrence of **St. Johns** in an English statute does not accord to it any official status.
 - d) The misspelling of any name used in descriptions within a statute (e.g. "Miln Point" for **Milne Point**, N.W.T., or "Sainte-Clothilde" for **Sainte-Clotilde**, Que.) does not affect the official spelling.
2. As of 1987 only one municipality in Canada has different official forms in English and French: **Grand Falls** and **Grand-Sault**, in New Brunswick. All other municipalities have single authorized forms, e.g. **Trois-Rivières** (Que.), **Sept-Îles** (Que.), **The Pas** (Man.).
3. Federal and provincial government departments and agencies, with statutory authority to establish names of places or features, are encouraged to consult the respective names authority in the provinces and the territories when considering names for new municipalities, parks, game refuges, bird sanctuaries and similar legal land divisions.
 - a) In 1970 the Department of Municipal Affairs in New Brunswick proposed the establishment of the village of **Nackawick** at the mouth of Nackawic Stream. Although a post office with the name **Nackawick** had existed nearby from 1862 to 1915, the village officials were encouraged by the provincial names authority to accept **Nackawic**, the spelling approved for the watercourse in 1901

PRINCIPLE 2 NAMES IN GENERAL PUBLIC USE

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

NOTES:

1. In standardizing geographical names, precedence shall be given to the names used by local residents and to names with extensive usage on official maps and in government records.
 - a) A name in Alberta with long standing public usage is **Castle Mountain**. After being renamed **Mount Eisenhower** by the Geographic Board of Canada in 1946, persistent public efforts ultimately persuaded the names authorities in 1979 to restore **Castle Mountain**, while assigning **Eisenhower Peak** to its most prominent point.
 - b) In 1765, Samuel Holland named **Eglington Cove**, 10 kilometres west of Souris, P.E.I., for the 10th Earl of Eglinton. Although a school district by the name of **Eglington** was established in 1859, and an atlas of the province produced by J.H. Meacham and Company in 1880 showed **Eglington Cove**, the Geographic Board, in deference to the Earl's name, authorized **Eglington Cove** in 1934. Field work in 1966 confirmed the preference for **Eglington Cove**, and this form was restored.
 - c) In 1765, **Monckton Township**, N.B., was named for Robert Monckton (1726-1782), but the name was changed to **Moncton Parish** in 1786. **Moncton**, as a municipality, was incorporated in 1855. In 1930, the city council changed the spelling to **Monckton** to conform with the name of Robert Monckton. Immediate public outrage led to the restoration of the spelling **Moncton**.
 - d) In Ontario, **Colpoy's Bay** was named for Sir Edward Colpoys a 19th century British admiral. Although the apostrophe is not grammatically part of the original name, the Ontario Geographic Names Board endorsed the locally preferred form in 1978.
2. Where long-established forms on maps and in records conflict with extensive, preferred local usage, the latter should prevail unless it is believed that confusion might occur, derogatory or pejorative forms might result, or for some other reason local names are not deemed satisfactory by the appropriate names authority.
 - a) Field work in 1965 revealed that the Credit River in Ontario had three tributaries called **West Branch**. To avoid confusion, the three were officially called **Credit River (Georgetown Branch)**, **Credit River (Erin Branch)**, and **Credit River (Alton Branch)**. Subsequently, in 1977, the tributary at Georgetown became **Credit River West Branch**.
 - b) During field investigation in the 1960s, **Kouchibouguacis River** in New Brunswick, was found to be known as **Rivière Saint-Louis** at its mouth and **Rivière Française** from its midpoint to its headwaters. These two names were endorsed in 1971, but in 1979 the historical name was restored because it was thought that the two names for essentially a single watercourse would be confusing to the public.

PRINCIPLE 3 NAMES GIVEN BY OTHER AGENCIES

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

NOTES:

1. A number of public and private institutions, such as Canada Post Corporation and the railway companies have reasons (e.g. local preference, duplication) for using names which vary from established local names. Their names shall be accepted by the appropriate names authorities for use on maps and for entry into official gazetteers and toponymic data bases.
 - a) An example of a postal name that differs in spelling from the municipal name is **Verigin** in Saskatchewan, where the village name is **Veregin**. A railway name differing in spelling is **Shippigan** in New Brunswick, where the town and postal name is **Shippagan**.
 - b) An example where variations of the same name are in use is in the village of **Beebe Plain** in Quebec; the postal name is **Beebe** and the railway name is **Beebe Junction**.
 - c) There are many examples where names of facilities differ from the community name: e.g. the railway name **Snedden** in the community of **Blakeney** in Lanark County, Ont.; the postal name **Newport** in the community of **Brooklyn**, Hants County, N.S.; and the postal name **Belfast** in the community of **Eldon**, P.E.I. Such differences are discouraged when *new* facilities are being established.
2. Public and private agencies are encouraged to consult the appropriate names authorities before assigning names to their facilities, such as post offices, railway stations, dams, reservoirs, roads, locks, canals and even buildings. In Quebec, other agencies are required by law to coordinate the naming of facilities with the Commission de toponymie du Québec. Some of the other provinces and territories actively advertise the existence of their geographic names authority, and invite consultation with the authority before names are promulgated by various agencies.

PRINCIPLE 4

NAMING AN ENTIRE FEATURE AND IDENTIFYING ITS EXTENT

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

NOTES:

1. The principle is designed to discourage several names with the same generic for different parts of the same feature. In the new naming of a creek, a mountain or a similar feature, the entire feature to be given the name is to be clearly identified on the best map or chart available (Appendix 2).
 - a) In 1848, Robert Campbell gave the name **Lewes River** to the headwater of the Yukon River, from Tagish Lake to the confluence with the Pelly River. Although **Lewes River** was accepted in 1898 by the Geographic Board of Canada, it was dropped in 1945, when the application of **Yukon River** was extended upriver to include this headwater.
2. It is not necessary to extend the application of the name of a stream to its uppermost headwater, if large lakes intervene, or if none of the headwaters is locally referred to by the same name.
 - a) An example of two names for what may be deemed to be the same watercourse is **Petitcodiac River** in New Brunswick, which is known as **North River** upstream from the village of Petitcodiac.
3. Some perceived single geographical features may have two or more official names for different parts. Such names should be respected, and the extent of each part should be clearly identified on the best scale of map available in the records of the names authorities.
 - a) In British Columbia, **Discovery Passage** and **Johnstone Strait** are essentially two names for different parts of the same channel between Vancouver Island and the mainland.

PRINCIPLE 5 USE OF PERSONAL NAMES

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

NOTES:

1. Naming geographical features for persons, both living and dead, has been one of the most frequent methods used to identify populated places and landscape phenomena. From the early days of settlement to the middle of this century it was common to bestow the names of benefactors, crew of vessels, members of expeditions, survey assistants and family members left at home.
 - a) Sometimes a feature given the name of a living person attained prominence, such as **Kirkland Lake**, Ont., named for a secretary in the Mines Branch in Toronto.
 - b) Occasionally, features were named while the individuals were still active in their careers. An example is **Mount Peters** in Alberta, named in 1928 for F.H. Peters, who was then Surveyor General of Canada, a position he continued to hold until 1948.
2. In recent years most of the provincial names boards and members of the CPCGN have been quite conservative in the use of commemorative personal names, insisting that persons be deceased for one or two years before their names are to be considered for features.
 - a) On November 2, 1982, the Commission de toponymie du Québec named **Mont Thérèse-Casgrain**, located nine kilometres north of La Malbaie, in the Charlevoix region. It was named after the noted defender of social justice and women's rights who died the year before on November 2, 1981.
3. At one time numerous names of non-Canadians were applied to features in Canada. In cases where non-Canadians are commemorated, the proposed feature should have some significant association with the person so honoured. Exceptions may be made when particular names have become firmly entrenched, or when the names are derived from historical figures with a strong association with the area.

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.

NOTES:

1. Names authorities themselves rarely initiate naming. They do, however, investigate to determine if local names, especially those used by native peoples, may be in use, prior to evaluating new proposals.
2. The names authorities welcome submissions from local authorities, climbing expeditions, surveying parties, resource development companies and similar groups, who are encouraged to contact the appropriate names authority to determine if particular features unnamed on certain maps do already have official names.
 - a) Names given because of a strong association with the general area include: **Larsen Sound** in the Arctic for Superintendent Henry Larsen, who commanded the RCMP patrol vessel, ST. ROCH, for several years; and **Mount Jimmy Simpson** in Alberta, for a noted guide in Banff and Jasper National Parks.
3. Proposed names with significance to specific groups only or names with no relevance to a particular area are usually not acceptable for approval.
 - a) Names rejected include **Bad Food Mountain** and **Watermelon Mountain** because they were trite and had significance to only a small number of people.
4. The unofficial use of names in publications is no assurance they will be adopted by a names authority.
5. Pioneers and prominent community developers are often commemorated by geographical names.
 - a) The name **Schwartz Lake** was given in 1986 in northern Saskatchewan in honour of Henry and Mary Schwartz, pioneers whose families settled in Saskatchewan in 1910.
6. Several thousand of Canada's war dead have been commemorated in the names of geographical features. Each provincial and territorial names authority has lists of World War II casualties from which they may choose suitable names.
 - a) On May 5, 1949, a group of three lakes in Northern Manitoba was named **Mynarski Lakes** in honour of P/O Andrew Charles Mynarski, who was posthumously awarded the Victoria Cross. He died in France in 1944 after risking his own life in an attempt to save a comrade trapped in their burning Lancaster bomber.
7. When no names exist, dictionaries and lexicons of native languages, and historical records of the area often provide appropriate names.
 - a) In 1971 a reservoir was created at the mouth of the Avon River in Nova Scotia. **Pesaquid Lake** was approved for the feature. The name was derived from the Micmac name for the site of Windsor, which is adjacent to it.
 - b) When Mactaquac Lake was created in the 1960s behind a dam in the Saint John River valley, upriver from Fredericton, N.B., numerous new geographical features resulted. The name **Scoodawabscook Bend** was given to a prominent turn in the lake. "Scoodawabscook" is derived from the Maliseet name for nearby Longs Creek.

PRINCIPLE 7 FORM AND CHARACTER OF NAMES

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

NOTES:

1. Names that are composed from unnatural or incongruous combinations of words, including combinations of words of different languages and fusions of forename and surname elements are usually not accepted.
 - a) An example of an unacceptable combination of words is **Gowythgas Mountain**, which was rejected for a feature in the Yukon in 1979.
2. Names that are discriminatory or derogatory from the point of view of race, sex, colour, creed, political affiliation or other social factors are rarely accepted. When such names have been previously approved, and objections have been raised about their continued use, appropriate steps have been taken to change them.
 - a) An example was the change in 1966 of **Nigger Island** near Belleville, Ontario, to **Mekatewis Island**.
3. At one time, names that were deemed cumbersome and unpronounceable were shortened or rejected. In recent years, the names boards have been more open to the approval of names with long specifics.
 - a) Examples are **Pekwachnamaykoskwaskway-pinwanik Lake** in Manitoba and **Île Kuchistiniwamiskahikan** in Quebec.
4. Company or commercial product names are usually rejected to avoid publicizing a particular commercial or industrial firm.
 - a) An example is **Irvco**, a name proposed in 1968 for a railway siding in New Brunswick. It was rejected because it would have drawn attention to the Irving Oil Company.

PRINCIPLE 8 LANGUAGE FORMS AND TRANSLATION

A name should be adopted in a single language form, although other forms may be accepted where in use and when sanctioned by the appropriate names authority. A name should, where possible, be written in the Roman alphabet. 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.

NOTES:

1. Names of Inuit and Amerindian origin are normally approved in Roman orthography, using the standard letters and diacritics available.
 - a) In some names of native origin in British Columbia the apostrophe is used to indicate the glottal stop. Examples are '**Adade Yus Mountain** and **K'i Island**.
2. The specific element of a name derived from another Roman-alphabet language should follow the accepted Romanized form of such names, including the diacritics where appropriate.
 - a) Examples of names with specifics from other languages are **Müller Ice Cap** (N.W.T.), **Canton Würtele** (Que.) and **Cañon Fiord** (N.W.T.).
3. Geographical names on federal maps should be only those approved by the CPCGN or listed in the schedule to Treasury Board Circular 1983-58 (Appendix 3).
 - a) On a bilingual map both **St. Lawrence River** and **Fleuve Saint-Laurent**, and **Red River** and **Rivière Rouge** are used, because they are in the Treasury Board list of pan-Canadian names. Otherwise, only names as approved by the appropriate names authorities should be shown on official federal maps.
 - b) In cases where two unilingual federal maps are produced, the French language map and the English language map will portray names like **Williston Lake** (B.C.), **Missouri Coteau** (Sask.), **Notre Dame Bay** (Nfld.), **Lac la Martre** (N.W.T.), **Rivière aux Marais** (Man.), **Lac Seul** (Ont.), **Rivière aux Outardes** (Que.) and **Gros Morne** (Nfld.).
4. In geographical names in federal texts, generic terms may be translated. Some suggested equivalent terms in each of Canada's official languages are set out in the **Glossary of Generic Terms in Canada's Geographical Names**, produced jointly in 1987 by the CPCGN and the Translation Bureau.
 - a) In a narrative text, **Wilson Point** (Ont.) could become **pointe Wilson** in French, and **Étangs Morin** (N.B.) may be written as **Morin Ponds** in English.
5. In geographical names in federal texts, the specific element of a name and the name of a populated place should not be translated.
 - a) **Crowsnest Pass** (Alta., B.C.) should become **col Crowsnest** in a French text, not **col du Nid de Corbeau**. **Rivière La Reine** (Ont., Que.) could become **La Reine River** in an English text.
 - b) Names of populated places should remain the same (i.e. untranslated) in both English and French texts. Examples from Digby County, (N.S.), are: **Church Point**, **Grosses Coques**, **Belliveaus Cove** and **New France**.
6. Geographical names of features may remain in their original language without translation of the generic. A descriptive term may be added to indicate the true nature of the feature.
 - a) Examples of the retention of French generics in English text are **Lac Saint-Jean** (Que.) and **Îles de la Madeleine** (Que.) (with initial letters capitalized).
 - b) Examples of English generics retained in a French text are **Hells Gate** (B.C.) and **Turtles Back** (Man.).
 - c) In an English text, **Le Nid d'Aigle**, an elevation in Pontiac County, Quebec, could be accompanied by the word "hill", which reveals the nature of the feature.
 - d) In a French text, **Giant Steps**, a set of falls in Alberta, could be accompanied by the word "chutes", which explains the nature of the feature.

PRINCIPLE 9

SPELLING STANDARDS IN
ENGLISH AND FRENCH

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

NOTES:

1. In names approved in English, all words should normally be spelled out, with initial letters of each word capitalized, except for articles and particles within names.
 - a) **Frenchman River Wildlife Refuge** (Sask.) and **Solomons Temple Islands** (N.W.T.) are examples of names where all initial letters are capitalized.
 - b) **Lake on the Mountain** (Ont.) and **Sons of the Clergy Islands** (N.W.T.) are examples where articles and particles within names are spelled with lower case initial letters.
2. In names approved in French, the capitalization rule is similar, except that only specific elements are capitalized in French language texts, e.g. **rivière du Monument** (Que.) and **Petite rivière du Monument** (Que.). In English text, the first word of a French name is usually capitalized.
3. Multiple-word names of populated places with one or more French elements should be hyphenated, except if otherwise approved by the appropriate names authority. An article or a preposition at the beginning of a name is not hyphenated with the following word. Accents should be used on upper case letters in French.
 - a) **Pointe-Sapin-Centre** (N.B.), **Durham-Sud** (Que.) and **Saint-Jean-Baptiste-de-l'Isle-Verte** (Que.) are examples of populated places with hyphens.
4. In French, the generic and specific are not linked by hyphens. Examples are **Ruisseau Doré** (Que.) and **Monts Deloge** (Que.).
5. Hyphens are not used in multiple words of non-administrative French toponyms, except when they are already joined by hyphens as recognized expressions. Examples are **Ruisseau de la Pointe Horse** (Que.) but **Rivière Brûle-Neige** (Que.) and **Anse de Cap-Chat** (Que.).
6. In French, specific elements with two family names, or a given name plus a surname, or names with titles require hyphens. Examples are **Ruisseau Léopold-Caron** (Que.) and **Pointe Louis-XIV** (Que.).

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.

NOTES:

1. In many instances, local consultation has achieved conformity between community names and names of various facilities.
 - a) In the 1960s the police village of **Monkland** in Eastern Ontario was called **Monklands** by the Canadian Pacific Railway and **Monckland Station** by the Post Office Department. A canvass of postal patrons in 1966 revealed a preference for **Monkland** and the CPR agreed to change to the same form of the name.
 - b) In 1986 the municipality of **Saint-Tharcisius** in Quebec requested a change in the spelling of the name of the post office, **Saint-Tharsicius**, to agree with the municipality's name. The change was made in the spring of 1987.
2. Specifics of names of associated features derived from the same source should agree in their form and spelling.
 - a) As a hypothetical example, if a watercourse has the name **Sandcherry Creek**, the forms **Sand Cherry Lake** and **Sand Cherries Cove** should be avoided for nearby features.
 - b) In July 1974, the name **Wakwayowkastic River** in Ontario was respelled **Wekweyaukastik River**. Later, the name **Wakwayowkastic Rapids** was respelled **Wekweyaukastik Rapids** to conform.

PRINCIPLE 11

DUPLICATION

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

NOTES:

1. During the first half of the 20th century there was considerable concern about duplicating the names of populated places in the same province, and of duplicating the names of physical features within the same general area. Large numbers of features with the names **Mud Lake**, **Trout Lake** and **Long Lake** were renamed, often with no consultation with the local population.
 - a) Several names of populated places in Quebec are duplicated but it is left to the Commission de toponymie and the various service agencies to devise their own ways of distinguishing one place from another.
 - b) New Brunswick has two places called **Evangeline**; Prince Edward Island has two places called **Baltic**; Nova Scotia has three places called **Brooklyn**; and Newfoundland has several populated place names duplicated, including **Seal Cove** and **Little Harbour**.
 - c) Duplication of names in western and northern Canada is less prevalent, perhaps because there has been a greater concern in naming in the past 100 years to avoid misdirecting mail and goods.
2. In recent years, the principle has been relaxed to allow duplication of names of physical and cultural features where no local confusion exists.
 - a) Several common names for physical features have been restored. In 1936 the Geographic Board of Canada renamed **Big Gull Lake** in Frontenac County, Ont., calling it **Clarendon Lake** after the township in which it is partly located. In 1962, the name **Big Gull Lake** was restored, following a request by area residents and resort owners.
 - b) Near Belleville, Ont., is a community called **Marysville**. Another community with the same name is 60 kilometres to the east on Wolfe Island. **Wolfe Island** was approved as the name of the unincorporated village until 1977, when the Ontario Geographic Names Board approved the use of **Marysville**, while retaining **Wolfe Island** as the postal name.

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.

NOTES:

1. Generic terms should indicate the type of feature being identified. If an area of permanent ice is really an "icefield" and not a "glacier", "icefield" should be approved as the generic element of the name. If a watercourse is smaller than named "rivers" nearby, the use of another term, such as "brook", "creek" or "stream" would be more appropriate (Appendix 2).
2. Normally, in French, the generic term precedes the specific, as in **Pointe au Père** (Que.), although with some adjectives, the generic may follow, as in **Le Grand Coteau** (Que.).
3. In English, the generic normally follows the specific. However, "lake", "mount", "cape" and "point" may either precede or follow. "Mount" generally precedes a personal name, as in **Mount Rundle** (Alta.) and **Mount Caubvick** (Nfld.).
4. For translation in texts, the appropriate generic should be used. Equivalent terms in each of Canada's official languages are set out in the new **Glossary of Generic Terms in Canada's Geographical Names** (Canadian Permanent Committee on Geographical Names and the Translation Bureau, Department of Secretary of State, 1987). This publication also provides definitions of generic terms and notes terminology which may have regional use in Canada.
5. If long-established names include generic terms that do not conform to accepted definitions, the terms will usually be retained by the names authorities, if they are commonly used and widely known.
6. Sometimes in the past, a name has been rendered bilingual by including both French and English generic terms. The use of more than one generic term with a name, in a text or on a map, should be avoided. Such pivotal forms as **Pointe aux Cerises Point** or **Anse à Ferguson Cove** are not recommended.
7. Sometimes the specific includes a false generic, such as **Blue Rocks Island** (N.S.) and **Chenal de l'Île au Cochon** (Que.). These forms are quite acceptable, the generics in these cases being "island" and "chenal".
8. Occasionally a name of native origin has, fused within the specific, a generic term that is similar in meaning to the French or English generic of the toponym. Examples are **Mississippi River** (Ont.), **Pekwawinneepi Creek** (Man.) and **Lac Kauskatikakamaw** (Que.). Names such as these are quite acceptable.

PRINCIPLE 13 USE OF QUALIFYING TERMINOLOGY

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

NOTES:

1. In the Atlantic Provinces numerous places are distinguished by qualifying terms, such as **Lower Hainesville**, **Central Hainesville** and **Upper Hainesville** in New Brunswick, and **Leading Tickles South** and **Leading Tickles West** in Newfoundland. Lakes and islands are often distinguished by qualifying terms, such as **Big Quill Lake** and **Little Quill Lake** in Saskatchewan, **Cornwallis Island** and **Little Cornwallis Island** in the Northwest Territories, and **Lac Marsoui** and **Petit lac Marsoui** in Quebec.
2. When a specific of a name occurs frequently it is often useful to append an area name to the name in use.
 - a) **White Lake** occurs frequently in Eastern Ontario. In 1948 one of them was renamed **Ashden Lake** because it was partly in Ashby Township and partly in Denbigh Township. As the created name was not locally accepted, it was renamed **Ashby White Lake** in 1968.
3. Sometimes when the same community has developed in two parts, distinctive names are needed.
 - a) **Altona**, Man., is a village two kilometres north of the original settlement, which is locally and officially called **Old Altona**.

PRINCIPLE 14 NAMES OF SMALL FEATURES

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

NOTES:

1. Where features are extremely small (e.g. a two-metre pillar on a mountain side), their names are not usually adopted for inclusion in gazetteers or for portrayal on maps. Such names, however, may be recorded as unapproved names in the National Toponymic Data Base (Appendix 2).

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

APPENDICES

APPENDIX 1

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 2

GUIDELINES FOR THE APPLICATION OF MOUNTAIN NAMES

In 1985, the Canadian Permanent Committee on Geographical Names approved the following guidelines for the application of names of mountains, and related physical features:

Except where local and historic usage dictates otherwise:

1. Persons presenting names for mountains and related physical features must delineate them on the most appropriate scale of map prior to formal submission.
2. The coordinates of the named feature should be applied to the area within the highest contour. Where there are clusters of two or more highest contours, so that an individual high summit cannot be identified, the name should be applied to the highest contour enclosing them. Secondary features may be named separately provided the density of use and development of the area warrants such naming.
3. Names of minor features such as walls, gendarmes, chimneys, pillars, etc. normally should not be officially adopted, although they will be recorded as unapproved names in the National Toponymic Data Base.
4. The generic should be appropriate to the shape of the feature e.g. tower, spire, peak, dôme, chaînon, butte, etc.
5. In English, the generic "mount" usually precedes the specific when such a feature is named for a person.
6. Plural forms, such as "peaks", should be avoided, unless it is impractical to do so.

APPENDIX 3

OFFICIAL LANGUAGES AND GEOGRAPHICAL NAMES ON
FEDERAL GOVERNMENT MAPSTreasury Board Circular No. 1983-58
November 23, 1983**Purpose**

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

Application

These guidelines apply to all departments and agencies in Part I of Schedule I of the **Public Service Relations Act**, as well as Crown Corporations listed in Schedules 'B' and 'C' of the **Financial Administration Act**.

Introduction

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

Names on federal maps ought generally to conform to the names found in legal documents, on highway signs, etc., that is, the names chosen by provincial authorities in their territories, and by federal authorities in areas under their jurisdiction. In addition, the names of cities, towns and municipalities that have been incorporated provincially have a legal status which should be recognized. The federal policy approach must finally take into account the requirements for effective and cost-efficient presentation of information on maps.

Present naming practices in Canada recognize the official languages to some extent; however, current federal maps do not consistently show both the English and French names of major Canadian geographical entities. Guidelines on official languages and geographical names which achieve this goal and meet the requirements discussed above have been developed following consultation with the Canadian Permanent Committee on Geographical Names, composed of representatives from the ten provinces, the two territories, and the major federal institutions concerned, including the Translation Bureau.

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

The guidelines refer only to federal government maps and charts. Regarding the related question of the use of geographical names in prose texts, it is to be noted that inquiries concerning the treatment of such names in texts in the other official language should continue to be addressed to the Translation Bureau's Terminological Information Service (997-4363).

Guidelines

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

2. Names of geographical entities of pan-Canadian significance having well-known forms in both official languages have been established by the President of the Treasury Board on the recommendation of the Canadian Permanent Committee on Geographical Names, and are listed in the appended Schedule. 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.
3. All other geographical names, including the names of cities, towns and municipalities which have been incorporated provincially, are to appear on federal government maps in the forms adopted by the provincial or federal authorities in whose jurisdiction the entities lie; as far as federal institutions are concerned, such names are authorized for official use by the Canadian Permanent Committee on Geographical Names.
4. Existing official language policies regarding published materials continue to apply (see **Administrative Policy Manual**, Chapter 335 and **Official Languages Circular 1982-58**). Consequently, among other requirements, maps are to be available in both official languages if they are for use by members of both official language groups; for bilingual maps, all information contained in titles, legends, explanatory notes and descriptive labels is to be displayed in both official languages; the quality of the content and of the format is to be the same in both versions.

Inquiries

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

Secretariat
Canadian Permanent Committee
on Geographical Names
Energy, Mines and Resources Canada

Inquiries concerning other aspects of these guidelines may be directed to:

Policy Division
Official Languages Branch
Treasury Board Secretariat

SCHEDULE

NAMES OF PAN-CANADIAN SIGNIFICANCE

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)
 Queen Charlotte Islands / Îles de la Reine-Charlotte
 Queen Elizabeth Islands / Îles de la Reine-Élisabeth

Rainy Lake / Lac à la Pluie
 Rainy River / Rivière à la Pluie
 Red River / Rivière Rouge
 Restigouche River / Rivière Ristigouche
 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 / Golfe du Saint-Laurent
 St. Lawrence River / Fleuve Saint-Laurent
 Saskatchewan River / Rivière Saskatchewan
 South Saskatchewan River / Rivière Saskatchewan Sud
 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

GENERAL PROCEDURES

1. HOW TO PROPOSE A NEW NAME OR A NAME CHANGE

Except in unusual circumstances neither the Committee nor the provincial/territorial names authorities themselves initiate naming. Most new names approved are received from the general public and from organizations.

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, particularly when local investigation is required. The publication of unauthorized names will not necessarily result in their official recognition.

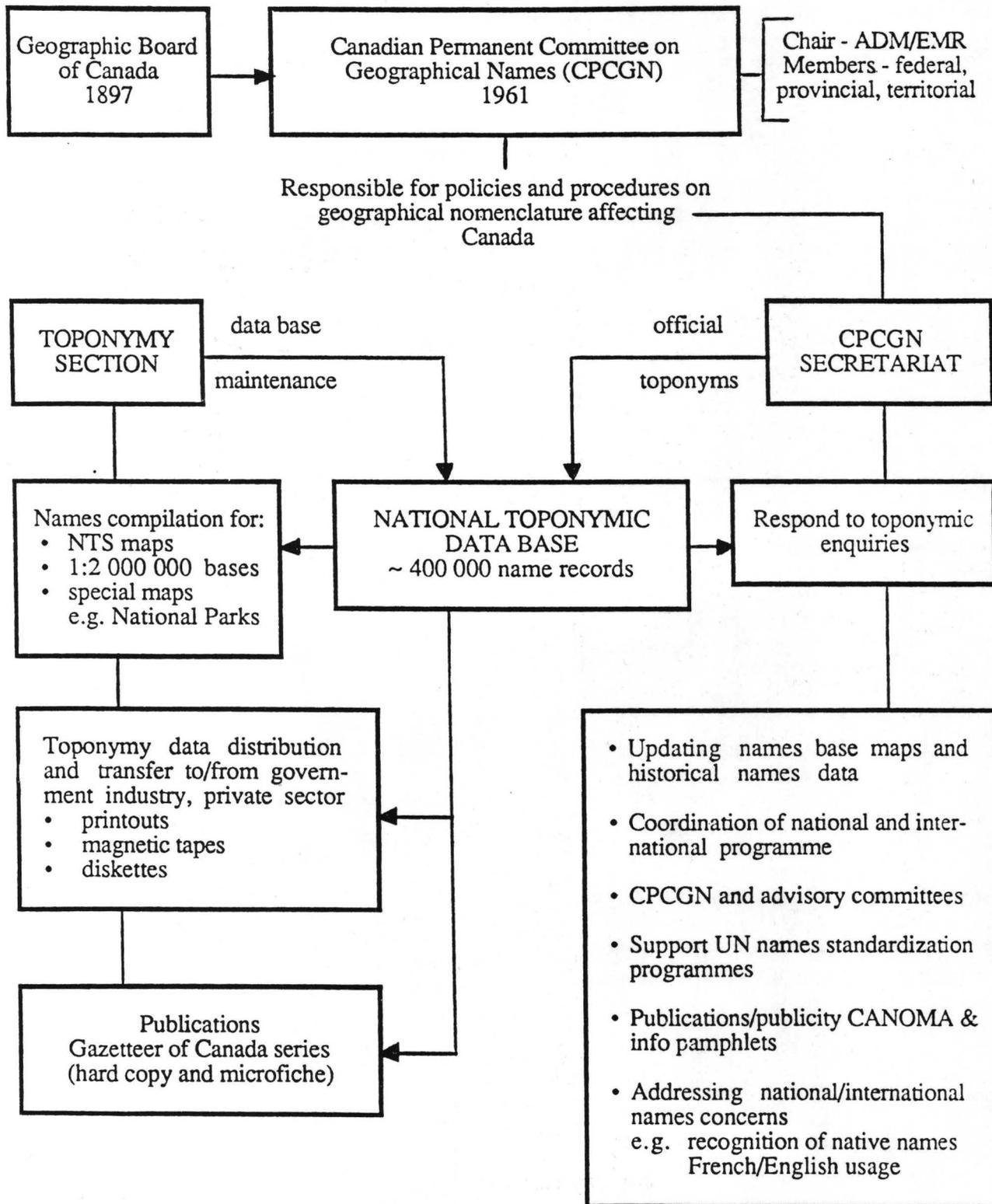
New proposals should be for particular geographical features.

The following information will facilitate prompt decisions:

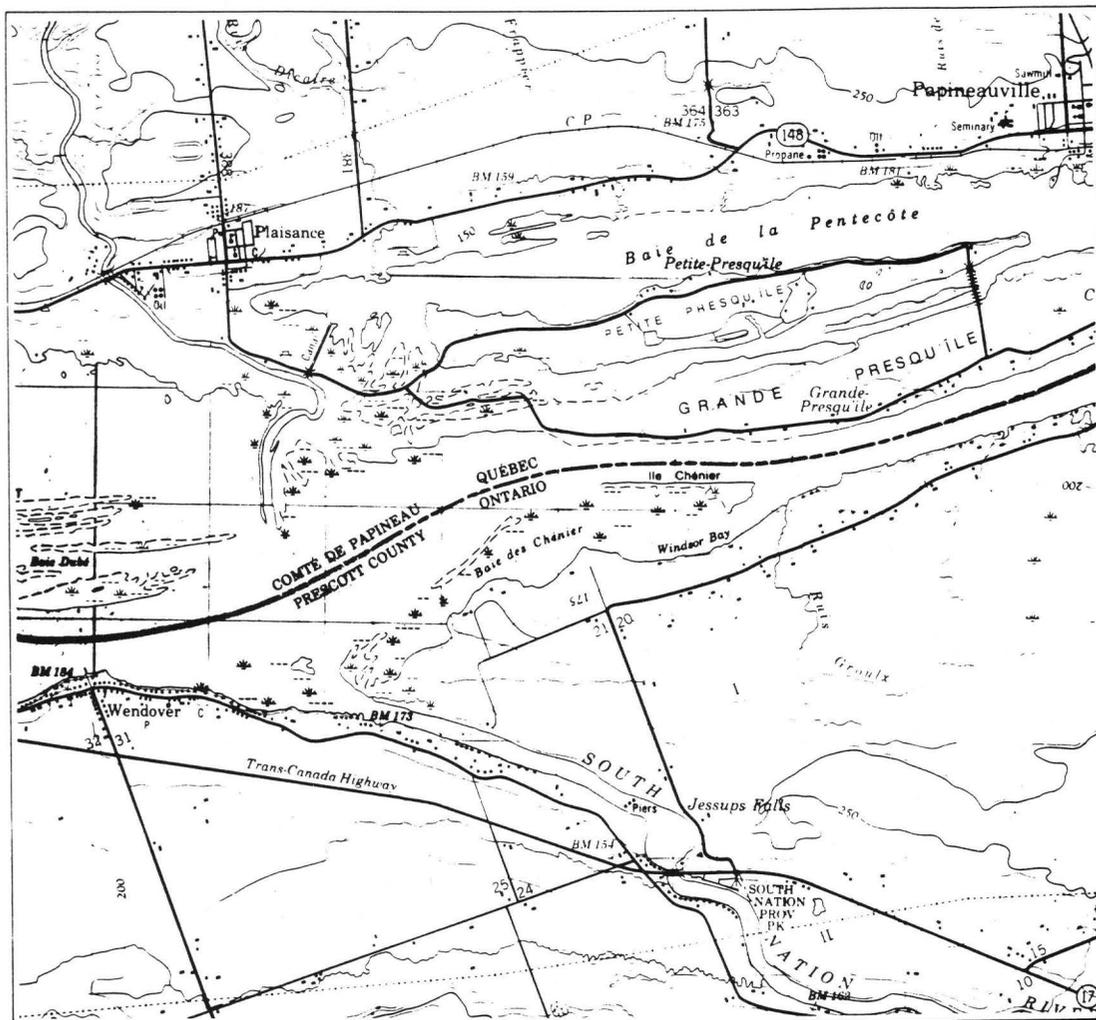
- (a) reason for proposal;
- (b) location by latitude and longitude, either geographic coordinates or Universal Transverse Mercator grid coordinates;
- (c) identification on a map indicating precise extent;
- (d) photographs or sketches;
- (e) origin and meaning of name proposed.

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

GEOGRAPHICAL NAMES



A Manual for the Field Collection of Geographical Names



Gouvernement du Québec
Commission de
toponymie



Ministry of
Natural
Resources

Ontario

Hon. Vincent G. Kerrio
Minister

Mary Mogford
Deputy Minister

A Manual for the Field Collection of Geographical Names

By H el ene Hudon

Adapted for use in
English by
L. M. Sebert

Qu ebec - Toronto, August 1987



Gouvernement du Qu ebec
**Commission de
toponymie**



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Introduction

This manual is a guide to the survey and study of geographical names, especially their usages and applications. Not only is it intended for persons specifically employed by government agencies, commissions and boards in the recording of geographical names, who normally are relied upon to provide information on the official status, linguistic and orthographic form of such names, but it is also designed to be useful as a reference work for land surveyors, hydrographers, geologists, ecologists and others whose work also brings them into close contact with particular areas, their waters, topography and communities familiar with the names given to and respected for local lakes, rivers, hills, islands, valleys and populated places.

Such a manual will prove to be of special interest and value to those whose official positions, occupations, and particular fields of research qualify them as local authorities possessing a special knowledge of geographical names. The official and systematic study of such information is proving to be more and more important as a vital part of the work of recording this component of our common cultural-linguistic heritage, including its promulgation as official standardized names for populated places and geographical features. Official names are used in both the public and private sectors. Government's role in this work is essential if this element of and monument to our national identity and history is to survive. This manual is the culmination of efforts on the part of experienced and dedicated geographical names authorities in Québec and Ontario, custodians of the legacy of geographical names inherited from what used to be the 19th century province of Canada and earlier Nouvelle France, whose objective it was, and remains, that this unique facet of our common cultural heritage does indeed remain with us.

Names given, in the course of time, to topographical features and populated places have always represented a vital part of the information contained in and provided by our official maps, charts and gazetteers. A roadmap, hydrographic chart or topographic map devoid and bereft of geographical names would present a puzzling document indeed, not unlike a hypothetical digitized telephone directory without names for people, companies, streets, avenues, squares or populated places. The familiar guideposts which one instinctively looks for on picking up such a reference would be entirely missing. It is, therefore, quite essential that the names depicted on our maps and related documents correspond as nearly as possible, in written form and pronunciation, with those used by residents of the areas in question. A traveller naturally wants the names shown on his map to be the same as those indicated on signposts and spoken by

persons in a given region when asking directions, or using his map to find his way to where he wants to go and get back to where he came from.

Even among persons who know an area well, local names remain the commonly used references in informal discourse concerning places and features. In the vast reaches of the uninhabited North, names of lakes, islands, rivers and even surveyors' lines serve as the essential geographical references and landmarks in the absence of populated places. In settled parts of Canada it is the names of hamlets, summer communities, villages and towns together with other populated places which are normally the important cartographic reference points.

Even beyond everyday use in such publications as roadmaps, hydrographic charts, train, bus, ferry and airline timetables, geographical names represent and form part of the basic geographical reference to an area's historical and cultural-linguistic heritage, and serve as a lasting memorial to its ethnographic past and demographic present. They testify to the character, sense of purpose and beliefs of a region's pioneers, explorers, missionaries and more recent community leaders, builders and developers. Names often enshrine the hopes and aspirations, some of which history records as fulfilled, some not, of our first settlers. Many names recall their hardships, their tragedies and their heroes.

Some did not survive the passage of time, having given way to the forces of bureaucratic and political precedence, not to mention demographic and linguistic change. However, even where official changes have been arbitrarily made, very often the local names will remain in use among the local communities, coming to light years later as a result of a toponymic survey, with submissions made to the appropriate names authority, and recommendations made for restoration of the original established and locally used toponyms once again to the official record.

The role of a geographical names authority is one of registrar of toponymic data and arbiter in matters concerning names and information on their local usage and application. Geographical names are differentiated on the basis of those which apply to topographic, hydrographic and other natural features and those which designate populated places, of which the incorporated variety have names set by statute. Names authorities provide advice on the selection of such names and maintain records of all such municipal decisions and amendments to those decisions, especially respecting boundaries, made by the municipalities as their populations grow and the need for amalgamation or redefinition of political

boundaries is deemed necessary.

The secretariats of Québec's and Ontario's names authorities maintain files on name locations, histories, status, derivations and, where appropriate, parallel or recognized alternate forms and meanings and local pronunciations, etc. within their respective areas as recorded, compiled and processed over the years. Such documentation is maintained by official authority to provide up-to-date information for government, private map and atlas publishers, journalists, writers, librarians, universities and all who require accurate and official data on geographical nomenclature and what it applies to.

At present Ontario and Québec maintain official records on approximately 450,000 geographical names, with every indication that there may be many more in the oral tradition yet to be recorded for entry into the respective provincial data base. It is essential that such data be kept up-to-date to be in step with the needs of users in the public and private sectors, particularly in the area of contemporary digitized mapping and automated data-bases. In response to mounting demands for realistic guidelines consistent with contemporary needs, especially in policy fields affecting language treatment, Québec and Ontario have produced a number of publications which address such themes as naming principles and procedures; official and unofficial usage; univocity in multilingual environments and the methodology of names surveys in the field. Also addressed is the rationale for according linguistic priorities in official name treatment. Two publications of particular significance in this regard deserve special mention.

In 1965 Québec geographer and toponymist, Jean Poirier, at that time secrétaire to the Commission de Géographie du Québec (1912 - 1977), published his 'Toponymie. Méthode d'enquête' (Presses de l'Université Laval). The work provides an overview of the documentary, scientific and technical ramifications of toponymy as a discipline. Toponymy is defined as the technical term for the systematic (sometimes etymological) study of the geographical names of a region. M. Poirier argues convincingly for the field interview and survey over the office-based investigation as the most trustworthy means of obtaining accurate data on name usage, variants, alternate or parallel forms and application (in terms of features named) for a given area.

The author identifies the qualities which he believes go into the making of the successful field toponymist. He identifies other qualities to be looked for in the informants on whom the toponymist must depend for the sought for field information. M. Poirier outlines and describes the various categories of toponymic data which he argues for recording in the field and inclusion in the official record.

The second publication of note is that of the Secretariat of the Ontario Geographic Names Board

published in 1977 by the Ontario Ministry of Natural Resources. Now out of print, the work is entitled 'Naming Ontario: A Guide to the Collection of Geographic Names.' The OGNB Secretariat at that time was made up of carto-toponymists: W.H. Chan; D.K. Cunningham; P.J. Roulston; A.T. Shaw and M.B. Smart. In addition to being a guide, the work is a methodology for the official treatment of toponymic information. As such it addresses the perceived needs of Ontario government personnel in the North who live close to the resources and in the areas which they manage and administer, and for whom accurate and official geographical names, and associated information, are vital to effective management and administration; thus according a priority to its timely processing by the Board.

The Ontario field manual underscores the importance of carefully researching existing documentation on a given survey area before actual work is undertaken in the field. As outlined in Jean Poirier's 1965 publication, the 1977 work defines the qualifications to be looked for in informants in obtaining information on local name usage and application.

The new manual is a translation and adaptation of the 1986 publication by Héléne Hudon published by the Commission de toponymie du Québec under the title 'Méthodologie des inventaires toponymiques.' Both the translation and the pan-Canadian adaptation for English-speaking users across Canada - indeed throughout North America - is the work of Ontario Geographic Names Board chairman, Louis M. Sebert. Editorial assistance was generously provided by Henri Dorion and Jean Poirier of the Commission de toponymie and the English language adaptation of the 1986 Québec manual went to press in 1987 in time to be included in the Canadian exhibit at the Fifth United Nations Conference on the Standardization of Geographical Names in Montréal, 18 - 31 August.

We are confident that the Québec-Ontario document will be well received throughout North America wherever geographical names are recorded for use by government, or the subject of research on the part of those who perceive toponymy as a vital component of our common linguistic and cultural heritage.

Michael B. Smart, Executive Secretary
Ontario Geographic Names Board
Ministry of Natural Resources
Queen's Park, Toronto

CHAPTER 335

Ontario Geographic Names Board Act

- 1.** In this Act, Interpre-
tation
- (a) "Board" means The Ontario Geographic Names Board;
- (b) "Minister" means the Minister of Natural Resources. R.S.O. 1970, c. 314, s. 1; 1972, c. 4, s. 12.
- 2.—**(1) The Ontario Geographic Names Board is continued. Board
continued
- (2) The Board shall be composed of the Surveyor General, Membership
of the
Board a secretary appointed by the Minister, and five other members appointed by the Lieutenant Governor in Council.
- (3) The Minister may appoint one of the members of the Chairman Board as chairman and one as vice-chairman.
- (4) The members of the Board shall receive such remuneration and expenses as the Lieutenant Governor in Council may determine. Remunera-
tion, etc. R.S.O. 1970, c. 314, s. 2.
- 3.—**(1) The Board shall meet at such times and places as Meetings the chairman appoints and the chairman shall appoint a time and place for a meeting on the request of three members.
- (2) Four members constitute a quorum at any meeting of Quorum the Board.
- (3) Except as provided in subsections (4) and (5), the chairman Duty of
chairman shall preside at all meetings of the Board.
- (4) In the absence of the chairman and subject to subsection (5), Duty of
vice-
chairman the vice-chairman shall preside at meetings of the Board.
- (5) In the absence of the chairman and the vice-chairman Temporary
chairman from a meeting, the Board may appoint a member as temporary chairman to preside at the meeting.

Duties of
secretary

- (6) The secretary shall,
- (a) keep a record of all proceedings of the Board;
 - (b) conduct the correspondence of the Board; and
 - (c) perform such other duties as the Board may direct.

Temporary
secretary

- (7) In the absence of the secretary, the Board may appoint a member to act *pro tempore* as secretary. R.S.O. 1970, c. 314, s. 3 (1-7).

Powers of
Board

- (8) The Board shall,
- (a) gather, collate and record information respecting names of places and geographical features within Ontario;
 - (b) consult with and advise government ministries and agencies, municipalities, railway companies and other bodies or persons concerned with the selection of place names on the suitability of proposed names for places and geographical features;
 - (c) consider and make recommendations respecting any proposed change in the name of any place or geographical feature already in use that may be duplicated by or be similar to any established name of a place or geographical feature or that for any other reason may be deemed or be represented to be inappropriate to the place or geographical feature to which it is applied;
 - (d) collaborate with the Canadian Permanent Committee on Geographical Names respecting the selection of new geographical names, the elimination of alternative or duplicated names, the correct or preferred spelling of established names and such other matters respecting geographical names as may be of concern to the Board or the Committee;
 - (e) supply information regarding geographical names to government ministries and agencies, cartographers, publishers, and any other persons engaged in the preparation of maps or other publications intended for official or public use; and
 - (f) recommend to the Minister for approval the names of geographical features. R.S.O. 1970, c. 314, s. 3 (8); 1972, c. 1, s. 2.

Sec. 5 ONTARIO GEOGRAPHIC NAMES BOARD Chap. 335 939

4.—(1) The Minister may approve a name recommended by the Board for a geographical feature. Official names

(2) A name approved under subsection (1) shall be used by all government ministries and agencies in the preparation of maps and other publications. Approved names to be used on maps, etc. R.S.O. 1970, c. 314, s. 4; 1972, c. 1, s. 2.

5. No statute, regulation, order, contract, summons, information, writ or other document affecting legal rights shall be deemed to be invalid merely by reason of the use of a name of a geographical feature that has not been approved by the Minister under section 4. Statutes, etc., not affected R.S.O. 1970, c. 314, s. 5.

WESTERN GEOGRAPHIC NAMES COUNCIL

BYLAWS

JANUARY 1983

PURPOSE

The Western States Geographic Names Council is hereby established as a forum whose purposes shall be:

1. to preserve and protect geographic names as evidence of our unique cultural heritage,
2. to promote standardization of procedures for dealing with geographic names in order to save money at all levels of government and in the private sector,
3. to improve availability of names information to the public, government agencies, business, and others,
4. to co-sponsor an annual conference with a member state on a subject pertinent to geographic names in the West.

MEMBERSHIP

Membership of the Western Geographic Names Council shall be:

1. One member and deputy from each state geographic names authority or recognized coordinator representing the following states:

| | |
|------------|------------|
| Alaska | Nevada |
| Arizona | New Mexico |
| California | Oregon |
| Colorado | Texas |
| Hawaii | Utah |
| Idaho | Washington |
| Montana | Wyoming |

2. Chairman of the Domestic Names Committee of the U.S. Board on Geographic Names,
3. Director of the Place-Name Survey of the United States.

FUNCTIONS

The Council shall be the policy and administrative part of the organization and will appoint an executive secretary, be responsible for continuing an annual Conference, and implement recommendations made by the Conference.

OFFICERS

The Chair of the Council shall be the representative from the member state hosting the next Annual Conference. The host state will be chosen by the Council at the previous Conference and shall begin duties at that time.

The Executive Secretary shall be appointed by the Council and the position will be held until a new appointment is made. The Executive Secretary will be responsible for the continuity of Council functions, Council minutes, issuing a periodic newsletter, and other duties assigned by the Council.

WESTERN GEOGRAPHIC NAMES CONFERENCE

PURPOSE

The Conference provides the primary forum for the interchange of information, the discussion of policy matters, the resolving of problems that may arise between member states or between member states and federal agencies.

MEMBERSHIP

Membership in the CONFERENCE will consist of Council members present or represented by a deputy, members of the Federal Advisory Group, members of the International Advisory Group, other persons representing interested groups, individuals having an interest who pay the Conference registration fee.

OFFICERS

The Chair of the Council and host for the Conference will be CHAIRMAN of the Conference; the Executive Secretary of the Council will be the SECRETARY of the Conference.

FEDERAL ADVISORY GROUP

MEMBERSHIP

Membership will be one (1) designated person from each of the U. S. Geological Survey's two mapping centers in the the region (Western Mapping Center and Rocky Mountain

Mapping Center); one (1) designated person from each of the six U.S. Forest Service Regions located in the fourteen (14) member states; one (1) designated person from each of the fourteen member state offices and two (2) persons designated by the National Park Service. The group shall choose its own officers.

FUNCTION

The Federal Advisory Group shall act as liaison between the Council and Conference and the map producing federal agencies; shall offer technical assistance to state agencies relative to name collection and cartographic techniques; shall advise Council and Conference relative to federal cartographic and other needs.

INTERNATIONAL ADVISORY GROUP

MEMBERSHIP

Membership will be one (1) person from each province or state outside the borders of the United States and one (1) person representing the national or federal government from each country. The group shall choose its own officers.

FUNCTION

The International Advisory Group shall act to advise the Conference and Council as to geographic name policy in their respective countries/states or provinces; help resolve problems that may transcend international boundaries and assist in broadening the Conference perspectives relating to geographic names.