
Geographical Names Manual



(Detail from Canada. Department of the Interior. Pincher Creek Sectional Sheet No. 14, 1916)

FOREWORD

This manual has been compiled for those who are currently involved in geographical naming and for anyone interested in the subject. It gives some of the history and reasons why the standards were implemented. Grateful acknowledgement is made to Marie Dorsey, Wendy Lefsrud, Randy Freeman and Aphrodite Karamitsanis for their earlier versions of this manual.

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General Information

Introduction

The application of names to geographical features is a public trust, carried out for the benefit of present and future generations.

IMPORTANCE AND CONCERN FOR NAMING STANDARDS

The naming of topographical features provides a unique combination of the aesthetic and the practical. Underlying the naming process is the recognition that not all features need a name at this time. In this way we will allow future generations the opportunity and privilege to name landscape features. Because of this the applicants are asked not only to explain the significance and meaning of the proposed name, but also to provide a valid reason for naming the particular feature. Most often features are given names for the purposes of orientation and reference, and as a matter of convenience. As an example, it is more difficult to speak of a lake fifteen kilometres north of Hondo than to speak of Peter Lake, especially if there is more than one lake in the vicinity.

Dealing with geographical names is sometimes a social and political endeavour that requires the exercise of diplomatic as well as research skills. The need to conform to the cultural landscape demands creative solutions to whatever problems of conflicting preferences this may present. Geographical names can evoke great public interest and sense of ownership. Castle Mountain and Mount Logan are two excellent examples. The accuracy of all official maps of Alberta in the world derives from the careful and precise information available in the Geographical Names Program. Each name must be researched and recorded as precisely as possible and the information used must be of the highest degree of clarity in order to ensure exact recording of names for the Province.

A brief history

Prior to the late 1800s there was no regulatory body in Canada to oversee matters concerning the naming of geographical features. Late in the nineteenth century, when surveys were conducted and boundaries were delineated, the need arose for an official body in Canada to deal with any nomenclature problems that might arise. In 1890 the United States established a Board of Geographic Names. This Board, which still exists, not only supervised the naming of features in the United States, but was making decisions on Canadian features as well, decisions which were being recognised by other countries.

To maintain control over Canada's names, the Geographic Board of Canada was established in December 1897. In 1899 provisions were made to permit each of the provinces and the North West Territories to appoint a member to the Board, provided that, in so doing, the provinces agreed to accept the Board's decisions.

Over the years, the national body has undergone a number of name changes. In 1948 it became the Canadian Board on Geographical Names, in 1961, the Canadian Permanent Committee on Geographical Names, and in 2000 the Geographical Names Board of Canada.

Geographical Names Board of Canada

It is the responsibility of the Geographical Names Board of Canada (GNBC) to co-ordinate all questions of geographical nomenclature policy affecting Canada. It also advises on research and investigation into the origin and use of geographical names and has an on-going program of publication of decisions and results of research. Internationally, it represents all of Canada's naming interests at the United Nations Group of Experts on Geographical Names.

GNBC membership is made up of representatives from the federal government departments concerned with archives, mapping, defence, national parks, statistics, post offices, aboriginal affairs, hydrography, geological survey and translation. It also includes a representative appointed by each province and territory of Canada. The work of the GNBC is assisted by advisory committees, which consider Undersea Feature Names, Canadian Digital Toponymic Services, Toponymic Research, Names Outside Canada for Official Canadian Use, and Nomenclature & Delineation.

All provincial bodies dealing with geographical names base their principles and procedures regarding nomenclature on those set forth by the Board. The GNBC is essentially an advisory body, and the final authority usually rests with the appropriate provincial or territorial authority.

The Secretariat of the Board is provided by the Geomatics Branch of Natural Resources Canada. The GNBC has a website at <http://geonames.nrcan.gc.ca/>. It includes an on-line gazetteer of all official place names in Canada. The mailing address is:

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

Authority in Alberta

THE ALBERTA HISTORICAL RESOURCES ACT

When the ***Geographical Names Act*** was repealed on November 6, 1974, decisions on matters relating to geographical names became the responsibility of the Historic Sites Board. In 1991 the Historic Sites Board was replaced by the Alberta Historical Resources Foundation Board.

Section 18 of the Alberta ***Historical Resources Act*** (RSA 2000) deals with geographical names and is quoted below in full:

- 18(1)** The name of any place or other geographical feature in Alberta that
- (a) was approved after March 31, 1949 and before January 1, 1975 by the Geographic Board of Alberta under *The Geographical Names Act*, RSA 1970 c159
 - (b) was approved or changed after December 31, 1974 by the Historic Sites Board pursuant to this Act, or
 - (c) is approved or changed by the Foundation pursuant to subsection (2),
- is the authorized name of that place or feature for all purposes.
- (2)** The Foundation may, with the consent of the Minister, approve a name for, or approve a change of the name for, any place or other geographical feature in Alberta.
- (3)** When the Foundation approves the name or changes the name of any place or other geographical feature under this section, a notice signed by the secretary of the Foundation setting out the name approved or the change of name and the location of the place or other geographical feature to which the name applies, shall be published by the secretary in The Alberta Gazette.
- (4)** The Minister may make regulations
- (a) prescribing standards and guidelines for the approval of names and changes of names by the Foundation;
 - (b) prescribing the duties of the Foundation with respect to nomenclature;
 - (c) governing and requiring consultation by the Foundation with any department, municipality, person or body of persons concerning the naming of, or the changing of the name of, any place or other geographical feature.
- RSA 1980 cH-8 s14; 1992 c16 s4

THE ALBERTA HISTORICAL RESOURCES FOUNDATION

The Alberta Historical Resources Foundation is a Crown Agency in right of Alberta, established in 1991 under the Alberta ***Historical Resources Act***. The grant programs of the Foundation have been developed in consideration of the needs of Albertans in the preservation of the province's heritage. Funds at the disposal of the Foundation are derived primarily from Alberta Lotteries.

The Board is composed of a Chairman and members from various areas of the province who are appointed by Order-in-Council to serve a term of office.

As well as granting funds, advising and making recommendations to the Minister of Culture and Community Spirit on matters concerning preservation and protection of historical resources in Alberta, the Board makes decisions on geographical names.

ALBERTA GEOGRAPHICAL NAMES PROGRAM

Program and Staff

The Geographical Names Program in Alberta is under the direction of the Director of Historic Resources Management, Alberta Culture and Community Spirit. Research is carried out and records are maintained in this Program. The Director is the appointed member representing Alberta to the Geographic Names Board of Canada (GNBC).

The staff for the Program includes:

- ◆ The program head who is responsible for: co-ordination of the Program; implementation of procedures; liaison with governmental organisations from the local to international levels on toponymic matters; dissemination of geographical names information from popular to the scholarly and technical; maintenance of records; toponymic field and archival research; and other duties related to geographical names proposals.
- ◆ From time to time, persons employed in temporary wage positions, especially under the temporary employment programs.
- ◆ When the need and opportunity arises, professional services are occasionally obtained under contract.

Specific Name Proposals

INTRODUCTION

Most new names are derived from the general public and are most often submitted for approval when a name is absolutely required to identify a specific geographical feature. Whenever possible the Geographical Names Program submits name proposals collected from field studies conducted with available manpower.

The consideration of new names may require considerable time particularly due to the local investigation required. Established local names are always given first consideration. (See Principles of Geographical Naming, pages 8-11.)

The publication of unauthorised names in reports and on maps does not necessarily result in official recognition. While it is impossible for the Program to insist that only official names be used on locally produced maps or in publications, the practice of annotating unofficial or local names within quotation marks (“ ”) is acceptable.

There are two types of research that are conducted for every name submission. The first is documentary research to gather information from both published and archival documents. The second is field research. Determining local usage for a geographical name is most easily done through interviewing local residents, former local residents, and others expert in the immediate area of the feature being researched.

MOST COMMON SOURCES OF REQUESTS

- ◆ Private sector
- ◆ Provincial government departments
- ◆ Federal government departments
- ◆ Geographical names program

Principles of Geographical Names

Jurisdiction of the Alberta Historical Resources Foundation

(Hereinafter may be referred to as "the Board.")

1(A) FOR GEOGRAPHICAL FEATURES AND PLACES

Principle:

The Board's principal area of responsibility, with respect to geographical names, is the naming and control of names given to natural geographical features, unincorporated populated places, localities and other cultural geographical entities.

Names approved by the Board, and ratified by the Minister of Culture and Community Spirit, are official for all municipal, provincial and federal maps, charts, gazetteers and related publications.

Notes:

Natural geographical features include lakes, mountains, creeks, and rivers, etc.

Cultural features include municipalities, parks, dams and reservoirs.

1(B) FOR ENSURING A COMPLETE INVENTORY OF STATUTORY NAMES

Principle:

The names of territorial divisions and places governed by other provincial or federal statutes, including incorporated municipalities, hamlets, Indian reserves, provincial or federal parks, etc. should be transmitted to the Geographical Names Program for entry into the Inventory of Geographical Names. It shall be the responsibility of the Geographical Names Program to ensure that the inventory is complete and accurate.

Notes:

While this principle does not direct or define the jurisdiction of the Board, it is included here in order that awareness of the Board's responsibility is increased and in order that all agencies be made aware that authority for geographical naming does rest with the Alberta Historical Resources Foundation Board. Moreover, this principle ensures that the Geographical Names Program is active in its approach to notifying all concerned of the jurisdiction of the Board.

The inventory of Geographical Names includes an inventory of Official, Unofficial (local) and Historical (i.e. no longer in local usage) geographical names.

1(C) FOR OTHER CULTURAL FEATURES

Principle:

The naming of roads, dams, reservoirs, trails and other cultural-topographical features not governed by other statutory authority may be considered for entry into the official record. The Alberta Historical Resources Foundation Board may make naming recommendations on dams and reservoirs, small man-made water features, localities, railway stations, points and sidings.

Notes:

Again, this principle assures that the Geographical Names Program is active in ensuring that its inventory is complete and up-to-date.

Such names must be in well-established current local use and, in the judgement of the Board, be essential geographical references for official maps, charts, gazetteers and publications for the area concerned.

1(D) FOR ENSURING PUBLIC AWARENESS

Principle:

The Board, through the office of the Geographical Names Program, will assist the general public and will advise other governmental bodies at the municipal, provincial and federal level in all matters relating to geographical names and naming in the province.

Principles to approve names

2(A) LOCAL USAGE

Principle:

The Board accords first consideration to names that are well established and in current local use.

2(B) HISTORICAL NAMES

Principle:

Where no current name is known to exist for a feature for which an official name is required but for which an historical name is discussed, the historical name will be given first consideration by the Board.

2(C) DESCRIPTIVE NAMING

Principle:

In instances where a name is required for a feature for which neither a current or historical name exists, first consideration shall be given by the Board to the adoption of a name uniquely descriptive of the feature itself.

Notes:

*Such names as **Long Lake** and **The Big Rock** fall within this category.*

2(D) COMMEMORATIVE NAMING

Principle:

Where it does not contravene Principles 2A-2C, the Board may consider a commemorative name for an unnamed geographical feature identified by an applicant, and verified as unnamed by the Geographical Names Program, only when the following criteria have been met. Personal names, used for commemorative purposes, are given to geographical features posthumously; a minimum of five years must elapse from the date of death before a commemorative name proposal will be considered. (Please note that any proposal submitted prematurely will be returned to the applicant.) If an event is being commemorated, it must have occurred at least five years in the past. The person or event must have made, in the opinion of the Board, an outstanding contribution to the cultural legacy of the Province of Alberta, or to the development of the area, feature, or place in question. Evidence must be available to demonstrate that this contribution is recognised and acknowledged by

the general public. The Board **must** be satisfied that the proposed commemorative name meets with local approval.

When submitting a commemorative name, the applicant must demonstrate that the proposal has been formulated objectively, and the proposed name is acceptable to the public beyond a single person or a special interest group. Proposals are not accepted from the family of the deceased.

Geographical features are not named to commemorate victims or mark the location of mishaps, accidents or tragedies. A person whose contribution to an area was as a result of his/her employment will not normally be considered for commemoration in this fashion.

Notes:

While commemorative naming has occurred in the past, these are not precedents. This policy keeps Alberta in line with the national and international naming guidelines as endorsed by the Geographical Names Board of Canada.

2(E) NAMING AFTER LIVING PERSONS

Principle:

The naming of a natural geographical feature, unincorporated place, or locality after a living person will not be done.

2(F) OWNERSHIP OF LAND

Principle:

Ownership of land is not, in itself, ground for recommending the adoption of a personal name for a geographical feature, place or locality. This principle is superseded by that concerning local usage.

Notes:

See principle 2(D) - Commemorative Naming, unless it falls within principle 2(A) - Local Usage.

2(G) BUYING AND SELLING OF NAMES

Principle:

A geographical name, or the right to name a geographical feature, cannot be bought or sold, raffled or otherwise conferred through contest or auction.

2(H) COMMERCIAL PRODUCT OR COMPANY NAMES

Principle:

Company or commercial product names are not acceptable as geographical names unless there is long-standing usage of the name by the general public. Proposals for new names or changes to existing names that are intended to promote or enhance a commercial venture will not be considered.

Standardization and Duplication

3(A) NAME UNIFORMITY

Principle:

The spelling of geographical names having a common origin applied or used in names given to features, places and localities occupying the same geographical area, should be the same.

Notes:

*The name **Wabasca** and its derivatives (Wabaska, Wabiskah, Wabaskaw, and Wapiskow) are an example. The official spelling is Wabasca and the names of all post offices, railway stations and airports should and in this case do, conform to the official spelling.*

3(B) USE OF QUALIFYING TERMS

Principle:

Where a geographical name has become a source of confusion because it has been applied to two or more topographical features of the same sort (e.g. three lakes, two rivers, etc.) in the same geographical area; or, it is used as a single name for a topographical complex feature or place made up of separate parts (e.g. river-tributary system, or chain of interconnected lakes), the Board may recommend adoption of qualifying terms such as upper, lower, big, little, north, south, etc. This introduced term should be appropriate to the feature and should conform to local usage.

Notes:

***Big Johnson Lake** and **Little Johnson Lake** are two such names, which, at local urging, were recommended with qualifiers to identify each separate feature independently.*

Dual Naming

4. CIRCUMSTANCES AND ACCEPTABILITY

Principle:

Where a geographical feature has two names in approximately equal local use, due to the original possession of a name and the later application of a different name, the Board may apply a dual name to that feature, and recognise both usages.

Notes:

*One such example is **Mount Laurie (Îyâmnathka)**. This mountain was officially named in 1961 by the Geographical Board of Alberta in honour of John Lee Laurie, B.A., LL.D. (1900–1959). The mountain had been locally well known, particularly by the Nakoda, by its traditional name as Îyâmnathka, which literally means “flat-surfaced rock or mountain.” On December 5, 1984, the Minister of Culture and Multiculturalism, on the recommendation of the Historic Sites Board, officially recognised the name in a dual format, with diacritics, in a successful attempt to capture both local names.*

Orthography

5(A) POSSESSIVE FORMS

Principle:

A geographical name represented in either the English possessive or hyphenated form will be considered for adoption in that form by the Board if it is consistent with and supported by a well-established and current local usage.

Notes:

*Names such as **Jerry the Bird's Bottom** fall into this category.*

5(B) NAMES IN LANGUAGES OTHER THAN ENGLISH

Principle:

The Board may recommend names in languages other than English even if they appear in orthographies not Latin in origin.

Notes:

In this way, the Board is able to recognise the cultural reality of the area as well as provide the best representation of the cultural landscape. A secondary consideration would be to apply the best solution that allows widespread comfortable usage of the name without compromising the cultural reality it represents.

Aboriginal Naming

6(A) NAMING IN NON-RESERVE FIRST NATION LANDS

Principle:

Where a proposed geographical feature exists within the established boundaries of Non-Reserve First Nation lands, the Board shall ensure that the appropriate council or councils for that area has been contacted and concurs with the naming proposal before a recommendation is made.

Notes:

This principle primarily ensures that First Nation groups are not only made aware of geographical naming in their areas but also ensures that groups are guaranteed some input into the naming of geographical features in the parts of the province where they are actively involved, such as Indian Reserves, and also in adjacent lands.

6(B) FORM AND CHARACTER OF ABORIGINAL NAMES

Principle:

In areas of the province where Aboriginal names are well established and in current local use, special consideration shall be given to their adoption as official names. The spellings of these names should conform to the linguistic rules of the concerned language group and shall conform to and be ratified by the recognised linguistic experts recognised by the particular language group.

Form and Character of Names

7(A) NAME INTEGRITY

Principle:

The unique or local character of an established geographical name shall be respected. Any name alteration, translation, deletion or symbolisation not approved or adopted locally is discouraged and opposed in principle.

Notes:

All official names approved by the Board should be used in their correct and officially recognised form. If there is contention, however, the name should be investigated and, if local usage warrants, the locally acceptable form of the name should be officially adopted.

7(B) UNACCEPTABLE NAMES

Principle:

In considering the adoption of the geographical names for official use, the Board shall withhold recommendation or approval of any names, which, in its estimation, are derogatory, obscene, or blasphemous, or can be construed as advertising a particular commercial or industrial product or enterprise

Standards of Research

Preliminary Research Procedures

STEP 1

Upon receipt of a request for naming:

- ◆ An acknowledgement is sent to the initiator with an explanation of the procedures leading to a decision.
- ◆ If the initiator has not already done so, an *Application for a Naming a Geographical Feature* is completed by the applicant, with particular attention to the delineation and location of the feature. A copy of the application form is attached at the end of the manual.

STEP 2 - BASIC REFERENCE CHECK

A basic check of the following official records is made to determine whether the proposed name is duplicated and whether it is indeed unnamed:

- (a) Inventory of Geographical Names that is the most up-to-date cumulative source of geographical names listings in the Province. This database will also show any proposed, accepted or rejected names for the feature.
- (b) Canadian Geographic Names Database at the GNBC website. It includes all current official names.
- (c) Maps – All available maps of the area in which the feature is located:
 - ◆ NTS – Editions of the 1:50,000 and 1:250,000 scale maps which are available in the Program and have the least annotations made on them.
 - ◆ Provincial Maps – Provincial Base Map (1:50,000), Provincial Access Series, Forest Cover Series, Road Maps, etc.
 - ◆ Historical maps – e.g. Early explorers (Palliser, David Thompson, Arrowsmith), homestead area maps, maps accompanying official reports (Geological Survey, Topographical Survey, Boundary Survey, etc.), sectional maps
- (d) Secondary Official Listing
 - ◆ ***Alberta Gazette***
 - ◆ Municipalities (incorporation dates, etc.)
 - ◆ Railway timetables
 - ◆ Post Office listings
 - ◆ Cummins Rural Directory

Field Research Procedures

STEP 1

Field research is undertaken, as the primary step, in order to establish local usage of the name of a geographical feature. Only appropriate interviews with a representative cross-section of the local population can ensure that the information gathered reflects current local usage. As well, field research can help in identifying historical names for all geographical features and any alternate names for proposed names or officially established names.

The most effective, and frequently employed, method involves the co-operation of:

Local Governments

- ◆ Planning departments
- ◆ Names advisory committees
- ◆ District representatives
- ◆ Rural municipality reeves
- ◆ Municipal secretaries
- ◆ Mayors

Provincial Government Departments

- ◆ Environment
- ◆ Agriculture, Food and Rural Development
- ◆ Municipal Affairs
- ◆ Infrastructure

Federal Government Departments

- ◆ Canada Post
- ◆ Indian Affairs and Northern Development
- ◆ Natural Resources Canada

These government representatives may be able to indicate knowledgeable individuals representing a variety of age and occupational groups while also giving “official” opinion on the name.

STEP 2

Other local sources that will frequently reveal reliable information regarding potential information include:

- ◆ Newspaper offices
- ◆ Librarians or archivists
- ◆ Provincial and local historical societies
- ◆ Senior citizens' homes
- ◆ Outfitters, guides, and trappers

STEP 3

The number of people interviewed for each geographical name will vary depending on the type of feature being researched. As a rule of thumb, a **minimum** of five informants must be interviewed.

Interviewing a number of individuals who represent a wide spectrum of local and interest groups will give a fair indication of the extent of usage of any particular geographical name. Ideally, then, the interview sample should include unrelated individuals from various age groups.

Occupational groups should likewise be representative and may include, for example, farmers, ranchers, outfitters, oil field and forestry workers, along with others who, through their work or leisure, may be familiar with geographical features in a given area.

The best respondents, no doubt, are those who live in very close proximity to the actual feature. Where residents are not always available in the immediate neighbourhood, it is necessary to seek interviews at the closest populated places.

BRIEF GUIDE TO CONDUCTING FIELD INTERVIEWS

Simply approaching an individual, whether that person is knowledgeable about the area or not, with a general query about unofficial geographical names, rarely produces satisfactory results. In most instances, local individuals will not be able to distinguish official from unofficial names.

There are two methods of identifying the features on which information is desired. The most direct method is to point to the feature on a large-scale map (NTS 1:50,000) and simply ask: "Does this feature have a name?" If the individual being interviewed has the ability to read a topographical map, then this method should produce positive results. If the individual cannot read a topographical map, then the feature and its location (distance and direction) must be verbally described. For example, "Does the small seasonal stream flowing south-east into the North Saskatchewan Rivers two kilometres north-west of here have a name?" Alternatively, the individual could be taken to the site if possible.

It is far more productive to ask specific questions about specific features and once the local names for features have been determined, the following questions should be answered for each name:

- What is the origin of the name?
- Who named the feature?
- When was the feature named?
- What is the correct spelling of the name?
- What is the exact extent of this feature?
- How well known locally is the name?

Are you aware of any other names for this feature?
Do you know of or have any maps or books that show this name?
Are there any other local individuals who may have more information concerning this name?

All informants should be made aware that they will be quoted in submissions to the Alberta Historical Resources Foundation Board. The field researcher should at the outset identify himself/herself and his/her employer to the interviewee.

In order to obtain information that is as free from bias as possible, informants should not initially be informed of information gathered from alternative sources. If a feature is well known locally then the informant should know the name and will not need prompting. If an informant does not give a name for specific feature for which other informants had supplied a name, then other names may be tested on the informant. The response must be recorded with a note stating that prompting was required.

Field maps should not show any unofficial or locally gathered information in order to preserve objectivity. All such information should be kept apart from field maps. A system of co-ordinated numbers has proved to be the most effective method.

The Secretariat of the Geographical Names Board of Canada has compiled the ***Guide to the field collection of Native geographical names***. It is available from the Secretariat. See page seven for the address.

Library and Archival Research

For information regarding origins, initial usage application, and historical background, many archival sources are consulted. These include:

Government Records

- ◆ Sessional Papers
- ◆ Survey reports
- ◆ Orders-in-Council
- ◆ Departmental records
- ◆ Homestead records
- ◆ Royal Canadian and North West Mounted Police reports
- ◆ Historical land titles Searches from Alberta Registries

Non-government records including the documents, correspondence and diaries of:

- ◆ Early explorers, travellers and adventurers
- ◆ Fur traders
- ◆ Missionaries
- ◆ Surveyors
- ◆ Railroaders
- ◆ Mountaineers, outfitters and guides
- ◆ Pioneers

Community Records - churches, cemeteries, etc.

Scientific records and reports

Biographies and early biographical dictionaries

University theses

Military records

Club records (e.g. Alpine Club of Canada)

Early newspapers and other community-based publications

Local histories

Rural directories and early gazetteers

Special Research Considerations

The following special situations require additional research in order to provide sufficient data:

Duplicate names: When it is discovered that a name under consideration for approval is duplicated, officially or unofficially, within a 100 kilometre radius, a decision depends in part upon the degree to which the other name is known locally. Local informants must be interviewed to determine whether or not they are aware of the other feature of the same name, and whether they think confusion would result from the approval of the duplicate name.

Casualty and commemorative names: When names have been proposed as replacements for war casualty or other commemorative names of no local significance, it is necessary to determine first, whether or not next-of-kin were notified when the feature was originally named; and secondly, whether or not next-of-kin still reside in Alberta. Because of the sensitive nature of this type of name change, research should be conducted with the utmost care by the field workers.

Railway point naming: When any railway company proposes a name for a railway point, station, or siding, local opinion about the proposal will be sought only if the facility is intended for use by the general public. If the facility is not meant for public use or identification, and does not already have a local name the research will be limited to a check for name duplication within the province.

Conflicting alternatives: When a naming controversy arises, such as when local opinion is divided in favour of two or more names for the same feature, more than the usual amount of research will be necessary to calculate local opinion accurately and comprehensively. This can be approached by:

- ◆ extensive polling of a minimum of 20 to 30 people by telephone; through locally sponsored petition campaigns; or through the local newspaper, or other local media;
- ◆ polls conducted by the local or municipal government which would then make a recommendation based on the results of the poll to Board;
- ◆ inviting representatives of the opposing sides to appear before Board and present their case for approval or rejection of the name.

According to the Principles of Geographical Naming in Alberta, dual names (or multiple names) are acceptable if sufficient local opinion to support the name exists. See Dual Naming principle on page 18.

Naming Submission Procedures

Preparation of the data report and submission to the Alberta Historical Resources Foundation Board

Upon completion of the research for a naming proposal, the staff of the Geographical Names Program adds the information to the Inventory of Geographical Names database, and submits the applications along with annotated portions of NTS maps to the members of the Board for consideration at an upcoming meeting. The information contained in the database includes:

- ◆ Name of feature, including generic, and feature type
- ◆ NTS 1:50,000 map sheet number and name
- ◆ Space is also provided for indicating the name of the proposal originator (if applicable) and if any change in status, location or spelling is requested
- ◆ Description of feature – headwaters, mouth and direction of flow for watercourses, altitude for hills, mountains, passes, etc., area of lake flats, etc.
- ◆ Location of feature – Including latitude and longitude; legal subdivision, section, township, range and meridian; UTM reference if possible
- ◆ Written description of the location and distance of the feature in reference to nearby major features
- ◆ Origin summary
- ◆ Interviews with informants
- ◆ Quotations from all written sources, including correspondence. The source material should be referenced completely
- ◆ Scanned images

NAME DECISIONS

When research on a proposed name has been completed the information is presented to the Alberta Historical Resources Foundation for consideration. The Board's decisions are based on the following considerations:

- ◆ Application of Principles for Geographical Naming in Alberta
- ◆ Consensus of opinion of local residents and those officials who were interviewed
- ◆ Knowledge of the area

Decisions are recorded in the minutes of the Alberta Historical Resources Foundation Board.

DECISION SHEETS

Under the provisions of the Alberta ***Historical Resources Act*** (RSA 2000), section 18(2), decisions on geographical names made by the Alberta Historical Resources Foundation Board are subject to the concurrence of the Minister of Culture and Community Spirit.

Forms for geographical names are prepared on which the Board has reached a decision. These are the official decision sheets and must be correct and signed by the proper authority of the Board and the Minister of Culture and Community Spirit or the Minister's designate.

NOTIFICATION OF APPROVAL – There are two categories of names and thus two slightly different procedures for notification of approval.

Names of features located in an area of the province solely under provincial jurisdiction and where the province is the final naming authority.

Once the decision sheet has been signed, notifications, consisting of copies of the decision sheets and a location map are sent to:

- ◆ other provincial government offices, including provincial mapping agencies
- ◆ all interested parties, (this would include the originator of the naming request, any persons listed as informants on the information brief, and any persons who had made in-person representations to the Alberta Historical Resources Foundation Board)
- ◆ non-governmental mapping or information agencies
- ◆ Secretariat, Geographical Names Board of Canada
- ◆ ***Alberta Gazette*** – a special format is used for notification as it is intended for publication in the ***Alberta Gazette***
- ◆ from the Minister of Culture and Community Spirit to all MLAs in whose constituencies the features are located

Joint Decisions for names of features located in areas of the province that are under two or more jurisdictions.

For those features in Alberta that are wholly or partially located in National Parks and/or another province, territory or the United States, the Alberta Historical Resources Foundation Board and the Minister of Culture and Community Spirit are not the final naming authority and additional steps must be taken before the naming decision is official.

After the Minister of Tourism Culture and Community Spirit has also signed the decision sheet concurring with the decisions of the Alberta Historical Resources Foundation Board, the decision sheets, information packages and maps are sent to the Secretariat, Geographical Names Board of Canada, Ottawa, for final processing. The Secretariat is responsible for obtaining decisions from the other jurisdictions involved and rendering a decision sheet on the name. A copy of the joint decision sheet will then be returned to each of the jurisdictions. Once naming decisions have been made official, the notification will be the same as for features solely within the province's jurisdiction.