GUIDE TO THE

FIELD COLLECTION OF

NATIVE GEOGRAPHICAL NAMES

(Provisional Edition)

1992

Canadian Permanent Committee on Geographical Names

Published by:

Available without charge from the members of the

Canadian Permanent Committee on Geographical Names,
whose addresses are listed
in this publication

or from the

CPCGN Secretariat
615 Booth Street
Ottawa, Ontario
K1A 0E9

TABLE OF CONTENTS

Processing the survey information

Conclusion - Enhancing geographical knowledge and perception of Aboriginal Canada

Appendices

Samples of some useful forms

PREFACE

Native names have always had an important place in Canada's toponymy and thousands of names of native origin - Toronto, Winnipeg, Saskatoon, Kitimat, Shediac, Iqaluit, and so on - are familiar to us all. However, systematic studies of geographical names used by native peoples in their own languages, have only recently been undertaken. Such studies record an important aspect of native oral traditions and history. Both native organizations and provincial and territorial naming authorities are now paying special attention to this vital aspect of native culture and to the process of the official authorization of native names.

To assist with the general collection of locally used names, field workers are referred to the 1986 publication of the Commission de toponymie du Québec *Méthodologie des inventaires toponymiques*. In 1987 this text was translated and adapted into English as *A manual for the field collection of geographical names*, published jointly by the Ontario Geographic Names Board and the Commission de toponymie du Québec. Both texts are excellent overviews of the *what, why, how* and *where* of toponymic fieldwork - but neither deal specifically with the recording of toponyms in a native community.

In facilitating the work of the Canadian Permanent Committee on Geographical Names in gathering and processing names of native origin, the CPCGN Secretariat coordinated a symposium in Ottawa in May 1986. As a result, over twenty resolutions were put forward, and subsequently endorsed by the CPCGN in October 1987. In following up the first three resolutions, the CPCGN contracted Professor Ludger Müller-Wille to produce a manual on the field collection, recording and office treatment of native geographical names.

Professor Müller-Wille (Department of Geography, McGill University) has since 1973 acquired experience in the design and conduct of systematic toponymic surveys with the Inuit of the central and eastern Canadian Arctic. In January 1984, he produced his first basic manual to train and guide Inuit researchers and informants working on surveys for the Nuna-Top project (1984-87) in Nunavik, Quebec. This field manual has been revised several times and served, along with other publications on field survey methodology, as the point of departure for Professor Müller-Wille's comprehensive manual *The Nuna-Top method: methodology for systematic field surveys of indigenous geographical names in Canada*, prepared in 1989.

After discussion, the CPCGN members decided to modify this comprehensive manual prepared under contract to produce a practical "guide", which would address the needs of the technical, rather than the academic, user. Alan Rayburn made an initial distillation of Ludger Müller-Wille's text. Helen Kerfoot, with the input from various CPCGN members and the assistance of the CPCGN Secretariat, has undertaken subsequent rewriting. The new text has been reviewed by Professor Müller-Wille to assure adherence to the basic concepts of his original text.

The resulting guide, although developed from a methodology proven by and with the Inuit, is designed for more general use - with other native peoples in Canada, and hopefully also with a broad range of cultural, socio-economic and linguistic groups of non-native peoples. This new guide documents the protocol in approaching native groups and their informants, notes the knowledge and experience required by field investigators, suggests the equipment and supplies

needed, draws attention to the kinds of information to be collected, recommends how to select informants, and goes through the necessary steps to undertake the questioning and the recording of the collected information.

The guide is designed to provide a practical and manageable framework for the conduct of systematic toponymic surveys to record names from oral tradition. At its 1991 annual meeting, the CPCGN recommended that this provisional edition be used and field tested during the next two years. Improvements and textual changes are welcomed, and will be used to increase the usefulness of future editions of the manual.

It is hoped that the process presented here may prove to be a useful tool in the recognition of native cultures and provide a stepping stone to the formal recognition of native toponyms by the CPCGN, through the jurisdictions of its members. At the same time, we hope that this contribution to toponymic methodology may prove useful at an international level, and will be a valuable addition to United Nations programmes that promote standardization of geographical names around the world.

Henri Dorion
Chair
Canadian Permanent Committee on Geographical Names
November 1991

INTRODUCTION

Preserving native geographical names in Canada

Geographical names reveal significant cultural and environmental aspects of a community's identity.

Traditionally, geographical names have been passed orally from one generation to the next. However, written communication has been threatening these rich oral traditions to the point that much will be lost unless systematic programmes are followed to record and preserve oral tradition. As a part of securing native languages and cultural heritage, both native communities and non-native bodies are now taking steps to ensure that geographical names are collected.

Recent comprehensive surveys have furthered the recognition of native naming sytems, and have increased the endorsement of native names as official toponyms. Such names are appearing in greater numbers on topographic and general maps and in official gazetteers and lists.

Names surveys in native communities may reveal the use of more than one language form, such as, French and Inuktitut in Nunavik, Quebec, and English and South Slavey in the upper Mackenzie River valley, N.W.T.. These situations should not be viewed as conflict or competition, but rather as an acknowledgement of the multicultural reality of Canada.

Systematic field collections of geographical names have to maintain a clear focus to succeed. Their goals are:

(1)   to identify linguistically all known geographical names;
(2)   to locate precisely the named geographical point or area; and
(3)   to obtain relevant background information to situate both the name and its space in the cultural, socio-economic and political context.

There is an increasing need, even an urgency, to pursue *systematically* the field collection of native geographical names. The methodology set out in this guide stresses the involvement of native people in undertaking names surveys. In fact, such surveys are best undertaken entirely by native experts in their own communities and in their own language. Nevertheless, cooperation across cultural lines is often the way that names surveys are completed, so this guide is arranged to take into consideration that a survey team will most likely comprise both native and non-native participants.

The process described in this field guide focusses on the collection of names in native languages, the identification of the relevant geographical locations and extents, and the collection of pertinent background information.

Managing native geographical names surveys

Native geographical names surveys are undertaken under the authority of native communities and their institutions, as defined by aboriginal sovereignty, land use and occupancy patterns, and various social and cultural practices.

The surveys are organized with the cooperation of the Canadian Permanent Committee on Geographical Names (CPCGN), through its Secretariat and/or the appropriate provincial, territorial, or federal geographical names authority (see Appendix A). The full knowledge and positive participation of the various authorities are absolutely essential for the success of a names survey. Native communities must be assured that the names information in their languages will be accurately recorded, and be made available for general use, including provision for topographic maps and gazetteers.

The surveys are conducted by trained teams of native and/or non-native individuals. The teams endeavour to collect systematically all geographical names, their applications, and other pertinent information provided by knowledgeable informants. Such informants are delegated by their own communities to provide names and associated information.

Native people may decide to exclude certain names because they describe sacred places or locations of sensitive or highly treasured resources.

Native communities should verify and endorse, preferably by resolution, the geographical names and related information collected. These names can then be submitted directly to the appropriate provincial, territorial, or federal names authorities, or to the CPCGN Secretariat (see Appendix A). Both the native communities and the names authorities should be able to place full confidence in the field survey team, realizing that the information collected will be the best available. Except for the occasional question, names authorities responsible for official records should not need to undertake further verification with the native community -- a step that could long delay the authorization of the information and irritate the native people with repetitive questioning.

AUTHORIZATION FOR A FIELD SURVEY

Some provincial or territorial jurisdictions require legal documentation before research is started. One example is the licence issued to researchers by the Science Institute of the Northwest Territories, after it has received approval from municipal governments. Certain steps may have to be followed, often involving applications to two or more institutions. To avoid any delays, misunderstandings, or embarassment, applications should be submitted well in advance of projected survey schedules -- perhaps even as much as 12 to 18 months ahead in some cases.

A detailed description of the purpose and methods of the survey is submitted for approval to the responsible native cultural or municipal authority. An authority may be a band council, a land claims corporation, an elders conference, a municipal government, a cultural research institute, or a similar organization. Submission should be in writing, and complemented, if possible, and if requested, by an oral presentation.

The agreement should draw attention to the expectations of the local authority and its cultural community, and to the responsibility of the project group. It should indicate the ultimate ownership of the information to be collected, and the materials that are to be returned to the local authority or cultural community upon completion of the survey. If any material is to remain confidential until release is expressly granted by the authority or particular individuals, it should be noted in the agreement.

When the project is complete, researchers must assure that original materials are properly preserved either in public archives or in recognized facilities accessible to the public.

Authorization of a survey implies proper access, and willingness of the communities concerned to cooperate with the survey team. Such authorization provides permission to go into areas of native jurisdiction.

Release of information is addressed under **Conducting the interviews -** *Ascertaining administrative and background information*.

SURVEY ORGANIZATION

Selecting the survey team

Considerable care must be taken in putting together the survey structure, whether it comprises a single person or a team of several persons with defined tasks. High standards of procedures, training, understanding of the local situation, and linguistic competence are essential in assuring the success of a survey.

Native communities or their cultural organizations should be consulted on the selection of personnel. Compatibility of the team members is a necessary ingredient. The team as a whole must have the necessary abilities to speak, read, and write the particular native language, as well as skills in map reading and feature identification, both on maps and on the landscape itself.

While a native names survey may be undertaken by a single person or a two-member team, the complexities of a systematic collection or interview process could make a large survey operation almost impossible for a team of less than three persons.

The addition of a survey coordinator responsible for one or more surveys creates the optimum survey team -- one comprised of four persons. Ideally all team members should speak the native language. However, if this is not possible, it is essential that the tasks of *Team leader*, *Interviewer* and *Interpreter/translator* be undertaken by individuals fluent in the native language.

Some aspects of the tasks of team members are:

> *(1)* *Coordinator*: communicates with native agencies and names authorities; responsible for the conduct and quality of the survey; assigns tasks to team members; applies for funding; accounts for funds; directs training sessions; supervises processing of names; submits names for officialization.

> *(2)* *Team leader*: leads the field survey; schedules interviews; directs the team; maintains liaison with informants and native organizations; reports on progress.

> *(3)* *Interviewer*: undertakes interviews; records information on the maps and/or on the forms.

> *(4)* *Interpreter/translator*: undertakes interviews; interprets names and associated information; translates information into English or French.

> *(5)* *Secretary/records clerk*: files maps and forms; safeguards information, equipment and supplies; ensures each form is completed; arranges for copying; arranges for accommodation and travel; types correspondence.

Each team member may be required to undertake one or more of the above tasks.

Obtaining finances

Adequate funds must be obtained to cover salaries, administration, travel, maps, and equipment. Sources for funds include native organizations, universities, private organizations, and government departments. Applications for funding should be made well in advance of field plans -- if possible,

at least 12 to 18 months before the proposed survey. The various federal, provincial, and territorial names authorities should maintain a current list of funding agencies for consultation by survey coordinators.

Undertaking advance research

Before going in the field, the team leader must undertake extensive research of the historical and contemporary maps and documentation relating to the history, geography, geology, and archaeology of the survey area. Place name files in government toponymic offices should be extensively examined, and lists of names, both official and unofficial, compiled. The names should either be added to a set of maps or should be identified by codes on the maps, with each code relating to a name in the compiled lists.

Preparing field maps

At least one copy of each map of the relevant scales of the National Topographic System (NTS) series should be available in the field. As well, copies of other cartographic products, such as hydrographic charts, and national and provincial park maps, should be available for consultation. The 1:50 000 scale map should be the basic scale for recording names, names information, and codes. Each working map should be kept flat and, if possible, trimmed with special edging tape to preserve it -- topographic maps can become very fragile after several weeks of handling in the field and during subsequent office processing. A cloth tape with a water-activated (not a contact) adhesive should be used, and a wide enough border left so that the tape may later be trimmed off without deleting information.

> *Note:*
> *Some field workers have found that additional composite sheets (about the same size as a regular topographic map) can be helpful for ease of viewing maps in an interview situation. These extra sheets are prepared from each set of four adjacent 1:50 000 map sheets to provide details about features at the edges and corners of the regular 1:50 000 maps. All recording of field information should be limited to the main set of map sheets, retaining these composite sheets for viewing only. If later there may be a need to separate sections, a methyl cellulose glue stick (such as Pritt or VHU) should be used to join the sheets.*

Current indexes of the various NTS map scales and prices are available from the Canada Map Office, Ottawa, Ontario K1A 0E9. Maps should be ordered flat and unfolded. Canadian Hydrographic Service charts are available through the Hydrographic Chart Distribution Office, Ottawa, Ontario K1G 3H6.

Designing data sheets

A systematic and detailed survey requires clearly designed sets of data sheets to record:

1) *Geographical Name;*
2) *Expert Biographical Details;*
3) *Interviewer Biographical Details*;
4) *Work and Time;*
5) *Index of Initials of Local Experts and Interviewers*.

(Some samples are provided in Appendices B to F).

The data sheets should be made well in advance and inserted in three-ring binders. Each type of data sheet should be on a different colour paper for quick recovery during intense interview conditions. The use of alkaline paper allows for archival storage when the work is completed. Quantities should meet estimated requirements, from ten or less for the *Index* sheet to a thousand or more for the *Geographical Name* sheet.

Assembling stationery and related supplies

A variety of materials should be assembled to provide a complete kit, with sufficient quantities to undertake the field project.

A summary check list is provided here. More details are included in Appendix G.

> *High quality soft lead pencils*
> *Pencil sharpeners*
> *Coloured pencils - red, orange, brown, black, green, and purple*
> *Erasers*
> *Three-ring binders*
> *Cardboard dividers for the binders*
> *Cardboard dividers for separating map sheets*
> *Metal ruler*
> *Stick-on notes*
> *Rubber stamps and ink pads for repetitive information*
> *Magnifying glasses*
> *Tape recorder*
> *Cameras - still and video*
> *Portable PC (personal computer) with large storage, printer, and diskettes*
> *Cardboard boxes and wooden crates for storage*

UNDERTAKING THE SURVEY

A successful, systematic, toponymic field survey depends on the full involvement of native communities, especially their toponymic and linguistic experts. The communities must be fully informed about each survey's intent, methodology and implications. Ideally, surveys are conducted on site, identifying features by name, and moving methodically from feature to feature. However, experience has shown that the most practical approach yielding the best information is the stationary survey undertaken in residential locations, if possible followed by reconnaissance tours through the areas under study.

PREPARING FOR INTERVIEWS

Explaining the survey

The coordinator or team leader explains the work to the local authorities. This can be done directly, or through the offices of the indigenous institutions, such as band councils, hunters and trappers associations, or cultural organizations. Clear statements are made on how the cultural information will be used and on the disposition of the data on completion of the survey.

Local authorities should be consulted for expertise on land features and various elements of the cultural landscape, for example, heritage sites, settlement patterns, and routes used by land, water, and air, in areas pertinent to the community. Such travel often furnishes informants with familiar vistas not always apparent on abstract maps, and helps interviewers comprehend the types of features described by the informants. If excursions are possible, care should be taken in documenting the routes, and in noting (either on prepared data sheets or on photographs) the points from which named places are identified.

Differentiating the survey areas

The complete and comprehensive collection of all names for every feature, place, and space of a particular community's cultural area is the goal of a toponymic survey. The determination of the area embraced is made by the native community concerned. Where sectors are claimed by more than one native community, or where there are overlaps between native communities, all toponymic information is gathered without judging whether one community's names have pre-eminence over those of another.

Within the cultural area of several communities, each community may have its own system of names which can later be integrated with others in the survey. It is important that this be realized so that the integrity of local systems can be respected without jeopardizing the standardization of names for the overall native culture.

Arranging for facilities

The best facilities for stationary interviews are found in public buildings, such as schools, community rooms, and recreational halls. The buildings should be easily accessible and the rooms spacious enough for large groups and the display of maps. Interviews in private residences or in the open (land or water) require special arrangements and special care in selecting the appropriate maps and forms.

If public accommodation and restaurants are not available in the native communities or in nearby centres, arrangements will be needed for field survey team members to obtain meals and sleeping quarters privately, with appropriate compensation for the hosts worked out in advance.

Understanding changing traditions

Native societies are in the process of changing from oral to written traditions. Extensive oral knowledge of named features is often confined to a small and diminishing number of individuals in native communities. Younger generations are growing up with almost an entire lack of oral tradition.

Although qualified local experts are usually among those over 50, the knowledge of younger persons must be examined to assess the dynamic nature of name change and feature perception. It is imperative to query female as well as male experts to capture variations in using and applying names and in perceiving the landscape.

Enlisting local experts

Local authorities, such as councils or elders, should be asked to nominate knowledgeable members of the community and to issue public announcements of the proposed survey and the need to participate. Nominated local experts are usually acknowledged community representatives familiar with oral traditions and the named landscape. Usually (although not always) these informants are the most qualified to provide toponymic information, so such recommendations should not be ignored.

Scheduling the sessions

The work schedule should be advertised to allow interested people to drop in and watch the work in progress. Experts are asked whether their particular sessions should be open or closed. A final public session should be held to allow people to inform themselves about the work, and to question and verify the information gathered. To ensure the high quality of information, the team maintains an open professional relationship with the community at large, as well as with each individual expert participant.

CONDUCTING THE INTERVIEWS

Arranging the interview room and equipment

The smooth conduct of stationary place name interviews requires a large, spacious and well-lit room, large enough to provide a comfortable working space and to facilitate visits by interested members of the community.

Ideally, tables and chairs should be set up in a central position:

- tables in a square or rectangle, to allow the full movement of all people involved;

- chairs for the team members (three to four) and for the experts (one or more).

Note:
Table space should be about 8 - 10 m², large enough:
- *to handle and display several map sheets (e.g. at least four to six adjacent 1:50 000 or 1:250 000 maps);*
- *to allow experts and the interviewer to discuss the places and names;*
- *to accommodate the person recording information, and materials that must be close at hand.*

Additional table space, separate from the central table, will be required for accessible storage of maps and equipment.

- Maps used in the survey should be sorted into map block numbers and kept conveniently close to the interviewer for easy transfer between the storage area and the central table, as required.

- Cluttering of the central table with too many maps should be avoided.

Wall space, or stands if available, are suitable to display maps of different scales, to provide a broader geographical overview for the surveys.

Publications and other materials (dictionaries, reference books, glossaries, etc.) pertinent to the area, language, and culture should be readily available in the work area.

If a video camera is used, it is advisable to provide for its stationary placement with an appropriate angle to cover participants, and with the least interference to the interview process. Similar arrangements should be made when using a tape recorder.

Ascertaining administrative and background information

Ideally, the team conducts each interview with a single expert. (When several experts are providing information simultaneously, care must be taken to differentiate their observations.)

- Interviews should be kept as brief as possible -- say, one to one-and-a-half hours -- to maintain a congenial, social ambiance and to avoid jeopardizing their success.

- Where interviews involve a native language and one of Canada's official languages, care must be taken to allow for patience and understanding during the translation and interpretation phases.

Interviews begin with an introduction of the team and the local experts, followed by a description of the purpose and process of the project.

- Brief biographical details of each expert should be assembled on the *Expert* data sheets. Each expert is queried as to place of birth, home region, and place of residence.

- Where required, signatures for the release of information should be obtained, after an explanation of the legal requirements of privacy protection.

Note:
In some situations it might be necessary to obtain the formal release of information for the legal protection of both the experts and the survey team when the information is made publicly available. This subject should be raised between the parties concerned during the preparation of the survey.

The Release Form signed by the expert could have the following wording:

"I hereby give (survey team's name) permission to use the information on place names which I have given during this survey for general purposes, such as public distribution and research. The survey team will not divulge any personal or other information given, without my consent. I understand that my name and some basic biographical information will be recorded and listed as a source for the place names collected during the survey.

(expert's signature, place, and date)"

- *Interviewer Biographical Details* and *Work and Time* data sheets should be started for participants.

Initials of experts and interviewers are noted on the prepared data sheets (*Index sheet of Initials of Local Experts and Interviewers*).

- To facilitate recording, each expert is assigned a double- or triple-letter code. For reference purposes, family relationships may be recorded.

Note:
When respected experts provide information, the rest of a native community usually does not expect further corroboration. However, differences do exist in the levels and layers of the knowledge and perception of each expert. The team members must at all times respect each expert's sensitivities when doubt may be suggested about particular data or when certain information is checked with other local experts.

Orienting experts to maps of different scales

The interviewer should explain the various scales of maps, charts, and photos available for the region being surveyed.

- Each expert is encouraged to orient himself or herself to the maps.

- Once the general geographical area of an expert's knowledge is identified, it should be outlined by coloured pencil on a medium-scale map.

It is the interviewer's task to guide the expert through the types and scales of maps available, in order to arrive finally at the 1:50 000 National Topographic Series (NTS) maps, on which normally all place name information is recorded.

- In areas where 1:50 000 NTS maps are not yet available, the 1:250 000 maps, divided into the 1:50 000 grid, should be used. (See ***Recording names information on the maps***.)

To assure a smooth transition from scale to scale the interviewer may need to explain the numbering system used on NTS maps.

- The Index Maps published by the Canada Centre for Mapping (EMR) should be available, together with samples prepared to show the grid system for each scale. This will help easy identification of adjacent maps, within and between map blocks.

  Note:
  It is advisable to begin the map orientation with overview maps (national, regional maps) to point out the survey area, then gradually move through the map scales from 1:100 000, to 1:500 000, to 1:250 000 and then to the 1:50 000 grid (16 maps per 1:250 000). For each of these scales a transparent overlay showing the grid for the 1:50 000 maps should be used to make the experts familiar with the successive enlargement of the area from scale to scale. The lines of these grids can also be drafted directly onto the maps, to facilitate the location of the geographical areas covered by individual 1:50 000 maps. The experts can then see how particular features are shown, or are not shown, at different scales.

Once the experts are confident enough to orient themselves on the 1:50 000 map sheets, the interview should be continued with that scale. The 1:250 000 maps can be used for reference to the surrounding areas, beyond the immediate region under discussion.

The team leader should also ascertain:

- the expert's perception of the landscape as portrayed on maps;
- his (her) understanding of naming in the particular culture and language; and
- the kinds of locations, features, and areas for which names might be provided.

  Note:
  The team leader must be careful not to impose ideas of what constitutes an expert's concept of geographical features, or for which features names are expected.

Talking to the experts

There is no set procedure as to how the interviewer should start the conversation with the experts. In most cases, the reasons for, and the goals of, the surveys are very well understood by the experts, who are anxious and committed to record their knowledge in the appropriate fashion. The interviewer's task is to guide the experts through the survey procedure and the materials used during the surveys, and to make sure that the expert's knowledge comes to light during the interview.

To start, an interviewer could select from the following questions.
- Could you describe on the maps (at any available scale) the geographic area most familiar to you?

- Could you point out major physical, cultural, and socio-economic characteristics of the area (for example, drainage systems; mountain ridges; historical sites and events; land use practices, settlements, campsites, etc.)?
- Within this area, do you see any place or areas on the map(s) which have names?

- Is there any particular place or region which you would like to look at in detail?

- Where were you born? Could you identify this place? Does it, or a place nearby, have a name?

- If you find it and there are names, could you identify places with names in that vicinity, recalling your experiences and travels during your youth?

Once the expert starts identifying places and names, and the recording of these names begins, variations of the following questions can be asked.

- What feature is actually named? How is it described and defined?

- How is the name pronounced and spelled correctly? Are there dialectical variations locally or in other places?

- Why, how, and when was the feature (place, area) named this way? Who named the feature? Is the name widely known?

- What does the name mean literally and/or figuratively?

- Are there other names for the feature?

- Is there any relevant additional information (historical data, stories, legends, etc.) which should be recorded?

It is clear that not all questions can, or will, be asked each time a name is recorded. The interviewer has to be constantly aware that the focus of the survey does not become diffused. Additional research on specific topics of oral history can be conducted later, drawing on the basic data provided by the place names survey. (A translation from an interview in the Dene Dogrib language in Rae, N.W.T., is included as an example in Appendix I.)

Collecting the names - maps and data sheets

Balanced and systematic gathering of names, including terminology, for each perceived place, feature, and area is the fundamental goal of the survey.

- Mental travels across maps often trigger the mention of certain names, which should be noted in their spatial context.

   Note:
   The interviewer should try to guide these mental travels along routes that would normally be followed by the local expert. This may mean moving from map to map without completing the questions on every feature on each map. These can

be completed later. This approach helps the expert to provide as much information as possible, as he (she) can perceive the land through the travels across the map.

- When more than one native name is given for the same feature, each is recorded without ranking, leaving it to the community to decide whether it will endorse one, or more than one, name.

- If the same name is provided for different features by different experts, the community should be invited to specify the best application of the name.

The details gathered are recorded on two separate documents:

- on the appropriate map, the outline of the extent and configuration of the feature is clearly marked;

- on a *Geographical Name* data sheet all other information about the feature, including its name, is compiled.

With every expert, a sequence of steps must be followed for each named place, feature, or area.

- When an expert provides a geographical name, a number is written beside the feature so identified, and the toponym is inserted on the *Geographical Name* data sheet, along with the expert's initials.

Recording names information on the maps

All maps should be identified with the survey stamp, indicating the date, and the community or communities where the maps were used in interviews. The marking is important for the processing of data and later archival storage.

On the 1:50 000 scale map (wherever available), each location for which the expert provides a name is outlined, and assigned a sequential location number.

- The expert should be invited to indicate specific features and to outline them using a pointer.

- Subsequently, the team members can use coloured pencils to identify features -- using red for cultural features, orange for travel routes, brown for land features, purple for flowing water features, black for other water features, and green for vegetation.

- Where non-topographic features (such as a field, fishing hole, or section of a tidal zone) cannot be precisely delineated on maps or charts, the approximate outline should be given.

- The location number should be written firmly in red, which photocopies well.

- The placement of the number depends on the type and size of each feature, and the density of named features.

- Care should be taken to relate the location number precisely to the feature it is meant to identify. Arrows should be used to avoid information becoming too crowded.

- When different names are given for the same location, they should all be assigned the same location number.
- Where a 1:250 000 map must be used for recording purposes (i.e. no 1:50 000 sheets exist), it should be divided into a grid of 16 x 1:50 000 maps. Location numbers are assigned so that each 1:50 000 area is numbered separately.

- Where features extend over more than one 1:50 000 map sheet, the selection of a location number for a feature name is derived from the map sheet on which the largest geographical extent, or the centre of the feature, is located.

- The feature is marked on all map sheets on which it occurs. Its selected location number is repeated on the margins of the other maps on which the feature appears. Usually, this notation is made in the margin adjacent to the original map.

Filling in the Geographical Name data sheets

On the *Geographical Name* data sheets, various types of information about each name are recorded. (Even if two or more names refer to the same feature, make sure that each name has a separate *Geographical Name* data sheet.)

- First, the map number and sequential location number should be inserted. The location number must match that put onto the map when the expert identified the item in question.

- For later data entry and computer application, it will be useful to make the location number into a three-digit number, e.g. 009, 010, 011 .... The 1:50 000 map number plus the location number then will provide a unique locator number for each item collected (for example, 24K/13-035).

- Details given by experts should be compiled in their native language, and recorded in lead pencil.

- If voice or video recordings are made, the written details on the history and use of each name may be kept to a minimum.

Each name should be carefully written in the expert's native language according to his (her) pronunciation, using the standard orthography for that language and including all diacritics and symbols. Later, translations may be made into English or French.

- Meanings of words and word segments should be discussed as fully as possible.

- If other names for the same location are noted by the expert, an explanation should be invited for the multiple naming.

- Attention should be drawn to the existing official names, as they occur on maps and in gazetteers, to determine whether or not they are used and understood in the community.

- The expert should be asked if a name has had long-term use or is recent; if it has been borrowed from another culture or language; or if it changes seasonally, temporally, or according to the direction of approach.

- If the expert has heard a particular name, but does not know what particular place or feature it belongs to, a "?" can be added after the location number on the *Geographical Name* form.

- The qualification of a person giving information on place names is usually established and guaranteed by the community that mandated or agreed to the survey. However, experts do react differently to the survey procedures. There are individuals who scan their knowledge systematically, covering map areas section by section; others are more erratic, jumping from area to area, perhaps associating more with historical events. It is, therefore, the task of the interviewer to assess the capabilities of individual experts to achieve the goals of place name collection. In most cases a large number of experts participate in surveys. By reviewing the same area several times over, in the end, such a survey will establish, confirm, and verify the existing knowledge of the community as a whole.

  Notes on orthography for recording information:
  - *Each native name is recorded in the standardized and approved orthography (if available) of the particular language, using either the Roman or syllabic scripts, and maintaining all accents, symbols, and diacritics.*
  - *Where a standardized orthography is not available, an internationally acceptable phonetic transcription or a locally accepted working orthography may be used for recording.*
  - *Names recorded in syllabics should be converted to the Roman script, using the current transliteration system for the language or dialect. If possible, the interviewer should state what transliteration system is being used.*
  - *Each name and its components are explained in the native language and also translated into either English or French. The name of the translator should be recorded; where possible, explanations or translations should be made by the local expert.*

Each cultural and physical feature should be clearly and precisely described by the native experts, noting any cultural, linguistic, natural, and environmental characteristics.

  Notes on generics and entities:
  - *Care must be taken to assess the kinds of features named by particular native cultures, and to understand the variety of generic terms used in that culture.*
  - *What may constitute a single river from an English or French viewpoint, may actually be regarded by a local expert as two, three, or more distinct features, with different descriptive terms for each.*
  - *The expert's description and specific area of application of a name must be accepted, avoiding any preconceptions on the part of the survey team as to what constitutes a particular feature and a standard generic.*
  - *An expert's interpretation and description of a location overrides the evidence depicted on maps or described in gazetteers.*

Coordinates are recorded for each place, feature, or area identified by name.

- The geographical location reference to the nearest minute of latitude and longitude may be determined in the field using a ruler or a portable grid (e.g. 49° 40' - 66° 25').

- Subsequently, in the office:

  - the reference may be determined to the nearest second with a portable grid or with a digitizer (e.g. 49° 40' 15" - 66° 24' 56");

  - the Universal Transverse Mercator grid may be read to the nearest 100 metres by selecting the grid zone designator and square identification from the topographic map legend, and adding the easting and northing numbers read off the grid on the map (e.g. 11U LG 098447).

    Note on coordinates:
    The centre of the geographical feature is usually taken as the key point to record an exact locational reference. For flowing water features, the mouth is taken as the key point (although the source should also be recorded). For roads, routes, and portages, the end points as well as the centre points should be recorded.

Concluding an interview

At the end of the interview:

- Each expert should be asked if he (she) would like to suggest other experts familiar with particular sections of the survey area.

- The expert should be thanked for his (her) time and contributions to the survey.

- Experts should be encouraged to return if they have more information to provide.

- *Work and Time* sheets should be completed.

- Progress of the survey should be indicated on the small-scale maps, preferably posted on the wall of the interview room.

FOLLOWING UP THE INTERVIEWS

Filing and verifying the data

After each day's interviews, the forms are sorted and filed, by map sheet and location number, in the binders. If a portable computer is available, the map area, location numbers, and names are entered and sorted to determine discrepancies and to plan the requirements for additional interviewing. Further sessions with local experts are scheduled to review the data and make

necessary corrections. Open houses may be organized to allow for community involvement and consensus.

Explaining succeeding steps

A community and its leaders should be informed that once all the names have been collected, a further endorsement procedure will be undertaken in the community. This step may take place immediately after the first interviewing phase, or may be scheduled for a subsequent return to the community, after members of the survey team have examined the data and compiled draft maps.

It must be noted that the collected material will be submitted to the appropriate provincial, federal, or territorial names authority for decisions. It should be explained that this step may take considerable time, and that new editions of maps and charts may be published before the final approval process. It should be noted that federal mapping and charting agencies will use names only after they have been made official by the appropriate provincial, territorial, and federal names authorities, and thus accepted by the Canadian Permanent Committee on Geographical Names. Such names will be entered into the Canadian Geographical Names Data Base (formerly the National Toponymic Data Base) of the federal department of Energy, Mines and Resources.

The community and its leaders should be informed that all approved names might not be shown on maps and charts (for example, for lack of sufficient space or because of non-compilation of a named feature, or complex of features, on the map or chart). As well, it should be clear that inclusion of a particular name on a map remains the prerogative of the mapmaker. This does not prevent the native community publishing names lists, gazetteers or place-name maps of its own cultural area.

Integrating the names data

On returning to a home base (either adjacent to the native community or elsewhere), the survey team will integrate all the names information collected on the maps and lists. This is done by recompiling the sequential location numbers on a clean copy of the 1:50 000 scale maps and preparing new lists, with all the appropriate data noted and sources indicated. The lists should be arranged by feature type, beginning with the names of cultural features and ending with the names of physical features.

Obtaining endorsement of local authorities

If this phase was not completed at the end of the field operation, it is imperative that the community and its leaders be invited to endorse, by resolution, all the geographical names information as compiled on the maps and set out in the lists. (See Appendix J for a suggested resolution form.)

PROCESSING THE SURVEY INFORMATION

Computerizing the names data

If portable computers have not been used in the field, it is highly recommended that the collected data be computerized on return to the home base. The survey data should be entered to allow sorting by map sheet, numerical code, expert, interviewer, toponym (in the native language and one of the official languages), and generic type. It must also be possible to sort by current approved names, approved names recommended for retention, recommended native alternate names, recommended new names for approval, and names not recommended for approval.

Submitting names to the appropriate government authority for approval

When a complete set of maps and lists has been assembled, multiple sets are then copied, as required, for the project team's files, for the various names authorities, and for submission to the native community's archives. A glossary of the generic terminology should be compiled, with clear explanations given about the characteristics of each type of feature, as identified by the various generics. Then, sets of the maps and lists are submitted to the the appropriate provincial, territorial, and federal names authorities for decisions.

Seeking clarification of the data

Although the survey team has made every effort to avoid the need for further verifications with the native community, it will be a rare names survey that will be totally comprehensible to the secretariat staff of a names authority. Some questions may arise about a recommendation, a name, a generic, a feature, etc. A team's coordinator or leader should expect that a names authority will require a few verifications of information, or clarification from the native community about some particular details or conflicting information.

Storing survey information

When the survey team has completed all field and processing operations a complete set of the maps and documents should be offered to the appropriate native cultural resource centre, and another set should be deposited in the archives accessible for research by the general public.

CONCLUSION -
ENHANCING GEOGRAPHICAL KNOWLEDGE AND
PERCEPTION OF ABORIGINAL CANADA

Native geographical names are an invaluable source of information linked to the recognition and development of native cultures and languages in Canada. A large number of native geographical names from different cultures and languages have, for centuries, been an integral part of the formalized written Canadian toponymy in publications and on maps. However, it is only during recent decades that systematic field collection of native geographical names has been conducted covering specific culture areas in Canada (Müller-Wille 1987, 1991).

Such field collection, based on the methodology put forward in this guide, is necessary to preserve, protect and develop traditional knowledge as a distinct element of native cultures in Canada. Quite often this knowledge exists only in oral tradition, which is currently under pressure and losing ground against written and electronic storage of information.

This Guide is intended as a tool to serve the expectations of the First Nations of Canada to maintain their cultural and linguistic integrity, by enhancing the knowledge and the perception of Aboriginal Canada. By recording place names, the native experts and the survey teams will ensure that current and future generations will be able to appreciate and understand how native cultures have obtained and maintained geographical knowledge of their homelands.

Helen Oweetaluktuk (interviewer/recorder/translator) with Inuit experts, Peter Marik Airo and Joanassie Nowkawalk, in interview session in Inukjuak (Nunavik), April 1984

(photo: Johnny Palliser)

Inuit experts, Lucy and Tony Manernaluk, in interview session in Rankin Inlet (Kangiqliniq), Northwest Territories, December 1989

(Photo: Ludger Müller-Wille)

Peter Suwaksiork (interviewer), Linna Weber Müller-Wille (recorder), Monica Adjuk (expert), Julia Okatsiak (recorder/translator), Eva Alikashuak and John Adjuk (experts) in interview session at Whale Cove [Tikirarjuaq], Northwest Territories, November 1989

(Photo: Ludger Müller-Wille)

Peter Suwaksiork (interviewer) with Inuit experts, Monica and John Adjuk, discussing place names in the environs of Whale Cove [Tikirarjuaq], Northwest Territories, November 1989

(Photo: Ludger Müller-Wille)

After field surveys, Johnny Palliser processing and verifying place name information in the Department of Geography, McGill University, Montréal, 1984

(Photo: Ludger Müller-Wille)

LIST OF APPENDICES

A   ADDRESSES OF GEOGRAPHICAL NAMES AUTHORITIES

SAMPLES OF SOME USEFUL FORMS

        B   GEOGRAPHICAL NAME DATA SHEET

        C   EXPERT BIOGRAPHICAL DATA SHEET

        D   INTERVIEWER BIOGRAPHICAL DATA SHEET

        E   WORK AND TIME RECORD SHEET

        F   INDEX SHEET OF INITIALS OF LOCAL EXPERTS AND INTERVIEWERS

        G   STATIONERY AND RELATED SUPPLIES

        H   SAMPLE OF A SURVEY MAP

        I   TRANSLATION FROM AN INTERVIEW IN THE DENE DOGRIB LANGUAGE, IN RAE, N.W.T.

        J   RESOLUTION ON THE VALIDITY OF NATIVE GEOGRAPHICAL NAMES

        K   RECOMMENDATIONS ON WRITING ABORIGINAL (NATIVE) GEOGRAPHICAL NAMES

APPENDIX A

ADDRESSES OF GEOGRAPHICAL NAMES AUTHORITIES

Alberta
Geographical Names Programme
Historic Sites and Archives Service
Alberta Culture and Multiculturalism
8820-112th Street
Edmonton, Alberta
T6G 2P8
Telephone: (403) 427-2022

British Columbia
Surveys and Resource Mapping
  Branch
British Columbia Lands
Parliament Buildings
Victoria, British Columbia
V8V 1X4
Telephone: (604) 387-9327

Manitoba
Manitoba Geographical Names
  Program
Department of Natural Resources
1007 Century Street
Winnipeg, Manitoba
R3H OW4
Telephone: (204) 945-1798

New Brunswick
New Brunswick Geographic
  Information Corporation
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Telephone: (506) 453-2939

Newfoundland
Newfoundland and Labrador
  Geographical Names Board
Department of Environment and
  Lands
P.O. Box 8700
St. John's, Newfoundland
A1B 4J6
Telephone: (709) 729-3239

Northwest Territories
N.W.T. Geographic Names Program
Department of Culture and
  Communications
Yellowknife, Northwest Territories
X1A 2L9
Telephone: (403) 920-8854

Nova Scotia
Department of Natural Resources
780 Windmill Road
Torrington Place
Halifax, Nova Scotia
B3B 1T3
Telephone: (902) 424-3145

Ontario
Land and Resource Information
  Branch
Ministry of Natural Resources
90 Sheppard Avenue East
North York, Ontario
M2N 3A1
Telephone: (416) 314-1286

Prince Edward Island
Office of the Clerk
Legislative Assembly
P.O. Box 2000
Charlottetown, Prince Edward Island
C1A 7N8
Telephone: (902) 368-5970

Quebec
Commission de toponymie
1245, chemin Sainte-Foy
Québec, Quebec
G1S 4P2
Telephone: (418) 643-8660

Saskatchewan
Saskatchewan Geographic Names
  Board
c/o Central Survey and Mapping
  Agency
Saskatchewan Property Management
  Corporation
2045 Broad Street
Regina, Saskatchewan
S4P 3V7
Telephone: (306) 787-4900

Yukon Territory
Heritage Branch
Department of Tourism
P.O. Box 2703
Whitehorse, Yukon Territory
Y1A 2C6
Telephone: (403) 667-5363

Environment Canada, Parks
Historical Research
Canadian Parks Service
Environment Canada
Les Terrasses de la Chaudière
Ottawa, Ontario
K1A 1G2
Telephone: (819) 997-6280

Indian Reserves
Lands Directorate
Lands and Environment Branch
Department of Indian and Northern
  Affairs
Les Terrasses de la Chaudière
Ottawa, Ontario
K1A OH4
Telephone: (819) 994-3368

National Defence
Geographic Operations
National Defence Headquarters
Ottawa, Ontario
K1A OK2
Telephone: (613) 995-3829

General inquiries about the Canadian Permanent Committee on Geographical Names may be submitted to the:

Executive Secretary
Geographical Names
Room 650, 615 Booth Street
Ottawa, Ontario
K1A OE9
Telephone: (613) 992-3405

APPENDIX B

GEOGRAPHICAL NAME DATA SHEET (SAMPLE)

(Name of survey; names of responsible institution and coordinator)

Native (aboriginal) Name: Map No.:   *(1:50 000)*

     Syllabics: *(if applicable)*   Location No.:   *(1)*

     Transcription: *(standardized)*   Coordinates: *(yes)*

     Word segments:

     Translation: *(if required)*

Information:

     Entity:

     Official name(s):
     (on map, in gazetteer, date of approval)

     Other names:

     Other sources:
     (exact reference to other surveys, historical maps and documents, etc.)

Background:

Expert's name: *(initials)*

Interviewer's name: *(initials)*

Place of interview:

Date of interview:

(Address and phone number of responsible institution and survey coordinator)

GEOGRAPHICAL NAME DATA SHEET (FIELD-COMPLETED SAMPLE)

NUNA-TOP PROJECT

Native (aboriginal) Name:

    Syllabics: Δ ᚆᑉᕆ ᐊᒃ ᒍᖅ

    Transcription: Inujjuap Kuunga

    Word segments: I/nuj/ju/ap Kuu/nga

    Translation: Giant Person's River *[Initials of translator]*

Map No.: 34L/8

Location No.: 26

Coordinates: *Add in office*

Information:

    Entity: river

    Official name(s): Innuksuac, Rivière
    (on map, in gazetteer, date of approval)

    Other names: Qallunaap Kuunga*

    Other sources: Saladin d'Anglure 1968, 4-110
    (exact reference to other surveys, historical maps and documents, etc.)

Background:

    * "White person's river" referring to the first permanent settlement here (Port Harrison)

    Inujjuap Kuunga widely known.

Expert's name:	JP	Confirmed by:	AW
Interviewer's name:	LM		
Place of interview:	Inukjuak		
Date of interview:	25 April 1984		

(Address and phone number of responsible institution and survey coordinator)

APPENDIX C

EXPERT BIOGRAPHICAL DATA SHEET (SAMPLE)

(Name of survey; names of responsible institution and coordinator)

Expert's name: Initials:

Address and phone number:

Approximate age:

Sex:

Birth place:

Occupation/skills:

Places of residence in and outside home region:

Location of hunting areas:

Travel areas:

Band or culture group:

Places of interviews:

Dates of interviews:

(Address and phone number of responsible institution and survey coordinator)

APPENDIX D

INTERVIEWER BIOGRAPHICAL DATA SHEET (SAMPLE)

(Name of survey; names of responsible institution and coordinator)

Interviewer's name: Initials:

Address and phone number:

Approximate age:

Sex:

Birth place:

Occupations/skills:

Interviewer's comments about experiences during interviews and experts' geographical perception and knowledge related to names; problems; suggestions:

Band or cultute group:

Places of interviews:

Dates of interviews:

(Address and phone number of responsible institution and survey coordinator)

APPENDIX E

WORK AND TIME RECORD SHEET (SAMPLE)

(Name of survey; names of responsible institution and coordinator)

Place:

Date:

Interviewer's name:

Expert's name:

Time (hours):

Area covered (map no.):

Number of names given (by map and locator numbers):

(Address and phone number of responsible institution and survey coordinator)

APPENDIX F

INDEX SHEET FOR INITIALS OF LOCAL EXPERTS
AND INTERVIEWERS
(SAMPLE)

List of initials of all people involved in the survey -- team members, experts, and interviewers -- to be used on data sheets and in data base.

_____

(Name of survey; names of responsible institution and coordinator)

_____

Person's full name: Initials used:

_____

(Address and phone number of responsible institution and survey coordinator)

_____

APPENDIX G

STATIONERY AND RELATED SUPPLIES

The highest quality of *soft lead pencils* should be acquired for marking on the maps and writing on the forms. No pencils should be harder than HB. As a rule of thumb, the quantity of pencils should be about one for each 100 names anticipated during the survey.

Both small hand-held *pencil sharpeners* and mountable sharpeners are required.

Top quality *coloured pencils* are very valuable in differentiating feature types on the maps. Again nothing harder than HB should be used. Among the best makes for writing on maps are Berol Prismacolor and Berol Canadiana. Six basic colours yield good results: red, orange, brown, black, green, and purple. Blue should be avoided as it reproduces poorly. The quantity of coloured pencils will vary from project to project, but one of each colour to five lead pencils (i.e. 500 names) appears to be a good ratio.

Soft, white vinyl *erasers* are the best for removing both lead and coloured pencil from coated map surfaces, without smudging or tearing. About one eraser for each dozen pencils (i.e. 1200 names) would be a good ratio. Koh-i-Noor or Rapidograph #286 are very suitable.

Thick *three-ring binders*, preferably those with slanted rings, are the best for flipping large quantities of sheets. About one such binder for each 1:50 000 map sheet, or for 200 *Geographical Name* data sheets, is a guide for the quantity needed. Smaller binders are satisfactory for the other types of data sheet.

Smooth *cardboard dividers* are convenient for separating names by map sheet in the large binders.

Folded 8 1/2" x 11" *cardboard dividers* are useful for separating each set of map sheet blocks, such as the 16 x 1:50 000 sheets of a 1:250 000 map sheet area.

A *metal ruler* (60 to 80 cm) is useful for marking off small-scale maps to indicate the coverage of large-scale maps in the same area or to note the coverage of a general map or chart.

A supply of *stick-on notes* are handy for temporary notes, reminders, and questions for follow-up. Some types do not adhere well to coated maps -- experiment. Use these only on a very temporary basis, as stick-on notes leave a residue on documents.
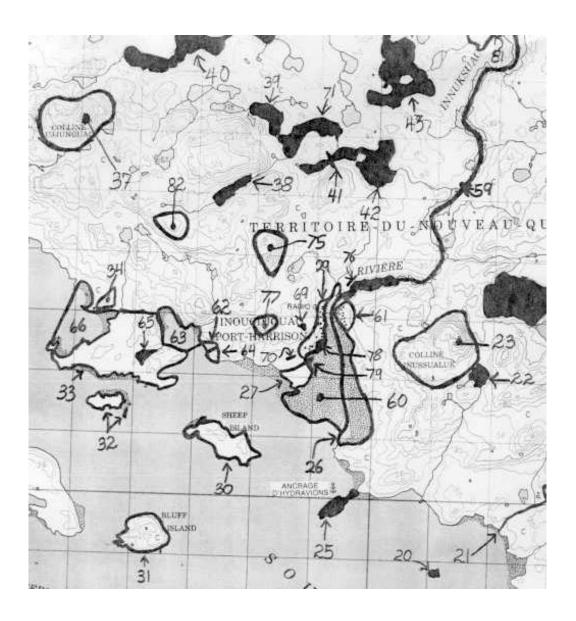
A selection of *rubber stamps* and *ink pads* is useful for repetitive use on data sheets, for example, to indicate the name and address of the survey office. Inclusion of blank lines on the stamp will allow insertion of the date, the community or area name, and the map sheet numbers. Non-acidic ink is preferable for archival purposes.

Magnifying glasses help overcome problems of differentiating features on highly detailed maps and are useful for interviewers and informants with poor eyesight.

Tape recorders, still cameras, and *video cameras* provide excellent supplementary information. They should only be used with the express permission of the community, and, where applicable, of the individual informants. Tape recorders are very useful for recording sounds and tones of names. Nevertheless, they should not become substitutes for listing information directly on maps and data sheets during interviews -- trying to relate taped information to unmarked maps will only lead to errors and omissions in both names information and coverage. For posterity, tapes and film should be properly stored, as soon as possible.

Sturdy and practical *boxes* (cardboard) and *crates* (wooden or aluminum) are a necessity for handling, moving, and protecting the supplies, especially the maps and data sheets. The map containers should be large enough to transport and store the maps flat. The containers should also be designed to serve as field desks when regular tables are not available.

A sample from a 1:50 000 scale survey map (34 L/8, Inukjuak)

A selection of the information collected by the Nuna-Top Poject 1984-87,
Avataq Cultural Institue and Ludger Mûller-Wille, Indigenous Names Surveys

APPENDIX I

TRANSLATION FROM AN INTERVIEW IN THE DENE DOGRIB LANGUAGE, IN RAE, N.W.T.

The following text is based on a translation of a transcript from an interview conducted and taped in the Dene Dogrib language, in Rae, Northwest Territories. The material was provided by Randolph Freeman, N.W.T. Geographic Names Program, Yellowknife.

The area under discussion is approximately 30 km northwest of Rae and is shown on NTS map 85 N/1. Native geographical names shown in the text are written in the local orthographic form.

INTERVIEWER	INFORMANT
"Which areas on these maps are you familiar with and do you have names for?" [Interviewer shows the informant 1:250 000 scale topographic maps of the area.]	"When I was younger I had a trapline that started here [Informant indicates a point on the north end of Ihda K'e' Ti (Marian Lake)] going up this river way past Beacho Ti (Shoti Lake). I have travelled in summer and winter all over this country and used to have cabins here, here, and here." [Informant points to three places on the map.]
"This place here, on this large scale [1:50 000] map, where you said you had a cabin, does it have a name?"	"This island is called Xàe'liµ. There used to be an old village on the island but now nobody lives there."
"What does Xàèli mean?"	"Xàe'liµ means 'it flows out'. You can see how the island is long and thin and looks as though it is flowing with the river."
"Do you know who gave it that name or when it was named?"	"I do not know who gave it that name. It had that name even before my grandfather's time."
"Does this island have any other name or names?"	"I have never heard it called anything but Xàe'liµ. All the Dogrib people call it by this name."
"Does this area have a name? [Interviewer points to a range of hills a few miles west of Xàe'liµ.]	"We call all these mountains Wezhi' Ts'at¬a."

"Why are they called Wezhi' Ts'at¬a and what does the name mean?

"The name means 'we went in there'. Long ago, the people had tribal wars, and many of them left, trying to escape. The big high mountain range that is there, they lifted it up and it is said that a large number of people went into that mountain. Some of them carried their children on their backs. Also there were a few of them who were warrior-like. They did something to the mountain and it opened up. That's how the people went in there. They kept going and did not look back until they came to ?et¬e ti [James Lake]. That is why all the Dogrib people call it Wezhi' Ts'at¬a."

"Do you know when the people went into that mountain?"

"No. This happened a long time ago when we used to have wars."

"Do these mountains have another name?"

"No. We only call them Wezhi' Ts'at¬a."

**RESOLUTION ON THE VALIDITY OF
NATIVE GEOGRAPHICAL NAMES**

Resolution No.

Survey title:

Name of local authority:

Moved by:

Seconded by:

WHEREAS   (... *name of coordinator* ...) has directed the geographical names survey of (... *name of community* ...) and has collected a list of geographical names by interviewing members of the local community;

WHEREAS the Council of (... *name of community* ...) agrees that the list reflects the generally accepted names used for the geographical features in its homeland, according to its history, and land use and occupancy practices.

THEREFORE   the said Council hereby endorses the list, and recommends the official approval of the geographical names to the (... *name of government names authority/authorities* ...), their recognition by the Canadian Permanent Committee on Geographical Names, and their entry into the appropriate provincial and/or territorial data base, as well as into the Canadian Geographical Names Data Base.

Adopted: (yeas)   (nays)   (abstentions)

Place:

Date:

Signatures of native community officials:

APPENDIX K

RECOMMENDATIONS ON WRITING ABORIGINAL (NATIVE) GEOGRAPHICAL NAMES

Seven recommendations on the writing of aboriginal names were accepted as guidelines by the CPCGN at its annual meeting in Halifax on October 12, 1990.

It was recommended that:

1. the standard orthography of aboriginal toponyms be respected;

2. those aboriginal groups who do not have a standardized orthography be urged to develop and approve such standard writing systems;

3. the principle of dual and/or alternate naming be acceptable in the aboriginal context, except in the case of populated places;

4. in keeping with United Nations resolution I/4D(b) on the standardization of geographical names, the status of each name in a dual and/or alternate context be clearly specified;

5. maps using standard aboriginal orthography be accompanied by appropriate pronunciation guidelines for non-standard (i.e. English/French) letters and/or diacritics;

6. the issue of dual and/or alternate names be given further consideration, especially in the context of:

    a) use of English/French generics either as an addition or as a replacement for the aboriginal generic;

    b) possible orthographic adaptations of the name;

7. gazetteers incorporating aboriginal names always cross-reference dual and/or alternate forms.

SELECTED REFERENCES

Canadian Permanent Committee on Geographical Names (1986): Resolutions of the native geographical names symposium. *CANOMA* 12(2): 1-5.

Canadian Permanent Committee on Geographical Names (in preparation): *Bibliography of native toponymy*.

Hudon, Hélène (1986) : *Méthodologie des inventaires toponymiques.* Dossiers toponymiques, 16. Québec : Commission de toponymie, Gouvernement du Québec. 33 pp.

Hudon, Hélène (1987): *A manual for the field collection of geographical names*. (Adapted for use in English by L.M. Sebert.) Toronto: Queen's Printer for Ontario. 43 pp.

Müller-Wille, Ludger (1984): The legacy of native toponyms: towards the establishing of the Inuit Place Name Inventory of the Kativik Region (Québec). *Onomastica Canadiana* 65: 2-19.

Müller-Wille, Ludger (1987): *Gazetteer of Inuit place names in Nunavik (Quebec, Canada).* (English, French, Inuktitut.) Inukjuak: Avataq Cultural Institute. 368 pp.

Müller-Wille, Ludger (Editor) (1991): *Inuit place name map series of Nunavik. Inujjuaq (Inukjuak) Region.* Inukjuak: Avataq Cultural Institute. 11 sheets.

INDEX

NOTES