

NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

Toponymy Policy

SPRING 2022

NCC TOPONYMY POLICY

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1. TOPONYMY, NAMING AND RENAMING: *RAISON D'ÊTRE* AND PRINCIPLES

Naming places is fundamental to human societies. It invites and enables the adoption of a common understanding of a place, its location, and its connection to other places. Place names are often established at a specific moment that reflects the mind-set and worldview of the time. On the other hand, cities, and places within them, are dynamic: they are influenced by the people who live within it and how those people evolve vis-à-vis shared history.

This policy is intended to acknowledge the tension inherent to place-naming decisions, and to provide avenues to discuss in an open forum how names can evolve in order to ensure all people feel a meaningful connection to our shared history.

The National Capital Region (NCR) is situated on the unceded territory of the Algonquin Nation and as such, this policy aims to reflect this rich heritage as well as the diverse history of the region and of Canada.

In this spirit, the National Capital Commission (NCC) proposes to anchor its naming policy in values-based principles, as follows:

Integrity

Integrity means that naming and re-naming will be undertaken in a holistic manner and based on documented information as well as historical accuracy. This includes respecting the knowledge that individuals and groups choose to share through oral history and traditional knowledge.

Inclusiveness

Canadians are diverse and so is their history. Inclusiveness means presenting different voices, perspectives and experiences, as appropriate. It also means a broader public engagement with diverse groups to ensure that history presentation reflects the spectrum of the NCR and of Canada's history.

Relevance

Naming and re-naming needs to be meaningful and significant. Relevance means making connections between the past and the present to build understanding about the world we live in today. Making names relevant and significant can also illuminate how a local story connects with national and world history.

2. POLICY STATEMENT

The lands and assets managed by the NCC are an important part of the fabric of the community and names given to these lands and assets contribute to creating a culture and identity within the NCR.

Names given must reflect the heritage as well as the cultural, ethnic and/or gender diversity of the NCR, including, in the spirit of reconciliation, Indigenous Peoples, particularly the Algonquin Nation as the host Nation of the NCR.

This Policy establishes the criteria and process to name or rename an NCC managed asset. It also includes the value-based principles that will be relied upon in the evaluation of the proposed name.

This Policy does not apply to the names of NCC managed assets that have been assigned in return for financial or in-kind contributions, memorials or commemorative events or sponsorships.

3. CRITERIA

a. General

To the extent possible, the NCC aims to use each category of naming and re-naming in a balanced approach, so that one category is not used disproportionately.

NCC managed asset names shall not impair the ability of First Responders to respond to emergencies or impair the NCC's ability to deliver services.

NCC managed assets that have been named or renamed in the previous ten years will not be renamed unless a compelling case can be demonstrated.

Any naming must be able to be done in both official languages as well as in consideration of the *Indigenous Languages Act*.

Notwithstanding any other provision of this policy, no naming will be approved that will call into question the public interest, respect and/or reputation of the NCC.

The NCC reserves the right to refuse a naming request if not aligned with any of the conditions laid out in this policy, but particularly if the NCC feels that the naming is not in the interest of building the identity of the Capital.

Naming and re-naming of NCC managed assets shall not:

- Result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment or advertisement to the named party, or a development, product, service or a particular business;
- Be or be perceived to be discriminatory or derogatory of Indigenous Peoples, race, colour, ethnic origin, gender identity or expression, sex, sexual orientation, creed, political affiliation, disability or other social factors;
- Result in inappropriate abbreviations or acronyms;
- Duplicate another named Property in the NCR;
- Be phonetically similar to another named property in the NCR;

- Unduly detract from the character, integrity of the community or aesthetic quality of the NCC managed asset or unreasonable interference with its enjoyment or use;
- Place the NCC in conflict with any agreements established in the acquisition or management of the property; and

b. By categories of naming

i. Historical/Patrimonial Naming

This category refers to naming and re-naming an NCC managed asset after a place or event or cultural aspect that are significant for the NCR or for Canada, or both.

For the consideration of historical/patrimonial naming, the NCC would look at information respecting the place, event or cultural identity as it relates to:

- Political Life,
- Canada and the World
- Indigenous Peoples, particularly the Algonquin Nation as the host Nation in the NCR,
- Social and Cultural life.

The contribution of the place, event or cultural identity must be significant either for the NCR or for Canada and must have been so for at least 10 years. The NCC may waive this last requirement if a compelling case can be demonstrated.

ii. Honorific Naming

This category refers to naming or re-naming an NCC managed asset after a person or group of persons who has made a substantial contribution to the communities of the NCR or Canada, or both.

For the consideration of honorific naming, the NCC would look at information respecting the individual or group of individuals as it relates to:

- Political Life,
- Canada and the World
- Indigenous Peoples, particularly the Algonquin Nation as the host Nation in the NCR,
- Social and Cultural life.

The contribution of the individual or the group of individuals must be significant either at the NCR or Canada.

The individual must have been deceased for at least ten years. The NCC may waive this requirement if a compelling case can be demonstrated.

The individual or group of individuals next-of-kin/survivor shall provide written consent for its name to be used.

In exceptional situations, where it comes to light that a person has brought dishonour on Canada, the NCC may revoke the name and launch a re-naming process. In this instance, the NCC would rely on the Toponymy Committee's advice and the policy's values-based principles. Alternatives to name revocation, such as additional onsite interpretation, can be considered.

iii. Indigenous Naming

For the purpose of this policy, this category refers to naming and re-naming an NCC managed assets as a mean to support the reclamation, revitalization, strengthening and maintenance of Indigenous languages as an integral part of Indigenous Peoples' culture and identities as they are significant for the NCR or for Canada, or both.

The Indigenous Naming approach suggested herein is aligned with Article 13 of the [UN Declaration on the Rights of Indigenous Peoples](#):

“Indigenous peoples have the right to revitalize, use, develop and transmit to future generations their histories, languages, oral traditions, philosophies, writing systems and literatures, and to designate and retain their own names for communities, places and persons.”

The NCC understands Indigenous peoples, particularly the Algonquin Nation, had names for many areas within their ancestral territory currently covered by the NCR. Further, the NCC understands that traditional Indigenous names carry stories, history, cultural references, belief systems, and connection to the land in their meaning. They can also indicate information about a specific person, group of persons, heritage, or a natural feature. The names Indigenous peoples gave to certain areas were rich and thoughtful, and offered the opportunity for connection between generations. The NCC would consider using traditional names when appropriate, particularly Indigenous names that are important to the Algonquin Nation. In this context, information conveying the importance of the traditional Indigenous name, its importance in Indigenous stories, history, culture, belief system, and/or connection to the land, or how the name offers the opportunity for connection between generations should be provided.

Indigenous naming may also be considered for NCC managed assets that do not currently carry a traditional Indigenous name. The NCC recognizes that, in those instances, there is an opportunity to include Indigenous names, particularly Algonquin Nation names as the host Nation in the NCR, as a way to acknowledge, celebrate and increase the visibility of Indigenous languages in the NCR.

In this context, information detailing how the Indigenous name supports stories, history, culture, belief systems or connection to the land should be provided. For a new name, the NCC proposes to follow Indigenous practices

or Indigenous protocols (when established) for naming, so that the indigenous name reflects the importance it holds for Indigenous peoples, particularly for the Algonquin Nation, and that its meaning is significant.

In the event an Indigenous name uses another alphabet than the Latin alphabet, a translation in English and French should accompany the proposed name.

iv. *Natural/landscape features Naming*

This category refers to naming and re-naming an NCC managed asset after native wildlife, flora, fauna, or natural features (geographical or topographical) that are significant for the NCR or for Canada, or both.

For the consideration of natural/landscape features naming, the NCC would look at information respecting:

- The uniqueness of the natural or landscape feature for the NCR or Canada in relation to the NCC managed asset;
- The significance of the discernable natural or landscape feature for the NCR or Canada in relation to the NCC managed asset.
- The relationship between the natural or landscape feature and its importance for Indigenous Peoples, particularly the Algonquin Nation as the host Nation in the NCR.

4. PROCESS

a. Member of the public proposing naming or renaming

Any individual, member of the public or group of individuals may propose to name or re-name an NCC managed asset. An application for naming and renaming should be sent to the Public and Corporate Affairs Division of the NCC and include information as outlined in this document. Costs involved in gathering the supportive information, as outlined under “a. i. supportive documentation and rationale”, below, will be the responsibility of the applicant.

For applications that fall within the Indigenous name category, or that refer to Indigenous Peoples, the NCC would prioritise application submitted by an Indigenous individual or group of individuals. The NCC would also give careful consideration to applications submitted by an individual or group of individuals from the Algonquin Nation. In all cases, applicable engagement with Indigenous groups, particularly the Algonquin Nation will be conducted.

i. *Supportive documentation and rationale*

Applications must include:

- A map or illustration, including the civic address (or relevant adjacent streets or identifier) of the NCC managed asset for where the naming or re-naming is proposed
- The proposed name and its importance to the NCC property

- The rationale for naming or re-naming and details of the significance of the proposed name
- Supportive documentation as it relates to the different categories of names
- Petitions, support letters, or any information if engagement and consultation was conducted on the proposed name, if available
- Contact information from the applicant

ii. Analysis

The Public and Corporate Affairs Division of the NCC shall review the application as it is received. Specifically, the NCC will:

- Acknowledge receipt of the submission to the applicant
- Ensure the application is complete and supportive information is sufficient
- Review the application against the criteria outlined in this document, including linguistic components

The NCC reserves the right to end the naming or re-naming process at the analysis stage. In such an event, the NCC will notify the applicant.

b. NCC proposing naming or renaming

i. Accessibility of supportive documentation, rationale, and analysis

The NCC may launch a naming or re-naming process at its own discretion. In this case, it will be the NCC's responsibility to ensure that the supportive documentation, rationale and analysis are complete and meet the criteria and intent of this policy. The NCC may identify name(s) for consideration under this approach.

c. Advisory Committee on Toponymy

The committee will be responsible for ensuring the proposed name is aligned with the values-based principles.

The Committee may also review other matters involving toponymy-related issues that may referred to the Committee by the CEO.

Terms of references detailing the mandate and functioning of the committee are annexed to this policy.

d. Engagement and Consultation with interested parties

When an application is deemed complete by the NCC and when engagement and consultation is required; the proposed name will be circulated to interested parties for comment and feedback. This may include, depending on the category of name and the location of the NCC managed asset, the cities of Gatineau, Ottawa and other rural communities in the NCR, emergency service providers, Indigenous groups, businesses, and the general public in the vicinity of the NCC managed asset.

If more than one name for the same NCC managed asset is submitted, the NCC will circulate all proposed names. In this case, the NCC will invite interested parties to identify which name they prefer and why.

Comments and feedback will be considered by the Toponymy Committee before a recommendation to the NCC Board is made.

e. Recommendation to NCC Board

All names will be approved by the NCC Board of Directors. The Vice-President, Public Legal and Corporate Affairs, will receive submissions from the toponymy committee for the Board's consideration. The Vice-President PLCA will present a submission to the NCC's Executive Management Committee prior to submitting to the NCC Board. The recommendation to the NCC Board shall include information stemming from the supportive documentation and rationale, the analysis, the engagement and consultation (when required) and the overall recommendation from the Toponymy Committee.

f. Decision communication and implementation timelines

In the case of the renaming of a parkway, or road, the NCC will notify all residents and businesses residing on the route at least thirty (30) days prior to the re-naming taking effect.

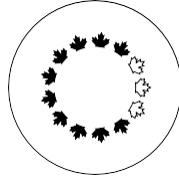
The NCC will also notify the local municipality, and emergency services for any renaming.

At the time of approval, the Board of Directors will approve the form of signage to be used to communicate the new name.

5. ADVISORY COMMITTEE ON TOPONYMY (ACT)

Details of purpose and mandate, activities as well as meeting frequency of the ACT are outlined in the terms of reference.

The committee will include NCC employees as well as outside representatives from Kitigan Zibi Anishinabeg, Algonquins of Pikwakanagan First Nation, a local historical or heritage specialist and Canadian historical or heritage specialist. For more information respecting the membership refer to the annexed Terms of Reference.



NATIONAL CAPITAL COMMISSION
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Terms of Reference
of the Advisory Committee on Toponymy

Approved by the Chief Executive Officer on January 31, 2022

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Appendix 1: Financial Considerations for External Committee Members

These terms of reference set forth the policies and procedures of the Advisory Committee on Toponymy (the “**Committee**”) appointed by the Chief Executive Officer (the “**CEO**”) of the National Capital Commission (the “**Corporation**”).

1. Mandate

The mandate of the Committee is to assist the Corporation, through the CEO and management of the Corporation, by reviewing the information included in the naming and re-naming proposals, namely, the supportive documentation and rationale as well as the analysis, and to advise on public engagement and consultation needs. The Committee is responsible for ensuring the proposed names are aligned with the value-based principles as stated in the NCC’s Naming and Renaming Policy.

2. Membership

2.1. The Committee will be comprised of:

i. Five (5) employees of the Corporation:

- Vice President, Public Legal Corporate Affairs;
- Senior Advisor, Indigenous Engagement;
- Manager, Heritage Program;
- Land manager from Capital Stewardship and;
- Chief, Landscape Architecture and Industrial Design.

ii. four (4) external members of the Corporation,

- A representative from Kitigan Zibi Anishinabeg to be appointed in consultation with Kitigan Zibi Anishinabeg;
- A representative from Algonquins of Pikwakanagan First Nation to be appointed in consultation with Algonquins of Pikwakanagan First Nation;
- A representative with expertise in local history or heritage; or on local historical interpretation for the National Capital Region, to be appointed by the NCC; and
- A representative with expertise in history or heritage; or interpretation from outside the NCR, to be appointed by the NCC.

for a total of nine (9) voting members.

- 2.2. Each member will be appointed to the Committee by the CEO. External members will be appointed for an initial term of no longer than three (3) years, subject to renewal twice, such that no external member's term of service on the Committee will exceed nine (9) years.
- 2.3. The Vice President, Public Legal Corporate Affairs is the Chairperson of the Committee.
- 2.4. The vice-chairperson will be appointed amongst the external committee members on a rotational basis for a period of 12 months.
- 2.5. Terms of external committee members will be staggered so that, over time, the terms of no more than two (2) members will expire at the same time.
- 2.6. The Land Manager, Capital Stewardship position may vary based on the NCC asset being reviewed at each meeting.

3. Duties and Responsibilities of the Committee

- 3.1. At the request of the CEO, the Committee will provide comments and advice on matters pertaining to the integrity, inclusiveness and relevance of the proposed names and ensuring alignment with the value-based principles, including but not limited to: deliberations on the appropriateness of the proposed name(s), the historical accuracy of the proposed name(s), as well as how the proposed name reflects, in a significant manner, an element of the NCR or of Canada.
- 3.2. The Committee may provide advice to the Corporation on engagement and consultation activities.
- 3.3. The Committee may take part in the engagement and consultation activities, as appropriate, and may use the information gathered in this process to provide a recommendation to the CEO.
- 3.4. The Committee shall consider the comments and feedback received for a proposed NCC managed asset name, before a making a recommendation to the CEO.
- 3.5. The Committee shall review the proposed name(s) and ensure appropriate representation of the different naming categories (Historical/Patrimonial, Honorific, Indigenous, Natural/landscape features) so that one category is not used disproportionately
- 3.6. The Committee may also review other matters involving toponymy issues that are referred to the Committee by the CEO

4. Duties and Responsibilities of Members

- 4.1. Committee members will attend meetings, prepare for each meeting by

thoroughly reviewing all materials prepared and sent to Committee members prior to each meeting and participate actively in all meetings by, bringing to the Committee and its deliberations the full extent of their experience.

- 4.2. If a Committee member faces a real, apparent or potential conflict of interest relating to a matter before the Committee, that member will inform the Chairperson of the Committee and the Commission Secretary prior to consideration of the matter by the Committee. If the Chairperson of the Committee, concurs that a real, apparent or potential conflict of interest exists, the member faced with such conflict will disclose to the Committee the member's interest and will not participate in the consideration of the matter and will not vote on the matter.
- 4.3. Committee members shall:
 - 4.3.1 Strictly maintain the confidentiality of the information they obtain because of their membership on the committee;
 - 4.3.2 Not knowingly take advantage of, or benefit from, information that is obtained in the course of their term on the committee and that is not generally available to the public.

5. Selection process

- 5.1. The NCC will work with the Algonquin communities to obtain recommendations for the representative of the Kitigan Zibi Anishinabeg and the representative of the Algonquins of Pikwakanagan.
- 5.2. The NCC may use various recruitment methods including, but not limited to, posting a Notice of Vacancy on its website and social media, direct recruitment with professional organizations and academic institutions as well as optimizing the network of partners such as NCC Board and Committee members.
- 5.3. Members of the Committee will be required to have or obtain a minimum of Reliability Level security clearance in order to be appointed and to participate in the Committee's activities.

6. Committee Meetings

- 6.1. The Committee will meet at least once a year, on such dates as may be determined by the Chairperson, in consultation with the CEO.
- 6.2. The Chairperson, in consultation with the CEO, may convene additional Committee meetings as required on such notice as may be determined by the Chairperson.
- 6.3. Committee meetings will be held in person; provided that, where circumstances make it impractical to convene and hold an in-person meeting, a teleconference

or videoconference meeting may be organized.

- 6.4. Quorum for the meetings of the Committee will be five (5) Committee members, of which two (2) must be external members.
- 6.5. The Chairperson will be responsible for leadership of the Committee and for ensuring that the Committee operates effectively. In performing this role, the Chairperson's responsibilities will include:
 - i. managing the conduct of Committee meetings and the length of presentations to allow enough time for meaningful discussion;
 - ii. facilitating open and constructive communications between Committee members and encouraging their contribution to all Committee's deliberations;
 - iii. facilitating open and constructive communications between Committee members and management of the Corporation; and
 - iv. facilitating open and constructive communications between Committee members and proponents/consultants who present material to the Committee.
- 6.6. In the absence of the Chairperson, the Vice-Chairperson will act as chairperson of a Committee meeting. In the absence of the Chairperson and the Vice-Chairperson, the attending Committee members will appoint an acting Chairperson from amongst themselves.
- 6.7. The Commission Secretary will assign a Committee Secretary to the Committee. The Committee Secretary will organize Committee meetings, assist the Chairperson in managing Committee meetings and keep minutes of Committee meetings.
- 6.8. Approved minutes will be distributed to the CEO for information.
- 6.9. The Committee Secretary will provide Committee members with material in preparation for each meeting. Preparatory material, in accessible format, will be sent to members by email or mail at least one week prior to the Committee meeting at which such material will be discussed to allow members sufficient time to review the material. Committee members will be expected to have read the material prior to the meeting and to actively participate in Committee discussions.
- 6.10. Submissions to the Committee will be in both official languages. Members will identify their language of choice for receipt of documentation to the Committee Secretary. Simultaneous interpretation will be provided at all Committee meetings.
- 6.11. At any meeting of the Committee, the members of the Committee may, by

simple majority vote, elect to suspend any of the requirements of this charter related to the calling or conduct of such meeting, including abridging the notice period for the calling of such meeting, or to the sending of all or any agenda, materials, documents and presentations related to such meeting.

- 6.12. Minutes of the Committee once approved will be made available on the Corporation's website. These Minutes shall record whether any member of the Committee dissents from a recommendation of the Committee.
- 6.13. External members of the Committee shall be paid "per diem" allowance and other allowable expenses in accordance with Appendix 1 attached hereto.

7. Reporting

The committee will report regularly to the CEO regarding its meetings and progress in carrying out the responsibilities of the Committee pursuant to these terms of reference.

Appendix 1

Financial Considerations for External Committee Members

1. General provisions

- 1.1. "Per diem" allowances, in the amount of \$375, are payable to external Committee members for attendance at advisory committee meetings.
- 1.2. "Half-day per diem" allowances, in the amount of \$187.50 are payable in respect of an activity listed in Section 1.1 above which does not exceed four (4) hours.
- 1.3. Only one "per diem" allowance will be paid in respect of a twenty-four (24) hour calendar day.

2. Travel expenditures and other expenses

- 2.1 Committee members will be entitled to be reimbursed their traveling expenses and other expenses properly incurred by them in connection with the affairs of the Corporation.
- 2.2 When travelling to attend a Committee meeting, each Committee member will be paid, after the first two hours of travel, an allowance for actual time in travel in accordance with the *Treasury Board Secretariat Travel Directive*.
- 2.3 Committee members may use a private vehicle to attend a Committee meeting, if pre-approved by the Commission Secretary, and will receive an allowance in respect of such usage as per the kilometric rates stipulated in Appendix B of the *Treasury Board Secretariat Travel Directive*. It must be established that the use of a private vehicle is less expensive than the airfare.
- 2.4 Committee members will be responsible for their own travel arrangements and will be reimbursed, upon presentation of original receipts, for (a) their travel fare in VIA 1 class when travelling by train; (b) economy class, when the flight time is less than four (4) hours; or (c) business class for flight time of four (4) consecutive hours or longer, aboard scheduled commercial airlines.
- 2.5 Committee members will be responsible for any travel rates in excess of those set forth in Section 2.4 for a higher class of travel, deviation of itinerary from primary residence, and any travel stops that are not directly related to the Corporation's affairs.
- 2.6 When attending a Committee meeting, Committee members will receive a meal allowance in accordance with Appendix C of *Treasury Board Secretariat Travel Directive*.

- 2.7 Lodging accommodations arrangements for Committee members attending a Committee meeting will be made by the Commission Secretary's office.
- 2.8 Committee members will be reimbursed for their lodging accommodation costs upon presentation of original receipts and will be responsible for any excess lodging rates, and incidental costs such as room service, telephone charges or other similar charges.
- 2.9 Committee members who lodge in private residences will be allowed a reimbursement in accordance with the rates stipulated in *Appendix C of the Treasury Board Secretariat Travel Directive* for non-commercial accommodation allowances.
- 2.10 The Commission Secretary will reimburse expenses, other than travel or lodging, incurred by a Committee member to attend a Committee meeting in accordance with the *Treasury Board Secretariat Travel Directive* with original receipts.