

GEOGRAPHICAL NAMES BOARD OF CANADA

STRATEGIC PLAN

2014



Government
of Canada

Gouvernement
du Canada

Canada

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Message from the Chair of the Geographical Names Board of Canada

As the Chair of the Geographical Names Board of Canada (GNBC), it is my privilege to present the Strategic Plan 2014 that defines the direction of Canada's national naming authority through 2020.

Canada's geographical names tell us as much about *who we are* as they do about *where we are*. The names we use for places around us reflect our culture, identity and history. The study of place names of a region or language is known as *toponymy*.



Geographical names are an integral part of our daily lives, and they are essential to the scientific, commercial and economic world.

Imagine a map without place names. You would have difficulty locating yourself and you would lose the sense of place, culture and history that comes from place names. Now imagine that there are place names, but different maps show different names for the same place. A lack of consistent, authoritative place names would spell confusion for society, from first responders to visitors and travellers of all kinds.

Figure 1 Poster display for Auyuittuq National Park of Canada, meaning 'land of the big ice' or literally, 'the place which does not melt'. [Image © Parks Canada / M.H. Davies]

The Geographical Names Board of Canada

The responsibility for naming the Canadian landscape lies with the provincial, territorial, and federal members of the GNBC. Working together as a national body, they coordinate efforts to ensure that the geographical names appearing on maps and other official publications are applied consistently.

Like the society they serve, Canadian place name programs are dynamic and in flux. In 2013 alone, naming authorities in jurisdictions across Canada approved nearly 1,600 new names. More impressively, there were over 45,000 modifications and data upgrades to names records in the Canadian Geographical Names Data Base. Each of these names describes our landscape, highlights our multicultural and multilingual heritage, and records the history that shapes our values.

Our need to relate to our environment has never been greater. The names we give to geographical features describe the landscape and seascape, and how we and our ancestors have used it. They also describe where we come from, and who we admire – from local to international figures. Many place names preserve evidence of centuries of different ways of knowing and using the land, and the diversity of our cultural origins. They evoke great public interest and help future generations to maintain vital connections to their past. As such, toponyms form an essential part of the cultural heritage of all Canadians.

The GNBC Strategic Plan 2014

This Strategic Plan confirms the Board's commitment toward the future of geographical naming in Canada, by highlighting the strategic objectives and priority actions for the next 5 years.

This document is the result of the engagement of all Board members over the past year. I extend my sincere thanks to everyone who contributed to the creation of this Strategic Plan 2014 and to those who will ensure its successful implementation.

Sincerely,

Bruce Amos
Chair
Geographical Names Board of Canada

The Importance of Geographical Names

Geographical names, or toponyms, have been used from earliest times to identify places and locations on our landscape and seascape: important food gathering and resource harvesting sites; way-markers along travelled routes; natural boundaries between neighbouring groups.

*Can you imagine maps and charts **without** geographical names?*

Geographical names are at the centre of our sense of 'place'. They recur through generations of storytelling, are used in official documents such as passports and birth certificates, and are the basis for intuitive on-line searches. Accurate geographical names provide a reference system for web-based interactive mapping, GPS devices and an expanding suite of mobile applications – all advances that leverage Geographical Information Systems and spatial data in the emerging global geo-economy.

Our diverse group of stakeholders – ranging from first responders to the mapping and geomatics industry to the broader Canadian public – each rely on the work that toponymists accomplish daily.

The Geographical Names Board of Canada

A Brief History

The **Geographic Board of Canada** was established in 1897, initially as a federal body. It dealt with difficulties arising from the duplication and misapplication of geographical names on maps, and with Western Canada's rapid development. Enduring ties remain between official toponymy and mapping, and local usage of a place name remains a key principle.

In 1961, the national authority was reorganized as the **Canadian Permanent Committee on Geographical Names**. Since this time, the provinces have exercised full responsibility for naming within their boundaries, except on some federal lands. Yukon and the Northwest Territories assumed responsibility for naming geographical features within their own jurisdictions in 1984 – a right extended to Nunavut when the territory was established in 1999.

Provinces and territories have, over time, established their own names authorities – including boards, advisory committees and toponymy programs – as mechanisms to implement their mandate. Naming of geographical features on federal lands – Indian reserves, national parks, and defence establishments – has been a joint responsibility of the appropriate federal department and the province or territory concerned since 1979. The most recent Order in Council, signed in 2000, established the **Geographical Names Board of Canada** (GNBC) under its present name (see Appendix 1 for Order in Council P.C. 2000-283).

Present Day

The GNBC is presently a national body working through the jurisdictions of its members to preserve the toponymic heritage of Canada. The Board is comprised of federal, provincial and territorial members, coordinating their efforts to ensure that the geographical names appearing on maps and other official publications are applied consistently.

The GNBC accomplishes its mandate by developing policies and standards for the treatment of geographical names and toponymic terminology; by coordinating geographical naming activities in Canada; by promoting the use of official names; and by representing Canada in international toponymic forums. The Board's recent energies have been directed towards such major issues as online mapping, official languages, and efforts to include more Aboriginal names on Canadian maps.

GNBC Membership

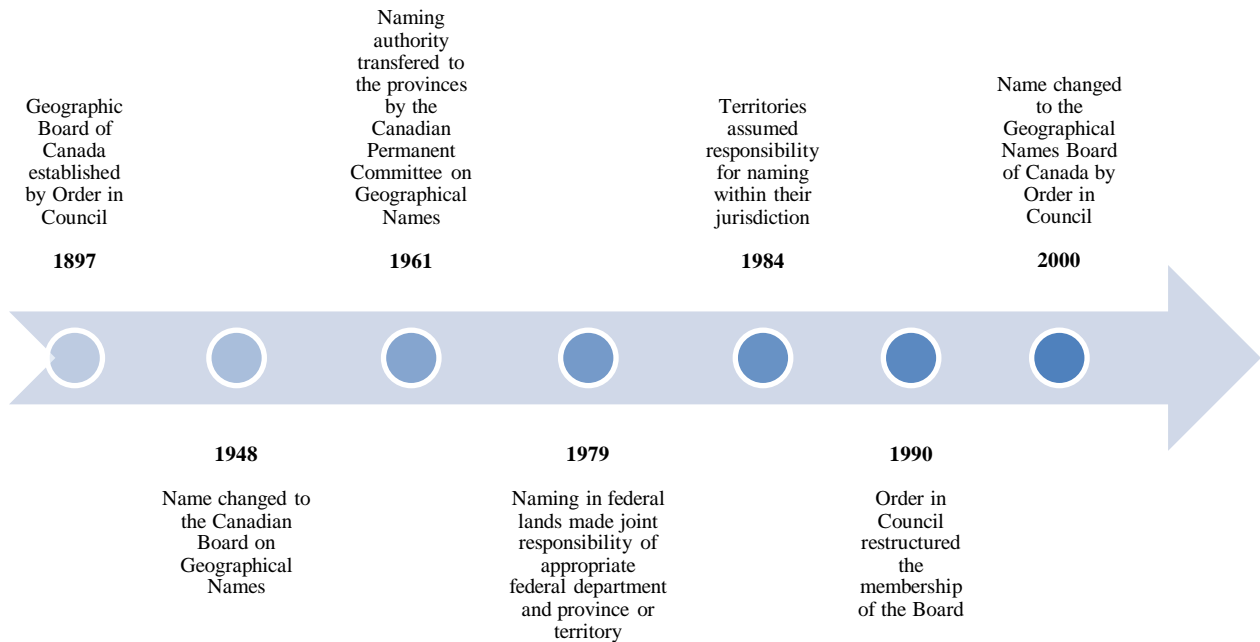
The GNBC is currently comprised of members including: a Chair appointed by the Minister of Natural Resources Canada; a representative from each province and territory; and representatives of federal departments and agencies concerned with mapping, naming or related activities. The academic and user communities are represented in various capacities on the Board. The Chairs of the GNBC's advisory committees also serve as full members. As of 2014, there are two advisory committees – the Advisory Committee on Nomenclature, Policy, and Research and the Advisory Committee on Automation and Delineation.

The GNBC meets in plenary session once each calendar year in a forum to exchange knowledge, discuss issues, and make decisions on toponymic matters. During the year, smaller working groups address specific topics, and develop policies or initiatives to be considered and implemented by the Board.

GNBC Secretariat

The GNBC Secretariat, which serves at the direction of the Board, is provided by Natural Resources Canada within the Canada Centre for Mapping and Earth Observation. The Secretariat maintains a national database of geographical names with data provided by members.

Evolution of the Geographical Names Board of Canada (1897 - Present)



GNBC Vision

We see a Canada where accurate geographical names reinforce our evolving connection with place, are a valued reflection of our heritage, and are integral to Canada's success in a global economy.

GNBC Values

The GNBC's values are fundamental to the choices it makes and its performance as a uniquely collaborative organization. They guide how the Board does business and are the key to its success.

The GNBC values:

- Knowledge and expertise
- Collaboration both domestically and internationally
- Diversity in all its forms
- Client service
- Having and sharing a passion for place names

Toponymy: *(noun) The study of place names of a region or language.*

An interdisciplinary science that resides at the intersection of history, geography and linguistics

GNBC Mandate

The mandate of the Board is drawn primarily from federal, provincial and territorial legislation and policy. Federal Order in Council P.C. 2000-283 is appended to this Plan.

As the national body responsible for coordinating all matters affecting geographical nomenclature in Canada, the GNBC:

1. Provides and maintains a framework of principles, policies and procedures for geographical naming in Canada, including the use of foreign geographical nomenclature.
2. Meets in plenary session at least once every calendar year.
3. Accepts all geographical place names approved by the appropriate federal, provincial or territorial authority as official decisions of the Board.
4. Provides advice to federal, provincial and territorial authorities on toponymic research.
5. Provides information and expert advice on the use of Canadian and foreign geographical nomenclature to provincial and territorial authorities and all departments, agencies and Crown corporations of the Government of Canada. Represents Canada in international forums and activities related to toponymic standards and practices.
6. Provides for the operation of any Advisory Committees, subcommittees and working groups deemed necessary to achieve the Board's mandate.
7. Approves pan-Canadian names, Antarctic names, and names of undersea and surface maritime features in areas of interest to Canada
8. Maintains the Canadian Geographical Names Data Base, the national database of authoritative geographical names, and provides for the dissemination, access to, and promotion of accurate information on the location, delineation, and significance of Canada's geographical names.

Strategic Objectives

This Strategic Plan communicates, in an accountable and transparent way, the GNBC's priorities and desired outcomes for the next 5 years. Performance measures indicate how the GNBC will monitor and evaluate its progress in achieving these outcomes. Each objective is intended to strengthen the effectiveness of GNBC operations, refine policies and procedures, and encourage the use, exchange and promotion of authoritative geographical names.

1. Enhance the Effectiveness of the GNBC

Strategic Context

Explosions of new technologies and rising public expectations have combined with aging internal processes and shrinking resources, to highlight the need for a comprehensive review of GNBC operations. It is important that Board renewal is achieved, while ensuring effective operations and deployment of resources.

In particular, inter-jurisdictional exchanges of information and collaborative problem-solving are needed throughout each year to achieve innovative solutions. Beyond our borders, it remains in Canada's best interest to keep abreast of, and contribute to, international efforts at toponymic standardization. Policy and research gaps have also emerged in a number of key areas. There is a need for a consistent approach and a coherent review to ensure that the work of the GNBC remains strategically positioned within broader communities.

1.1 Renew GNBC Governance

Strategic Objective

Improve the manner in which the Board carries out its mandate, with particular attention to efficient and effective methods of operation, and clearly defined roles and responsibilities.

Priority Actions

- i) Review, create and consolidate rules of procedure, and methods of operation of the Board by October 2015 – including the Annual Meeting, membership, voting on motions, advisory committees and working groups, and the role of the GNBC Secretariat.
- ii) Review human resource capacity, training, succession planning, and develop mechanisms for orienting new GNBC members by October 2016.
- iii) Scope GNBC activities to enable members to realistically assign resources.

Desired Outcome

The GNBC is operating efficiently and effectively, is sufficiently resourced, and its mandate and strategic priorities are understood by the responsible federal, provincial and territorial Ministers and supported by senior executives.

Performance Measures

- Level of participation at annual meetings and teleconferences
- Every working group has clear terms of reference and a documented mandate
- Simultaneous interpretation of the Annual Meeting is provided for by the Secretariat, and all official GNBC documents for discussion or approval are available in both official languages

1.2 Strengthen Policy and Research

Strategic Objective

Improve the thoroughness, timeliness and accessibility of research and policy analysis, which the jurisdictions are responsible for carrying out and sharing with each other.

Priority Actions

- i) Collect and compile the existing policies and principles and procedures that are followed by any or all members, by October 2015.
- ii) Review how the GNBC contributes to the work of international bodies by October 2015, in order to continue receiving benefits from their past and future successes.
- iii) Develop a permanent online site or other digital resource by May 2016, where members may consult and regularly update current policies and practices affecting policy, research and analysis.
- iv) Coordinate the efforts and resources of all members to prioritize those resources to research, public consultation, employment of expert consultants and other measures to produce expert sound analysis.

Desired Outcome

All jurisdictions contribute to and share in the benefits of better decision-making through sound research and policy analysis, leading to better accessibility of information about standards and best practices, tools and procedures.

Performance Measures

- Information about all research results and guidelines is collected, organized and available digitally to members.
- Objectives for policy development and research objectives are collaboratively set and all jurisdictions contribute to meeting them.
- Canada is represented by Board members at appropriate toponymic activities sponsored by the United Nations and other bodies outside of Canada.

2. Maintain a National Database of Authoritative Geographical Names

Strategic Context

A central role of GNBC naming authorities is the gathering and dissemination of accurate information on the location, delineation and origins of Canada's geographical names. This is accomplished by careful management of datasets or databases in individual jurisdictions, and contribution of that data into the national repository of geographical names – the Canadian Geographical Names Database (CGNDB).

Did you know that there are over 350,000 currently official geographical names stored in the Canadian Geographical Names Database?

Data sharing and exchange, accessing expertise in the wider geospatial community, and crowd sourcing are all opportunities to acquire robust geographical names information. Effort is needed to facilitate the exchange of this data, maintain data closest to source, and ensure data are interoperable between databases in accordance with open data models being adopted across many levels of government.

The emergence of online data sources and mapping, contributory geography, interactive and mobile utilities creates particular challenges to authoritative geographical naming. It is important to connect with third-party vendors, understand their product needs and promote the use of the CGNDB as an authoritative source for geographical names. Consumers should retain confidence in the CGNDB for complete, accurate, comprehensive and reliable information about Canada's geographical names.

Finally, our responsibility to accurately record, store and disseminate geographical names demands special consideration of some Aboriginal names and practices. These considerations include evolving orthographies; specialized character sets; accommodating the practice of naming agglomerations of features with a single toponym; officialising multiple names for a single feature; and using unique cultural generics. Accurately storing these names in the national database requires extended operability.

2.1 Improve Functionality and Interoperability of the National Database

Strategic Objective

Develop and maintain an online national database that is interoperable with multiple sources and clients.

Priority Actions

- i) Develop new delineation and feature identifier guidelines by March 2020 to address special delineation cases and exceptions to current guidelines.
- ii) Develop systematic processes for scheduled data exchange and revisions between naming jurisdictions and the national database by April 2016.
- iii) Examine and address issues of interoperability and data exchange between names authority databases and the CGNDB by March 2018.
- iv) Facilitate the collection of unofficial place names information from contributors by March 2020.

Desired Outcome

GNBC members maximize opportunities to collect, exchange and disseminate reliable geographical names data following a model of collecting data only once, as close to its original source as possible.

Performance Measures

- To be determined

The influence of new technology

Currently, all aspects of geographical naming are being affected by new technology for collecting and disseminating names, and by new users of geographical names data.

Mapping has been transformed from a paper-based activity undertaken mainly by a few large organizations, to an everyday tool for anyone to use. Companies have opened the geospatial world to anyone with a computer or handheld device.

Volunteered geographic information (VGI), also called crowd-sourcing or contributory geography, is becoming commonplace. People are creating new names, or contributing names they collect, to shared maps and databases. Those names are widely circulated and used.

New Web-based tools and utilities present challenges and opportunities to naming authorities. Data must be collected closest to source, and made freely available. Data and databases must be interoperable to facilitate data exchange with all users. It is vital to keep pace with the constantly-evolving opportunities for information gathering and sharing, while continuing to emphasize the need for the use of standardized, authoritative names.

2.2 Promote Use of Authoritative Geographical Names

Strategic Objective

Improve dissemination of authoritative geographical names data through national and jurisdictional databases, to maintain their use as primary data sources among all users, including private map publishers and other distributors of geographical data and products.

Priority Actions

- i) Identify national and international GNBC data users by May 2015.
- ii) Identify and open dialogue with influential and popular providers of geographical data and place names.
- iii) Validate present practices and identify gaps in meeting toponymic data user requirements by March 2016.
- iv) Update data provision model to improve use of authoritative geographical names by all users by October 2018.

Desired Outcome

Consumers and distributors of toponymic data use the CGNDB as the authoritative source of geographical names data in their map products and utilities.

Performance Measures

- Agreements regarding use of official names are reached with the largest users of data, and those who gather information by data harvesting

2.3 Expand Database Capacity in the Context of Aboriginal Naming

Strategic Objective

Extend national database capacity to accurately record, store and disseminate unique aspects of Aboriginal place names.

Priority Actions

- i) Validate present practices and review gaps in meeting database requirements for recording, storing and disseminating Aboriginal names by October 2015.
- ii) Model and implement expansion of the national database to accommodate multiple official names for a single feature by April 2016.
- iii) Establish policy and guidelines for jurisdictions to propose Aboriginal generics for use in the CGNDB by October 2016.
- iv) Finalize policy framework and operational mechanisms to store complex feature types not previously identified in the CGNDB feature and generic classification systems in the CGNDB by March 2017.

Desired Outcome

Database structure, extensibility, procedures, and terminology accommodate naming concepts that are specific to Aboriginal naming.

Performance Measures

- Multiple official names for a single geographical feature can be adopted by a jurisdiction and inserted into the federal database without limitation.
- Clear and well-documented guidelines exist for the adoption of cultural generics.
- Clear policies and delineation guidelines have been put in place to allow jurisdictions to approve complex feature types not previously identified in the CGNDB feature and generic classification systems.

3. Improve Aboriginal Naming Policy, Partnership and Outreach

Strategic Context

The applied toponymic practices of Aboriginal communities are distinctive within Canada. This has been recognized by the GNBC for some time and work in this area of policy, research and outreach has been advanced through the activities of our members. Developments have been uneven across jurisdictions, however. Opportunity is recognized in the leadership and experience of some jurisdictions to promote best practices. Aboriginal names research has also been an area of growing interest for Aboriginal governments and certain research communities. The GNBC looks to strengthen relationships with all of these groups, seeking opportunities to improve exchanges and highlight traditional names in our national lexicon.

Since 2005, over 1600 of the names approved in Canada have been names from Aboriginal languages.

3.1 Enhance Policy through Partnership

Strategic Objective

Through on-going relationships, advance GNBC policy and research to encompass unique aspects of Aboriginal naming.

Priority Actions

- i) Identify and initiate key relationships and partnerships in each province and territory by October 2015 to enhance naming research and consultation.
- ii) Invite and facilitate (including funding) Aboriginal involvement in all working groups and Board activities by October 2017.
- iii) Review and update GNBC policy that may impact Aboriginal toponymic practice by October 2019.

Desired Outcome

Policy development and implementation is enhanced by well-established exchange partnerships between Aboriginal groups and naming jurisdictions.

Performance Measures

- Formal agreements facilitate Aboriginal representation on and participation in working groups

3.2 Improve Collaboration

Strategic Objective

Strengthen exchanges between toponymic authorities and Aboriginal experts to improve the performance of GNBC members in making more Aboriginal names official

Priority Actions

- i) Strengthen communities of practice to improve communication among jurisdictions and leverage Aboriginal naming expertise.
- ii) Coordinate an awareness strategy by March 2016 to promote awareness of efforts to adopt Aboriginal names.
- iii) Foster the development of exchanges and training programs by October 2017 to help Aboriginal communities and official toponymists meet each other's needs.

Desired Outcome

Use of Aboriginal toponyms in the public domain is facilitated through effective collaboration between toponymists and Aboriginal experts in collection, processing and dissemination.

Performance Measures

- Productive relationships exist between GNBC members and Aboriginal organizations and governments.
- Names that are important to Aboriginal communities are officially adopted in a timely manner

4. Establish National Process for Undersea and Surface Maritime Naming

Strategic Context

Canada urgently needs effective mechanisms for adopting authoritative names for undersea and maritime features because of continuous exploration and exploitation of the unique ocean floor environment. Contemporary interest in this area of naming and increasing demands on mapping and charting agencies have reinvigorated the need for well-defined policies and procedures. At the same time, citizens show interest in defining and naming surface features. Jurisdictional issues need to be managed continuously, and existing databases need to be reconciled. The expertise of the Canadian Hydrographic Service is vital to success in fulfilling this aspect of the GNBC's mandate.

Strategic Objective

Establish a national process for experts to evaluate naming proposals for undersea and surface maritime features and update the national database on an on-going basis with authoritative and reliable information.

Priority Actions

- i) Establish an Advisory Committee on Undersea and Maritime Feature Naming with a clearly defined mandate by November 2014
- ii) Complete policy and procedural framework for handling naming proposals for undersea and surface maritime features by October 2015
- iii) Resolve discrepancies and duplication in the databases for national and undersea names by October 2016

Desired Outcome

A process has been established to evaluate proposals, resolve discrepancies, and provide on-going maintenance and dissemination of undersea and surface maritime names.

Performance Measures

- Undersea and maritime naming requests can be processed in a timely manner
- Databases of undersea and surface maritime features are fully reconciled

5. Raise Awareness of the Importance of Authoritative Geographical Names

Strategic Context

Place names are a ubiquitous and fundamental frame of reference for understanding and communicating geography. Rigorous management of geographical names is important to prevent the confusion caused by duplication, misapplication and misspelling of names.

Despite its crucial and connective role in a successful geo-economy, the benefits of authoritative toponymy are widely misunderstood or underestimated. Broader awareness of the role of the GNBC and the activities of its members is needed to ensure our critical function is effective. This awareness extends to consumers who seek authoritative and timely access to geographical names; senior executives who support the vibrancy of toponymy programs; and educators who promote toponymy as a key element of geography.

Strategic Objective

Through a coordinated awareness strategy, profile the importance of GNBC leadership in the development of standards, products and services; and communicate the benefits of authoritative geographical names, the naming process, and the necessity for rigorous naming standards.

Priority Actions

- i) Design and implement an awareness strategy on geographical naming by October 2020 that will include communications, networking, outreach and partnerships.
- ii) Coordinate approaches and share feedback among various jurisdictions with a view to enhance the message.

Desired Outcome

Canadians recognize and appreciate the cultural, historical and practical value of geographical names as an integral part of their daily lives and shared cultural heritage, along with the key role played by the GNBC in that regard.

Performance Measures

- Implement monitoring and assessment of each Awareness Strategy priority action.
- Assess audience engagement through statistics, surveys, social media traffic, public feedback.
- Report quarterly on accomplishments (e.g. Enhanced visibility of the GNBC at conferences, exhibitions etc.).

Conclusion

This document outlines the strategic direction of the Geographical Names Board of Canada until 2020. The Vision, Values and Mandate describe the destination and the path, while the Strategic Objectives and Priority Actions provide clear sign posts along the way.

The next task is to implement the Priority Actions with work plans designed to achieve specific measurable results, demonstrating progress toward the desired outcomes. Development of the work plans has already begun and the Board envisions the formation of several Working Groups to address specific Strategic Objectives.

Each year until 2020, progress on the Strategic Objectives will be monitored, and then reviewed in depth at the Annual Meeting. Any necessary adjustments will be made to adapt the work plans, toward ultimately realizing the vision outlined in the Plan.

Careful management and application of the country's geographical names remain as important now as in 1897, when a geographical naming authority was first established in Canada. The Geographical Names Board of Canada reaffirms its commitment to this task, and to meeting the changing needs and expectations of members, and the clients they serve. The successful execution of this Strategic Plan will help to ensure that Canadians can continue to rely on accurate geographical names as a precious component of our heritage, and an integral element of our successful society.

Appendix 1

Order in Council

P.C. 2000-283
March 2, 2000

CANADA
PRIVY COUNCIL

Her Excellency the Governor General in Council, on the recommendation of the Minister of Natural Resources, hereby revokes Order in Council P.C. 1990-549 of March 22, 1990, and makes the annexed *Order Establishing the Geographical Names Board of Canada*.

ORDER ESTABLISHING THE GEOGRAPHICAL NAMES BOARD OF CANADA

INTERPRETATION

1. The definitions in this section apply in this Order.

"Chairperson" means the Chairperson of the Board appointed under section 3. (*président*)

"Board" means the Geographical Names Board of Canada established by subsection 2(1). (*Commission*)

"Department" means the Department of Natural Resources. (*ministère*)

"Minister" means the Minister of Natural Resources. (*ministre*)

ESTABLISHMENT OF BOARD

2. (1) There is hereby established a national body coordinating all matters affecting geographical nomenclature in Canada, to be known as the Geographical Names Board of Canada.

(2) The membership of the Board shall consist of a chairperson and the following members:

(a) an Assistant Deputy Minister of the Department;

(b) a representative from the Mapping Services Branch of the Department;

(c) a representative from the Geological Survey of Canada of the Department;

(d) the Dominion Hydrographer of the Department of Fisheries and Oceans;

(e) a representative of the Department of Indian Affairs and Northern Development;

(f) the Director of Aboriginal Claims and Property Information of the Department of National Defence;

(g) the National Archivist of Canada;

(h) the Chief Executive Officer of the Translation Bureau, Department of Public Works and Government Services;

(i) the Director of the Historical Services Branch, National Historic Sites Directorate, Parks Canada;

(j) the Director of the Geography Division of Statistics Canada;

(k) a representative of the Canada Post Corporation;

(l) one representative appointed by each provincial and territorial government of Canada; and

(m) any additional members, including chairpersons of advisory committees established under section 9, that the Minister, may appoint.

3. The Chairperson of the Board shall be appointed by the Minister in consultation with the members of the Board.

FUNCTIONS AND POWERS OF THE BOARD

4. The Board shall develop principles, procedures and guidelines for geographical naming in Canada and on questions concerning the use of foreign geographical nomenclature.
5. The Board shall advise the appropriate authorities on programmes and resources for research and investigation into geographical names and geographical terminology.
6. Geographical name decisions approved by the appropriate federal, provincial or territorial authority, according to its respective jurisdiction, shall become official decisions of the Board.
7. (1) All questions that arise in the departments, agencies and Crown corporations of the Government of Canada respecting Canadian geographical nomenclature, and respecting foreign geographical nomenclature except where specific binding international agreements exist, shall be referred to the Board for consideration.

(2) The departments, agencies and Crown corporations referred to in subsection (1) shall accept and abide by the decisions of the Board with regard to Canadian geographical nomenclature, and shall apply, consistently with other international agreements of the Government of Canada, the principles, procedures and guidelines of the Board in the treatment of foreign geographical nomenclature.

ORGANIZATION

8. The Board shall decide on its rules of procedure and method of operation.
9. (1) The Board may establish subcommittees and advisory committees as required.

(2) The Board may recommend the appointment of chairpersons members of subcommittees and advisory committees established under subsection (1).

10. The Board shall meet in plenary session at least once every calendar year.
11. The Board shall report to the Minister at least on an annual basis.
12. The Board shall be served by a Secretariat, provided by Department, with appropriate resources to carry out its functions.
13. The Executive Secretary shall be the head of the Secretariat.
14. The Executive Secretary shall be responsible to the Chairperson for the functional activity of the Secretariat.
15. The Executive Secretary shall present a report and a proposed activity plan for the Secretariat at least annually to the Board.
16. The Executive Secretary shall, in concert with the representative of the jurisdictions concerned, have the power to deal with and decide, in the name and on behalf of the Board, all routine matters of geographical nomenclature.

REMUNERATION AND ALLOWANCES

17. (1) The members of the Board, subcommittees and advisory committees shall serve without remuneration.

(2) Notwithstanding subsection (1), the members of the Board, the subcommittees and advisory committees, as well as the Executive Secretary and the secretaries of the subcommittees and advisory committees, may be paid their travelling and living expenses necessarily incurred in connection with the business of the Board.
18. Funding for the activities of the Board shall be provided for in the estimates of the Earth Sciences Sector of the Department.