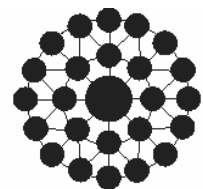


Naming Standard

for listing services in English
or French in shared databases

August 2007



InformOntario

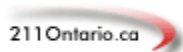
Preface

This Naming Standard documents principles arrived at by consensus on how organizations and programs are to be listed in data shared among Ontario I&R data partners.

It was developed with the priorities of simplicity, clarity and practicality in mind, for both database users and those maintaining the data, especially for services that straddle much or all of Ontario and for government services.

The names of fields and data elements used here do not necessarily match those used in software such as CIOC, or in the AIRS Standards for Professional Information and Referral.

Any future adjustments or new versions of this Standard will be announced on the InformOntario message board.



The resources provided by phases II and III of the 211Ontario project in developing this document are gratefully acknowledged.

Agency:

- A legally recognized organization, either incorporated or a government division, that delivers services.
- In the case of bureaucracies or affiliated organizations with multiple layers, an operational definition is the organization that issues paychecks.
- If this results in unwieldy database administration or confusing results, individual I&R services may choose to designate a middle level of the organization as the agency.
- For example, a city Department of Human Services may offer hundreds of services but is often recognized by the names of its component programs: Social Services, Health Department, etc.
- It is acceptable to use those components as Agencies as long as their relationship to the larger Department of Human Services is acknowledged in the description.
- Some I&R services may also choose to include unincorporated groups such as self-help support groups or community food pantries as agencies. This, too, is acceptable.

AIRS Standards for Professional Information and Referral, Version 5.2

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- 2. Working in French**
- 3. Multi-Level Services**
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1. THE BASICS

Research

A crucial first step when deciding how a service should be represented in a database is to clearly and thoroughly understand the formal legal structure of the entity providing and supporting the service. Getting it right the first time will save troublesome adjustments later.

A name given by the organization itself, on a questionnaire or over the phone, may or may not be the way it should be listed.

Research the organization to get a full picture of how it is structured. This can often be determined from background material on an agency's web site (for example, an "About Us" section) or from annual reports and brochures.

You should be able to prove that the organization is independent and not part of another entity. An executive director or CEO, and a board of directors, is a good indication of independent status. Where an agency's funding comes from is not usually relevant to naming -- for example libraries are usually independent entities, even if all their funding might come from one government source. (Government services are treated distinctly -- see Section 3.)

Some similar agencies appear to be part of larger organizations, but are in fact legally separate and independent organizations and must be treated as such -- for example the various Big Brothers/Big Sisters organizations, and the various Boys & Girls Clubs across Ontario (see Appendix C). Editors should be scrupulous about representing each as it has decided it wants to be represented. See <http://www.sharealittlemagic.ca/sharealittlemagic/agencies.asp?on> as an example of the how Big Brothers/Big Sisters agencies vary wildly in their naming.

Where a naming situation is unusual, it is good practice to document your research permanently into the record's Memo field, so that future editors will not have to repeat your research if something seems to be not listed properly.

Deciding on ORG1

The way the organization is finally listed must represent -- or at least not misrepresent! -- its legal being. But despite the importance of fully understanding the legal structure of the organization you are listing, the legal name for the organization is not necessarily the name to use for listing.

The "operating name" used by an organization, as indicated on its web site or stationery for example, is what is usually entered as ORG1. This will often be the same as the legal, official and/or incorporated name, but if not, enter the legal name in a separate Legal Name field.

ORG1: **Circle of Care**
LEGAL: Circle of Home Care Services (London)

ORG1: **Cornerstone Community Association**
LEGAL: Cornerstone Community Association of Durham Inc

Niveau 1 d'org. : **Maison Interlude**
Dénom. sociale : Maison Interlude House

Variants or other versions of the organization's current name can be stored in an "AKA" (Also Known As) field.

ORG1: **Hopedale Holistic Health Services**
AKA: : Holistic Health Services

Taglines

Taglines and slogans often seem to be a part of an organization's name (for example "Fellowship Towers: A Community Living Experience") but they are not generally useful and usually just be ignored.

ORG1: **Fellowship Towers**
AKA: *[blank]*

Exceptions can be allowed where the addition very much helps clarify and identify the service:

ORG1: **Alternatives: East York Mental Health Counselling Services Agency**
AKA: East York Mental Health Counselling Services Agency

ORG1: **Vasantham (Tamil Seniors Wellness Centre)**
AKA: Tamil Seniors Wellness Centre

2. WORKING IN FRENCH

If an organization or program uses names in both languages, use the English form of the name in the English view and the French form of the name in the French view.

Niveau 1 d'org. : Association canadienne de santé publique
ORG1: Canada Public Health Association

Niveau 1 d'org. : Aide juridique Ontario
ORG1: Legal Aid Ontario

Unilingual names

Even if an organization provides services in both French and English, you may find no evidence of its name existing in both languages.

In that case, use the unilingual name (either English or French) in both views. Do not “have a go” at translating a name, as you would be making up a name that the organization knows nothing about. Repeat the appropriate capitalization, punctuation, accents, etc exactly, even though the rest of the record will be in the opposite language.

ORG1: Care Canada
Niveau 1 d'org: Care Canada

ORG1: Action ontarienne contre la violence faite aux femmes
Niveau 1 d'org: Action ontarienne contre la violence faite aux femmes

Multiple levels

Avoid creating “Frenglish” naming where ORG1 is in one language and ORG2 is in the other – unless that is actually the situation at the agency, for example an organization with a unilingual name offering a program specifically named in French.

ORG1 : Cité collégiale
ORG2 : Job Connect

Niveau 1 d'org: COSTI
Niveau 2 d'org: Vaughan Employment Services
Niveau 3 d'org: Connexion Emploi

3. MULTI-LEVEL SERVICES

InformOntario standards allow for up to five fields (ORG1, ORG2, ORG3, ORG4, ORG5) to indicate the administrative structure providing a service. Where several levels of an organization are involved, the name of the organization as a whole is at the top:

Niveau 1 d'org. : **Association canadienne-française de l'Ontario**

ORG1: **Canadian Red Cross**

Specific departments, branches, programs or services are named at lower levels:

Niveau 1 d'org. : **Association canadienne-française de l'Ontario**

Niveau 2 d'org. : **Régionale Hamilton**

ORG1: **Canadian Red Cross**

ORG2: **Waterloo Branch**

Each ORG level may be an “umbrella” for other services or programs:

Niveau 1 d'org. : **Association canadienne-française de l'Ontario**

Niveau 2 d'org. : **Régionale Hamilton**

Niveau 3 d'org. : **Centre de ressources à l'emploi francophone**

ORG1: **Canadian Red Cross**

ORG2: **Waterloo Branch**

ORG3: **Meal Program**

Intermediate levels of large organizations – for example provincial or regional offices of national organizations – are often left out for convenience, for example the Red Cross’s Ontario Division in the above example.

If a record for (in this case) the Red Cross’s Ontario Division is needed, list it as ORG2 (even though that is treating it as an equivalent to local branches):

ORG1: **Canadian Red Cross**

ORG2: **Ontario Division**

With the exception of identifiers for government jurisdictions (see next section), limit each ORG field to one level of the organization hierarchy. This is important in order to facilitate cross-province searching of related services.

Niveau 1 d'org. : **Fondation Trillium de l'Ontario**

Niveau 2 d'org. : **Bureau du district Champlain**

ORG1: **Lions Club International**
ORG2: **Kingston and District Chapter**

If possible, for widespread organizations with branches in various communities, there should be a geographical identifier within the naming. But this is not crucial, as local services can be identified using other database features such as Location. The following is acceptable, for example, whether the service is in Ottawa, Thunder Bay or Toronto:

ORG 1: **Salvation Army**
ORG 2: **Correctional and Justice Services**

4. GOVERNMENT SERVICES

Federal and provincial

Services provided directly by the federal or provincial government are listed with a simple “Canada” or “Ontario” identifier and a period in ORG1, followed by the department or ministry in charge of the program or service.

ORG1: **Canada. Health and Welfare Canada**
Niveau 1 d'org. : **Canada. Santé et bien-être social Canada**

The lower ORG levels then list relevant programs or services in descending order. As in community listings, intermediate administrative levels are usually ignored if they provide no service listed in the database.

Niveau 1 d'org. : **Canada. Agence du revenu du Canada**
Niveau 2 d'org. : **Bureau des services fiscaux de Thunder Bay**

ORG1: **Canada. Canada Revenue Agency**
ORG2: **Thunder Bay Tax Services Office**

Niveau 1 d'org. : **Ontario. Ministère de la santé et des soins de longue durée**
Niveau 2 d'org. : **Assurance-santé de l'Ontario**
Niveau 3 d'org. : **Bureau d'information de Kitchener**

ORG1: **Ontario. Ministry of Health and Long-Term Care**
ORG2: **Ontario Health Insurance Plan**
ORG3: **Kitchener Information Office**

In Ontario, the French equivalent of government bodies' names can be found in ONTERM (<http://www.onterm.gov.on.ca>).

Service Canada locations represent a number of different ministries. That name should only be used as ORG1 in records for local Service Canada facilities -- not for specific delivered services such as Canada Pension Plan. In those cases, the fact that information is available at Service Canada centres can be mentioned in the Description.

ORG1: **Canada. Service Canada**
ORG2: **Canada Quay Centre**

ORG1: **Canada. Human Resources and Social Development Canada**
ORG2: **Income Security Programs**
ORG3: **Barrie Office**

DESC: ...information and applications available at all Service Canada locations

Regional and municipal

The same guidelines generally apply for other levels of government.

For simplicity and consistency, only shortened forms are used in ORG1.

Just as “Ontario” is used as the government signifier instead of “Province of Ontario”, “Peel Region” is used instead of the official “Regional Municipality of Peel”, and “Essa” rather than “Township of Essa” (or “Essa, Township of”). The single exception identified so far is “Hamilton Township” in Northumberland, which needs to be distinguished from the City of Hamilton.

See Appendix A for a list of regional designations, and Appendix B for samples of community designations. Note these names describe political entities and do not necessarily match the names listed in the geography-based Communities Table.

ORG1: **Durham Region. Economic Development and Tourism Department**
ORG2: **Durham Region Tourism**

ORG1: **Hamilton. Economic Development Department**
ORG2: **Business Development Division**

ORG1: **Innisfil. Fire and Rescue Service**

ORG1: **London. Long-Term Care Division**
ORG2: **Dearness Home**

ORG1: **Toronto. Public Health**
AKA: Toronto Public Health

If possible, for consistency, list the main entity for municipal administration as “Municipal Office”, with other names of interest listed as AKA if relevant:

ORG1: **Cochrane. Municipal Office**
AKA: Cochrane. Mayor’s Office
AKA: Cochrane. Clerk’s Office

ORG1: **Essex County. Municipal Office**

Officials

Officials should be listed in exactly the following format. Omit words such as “Riding”. Individuals’ names should not appear in any of the ORG levels, but be listed elsewhere in the record.

(Note that the formal name for provincial officials is “Member of the Legislative Assembly”, not the familiar “Member of Provincial Parliament”.)

AKAs for “MP”, “MLA”, and “MPP” are important to include in all related records, as that is the usual shortcut for searching these records.

Niveau 1 d’org. : **Canada. Députés**
Niveau 2 d’org. : **Ottawa-Vanier**
Cadre : Mauril Bélanger

ORG1: **Canada. Members of Parliament**
ORG2: **Algoma-Manitoulin-Kapuskasing**
EXEC: Brent St Denis
AKA: MP

Niveau 1 d’org. : **Ontario. Députés de l’Assemblée législative**
Niveau 2 d’org. : **Timmins-Baie James**
Cadre : Gilles Bisson

ORG1: **Ontario. Members of the Legislative Assembly**
ORG2: **Nickel Belt**
EXEC: Shelley Martel
AKA: MLA
AKA: MPP

ORG1: **Orillia. City Councillors**
ORG2: **Ward 3**
EXEC: Paul Spears

Niveau 1 d’org. : **Ottawa. Conseillers municipaux**
Niveau 2 d’org. : **Quartier 8**
Cadre : Rick Chiarelli

Niveau 1 d’org. : **Conseil scolaire de district catholique Centre-Sud**
Niveau 2 d’org. : **Conseillers scolaires**
Niveau 3 d’org. : **Région de Waterloo/Wellington/Brant/Haldimand/Norfolk**
Cadre : Dorothee Petit-Pas

ORG1: York District School Board
ORG2: School Trustees
ORG3: East Gwillimbury/Whitchurch-Stouffville
EXEC: Bob Burrows

Some centres instead choose to have a single record listing all officials for an area (or a link to a separate website with appropriate listings).

5. ARM'S LENGTH ORGANIZATIONS

These are organizations funded or regulated by a level of government but independent in the legal sense.

Therefore, government level identifiers (Canada. _____ or Ontario. _____) are not suitable. The indirect relationship with the government will be important to some users, though, so clearly explain the connection in the Description:

- Niveau 1 d'org. : **Aide juridique Ontario**
Desc. : ...société indépendante financée par et responsable devant la province de l'Ontario
- ORG1: **Legal Aid Ontario**
DESC: ... independent corporation funded by and accountable to the province of Ontario
- Niveau 1 d'org. : **Bureau des conseillers des travailleurs**
Desc. : ...organisme autonome du ministère du Travail de l'Ontario relevant directement du ministre
- ORG1: **Office of the Worker Adviser**
DESC: ... arm's length agency of the Ontario Ministry of Labour reporting directly to the minister
- Niveau 1 d'org. : **Commission des services financiers de l'Ontario**
Desc. : ...organisme autonome du ministère des Finances de l'Ontario
- ORG1: **Financial Services Commission of Ontario**
DESC: ... arm's length agency of the Ontario Ministry of Finance
- Niveau 1 d'org. : **Commission ontarienne des droits de la personne**
Alias : Commission des droits de la personne
Desc. : ...organisme autonome du ministère du Procureur général de l'Ontario
- ORG1: **Ontario Human Rights Commission**
AKA: Human Rights Commission
DESC: ... arm's length agency of the Ontario Ministry of the Attorney General
- ORG1: **Social Benefits Tribunal**
AKA: Ontario Social Benefits Tribunal

DESC: ... operates at arm's length from the Ontario Ministry of Community and Social Services

Niveau 1 d'org. : **Tribunal de l'aide sociale**
Alias : Tribunal de l'aide sociale de l'Ontario
Desc. : ...fonctionne indépendamment du ministère des Services sociaux et communautaires de l'Ontario

ORG1: **Special Investigations Unit**
AKA: SIU
DESC: ... arm's length agency of the Ontario Ministry of the Attorney General

Niveau 1 d'org. : **Unité des enquêtes spéciales**
Desc. : ...organisme autonome du ministère du Procureur général de l'Ontario

Some organizations have legally separate entities specifically for fundraising purposes, and that should always be kept clear for everyone's sake:

ORG1: **Toronto Foundation for Student Success**
DESC: "Arm's length charitable foundation of the Toronto District School Board"

6. PUNCTUATION AND STYLE

Aside from the exceptions listed further on, strive to reflect how an agency has proven it prefers its name to be spelled out, incorporating numerals, unusual punctuation and even ampersands where those are confirmed as the agency's proven preference. For French words (whether in English or French names) always include appropriate accents and use the proper form of "œ" and "æ". You can always add an AKA with a more traditional version of the name, or a version that is more computer-friendly for searching.

Niveau 1 d'org. : **Ami(e)s de la Terre Canada**

ORG 1: **Bruyère Foot Specialists**

Niveau 1 d'org.: **Garderie Au cœur de l'amitié**

ORG1: **HIV & AIDS Legal Clinic Ontario**

AKA: HIV and AIDS Legal Clinic Ontario *[optional]*

ORG1: **HIV/AIDS Comprehensive Care Clinic**

ORG1: **St John Ambulance**

ORG2: **Windsor, Essex County, Chatham-Kent, Sarnia-Lambton Branch**

ORG1: **Sistering -- A Woman's Place**

AKA: Sistering -- A Womans Place *[optional]*

Niveau 1 d'org. : **Société de Tai Chi Taoïste**

ORG1: **2-Spirited People of the 1st Nations**

AKA: Two-Spirited People of the First Nations

Exceptions

There are five exceptions to accommodating an organization's preferences, basically:

- no periods for abbreviations and acronyms
- no "Inc" or "Ltd" (usually)
- no "#" or "No."
- no "The" at the beginning of ORG1
- no combining an acronym with a spelled out version of the name.

Do not use periods after initials or abbreviations. For consistency, when a pair of initials is part of an organization's name, do not separate them with a space. (On the other hand, initials for individuals mentioned within a record should be separated by a space.)

Niveau 1 d'org. : **ABC Communautaire**

ORG1: **CM Hincks Treatment Centre**

EXEC: L T Mackenzie

Always omit "Inc" or "Ltd" at the end of names -- except in those very rare cases where the name would not make much sense without it.

ORG1: **Food Inc**

Niveau 1 d'org. : **J'aime apprendre Inc**

ORG1: **Recovery Inc**

Avoid using the number sign (#) or "No".

Niveau 1 d'org. : **Cadets de l'air**

Niveau 2 d'org. : **Squadron 851**

ORG1: **Royal Canadian Legion**

ORG2: **Collingwood Branch 63**

Omit "The" and "A" (or similar words in other languages) if at the beginning of the organization's name. In the very rare cases where it is important to include for the sense of the name, place it at the end of the name in round brackets. (This is less of a concern for names in lower ORG levels, and not an issue for Legal Names or AKAs.)

ORG1: **Casa Dona Juana**

LEGAL: La Casa Dona Juana

Niveau 1 d'org. : **Cité collégiale**

Dénom. sociale : La Cité collégiale

ORG1: **Exchange (The)**

Niveau 1 d'org. : **Rempart (Le)**

ORG1: **Salvation Army**

Niveau 1 d'org. : **Société canadienne de l'ouïe**

ORG1: **Toronto. Public Health**

ORG2: **The Works**

The following are exceptions. The “A” and the “La” do not act as introductory articles for the name, but are part of phrases from other languages incorporated into the name.

ORG1: **A Cappella Services for Young Women**

ORG1: **La Leche League**

Capitalization

In English, names are usually listed in traditional upper and lower case -- except where the organization always brands itself in a particular way. Words like “of”, “in” and “and” are not capitalized:

ORG1: **AIDS Committee of Windsor**

ORG1: **Counselling Services of Belleville and District**

ORG1 : **pc doc**
(computer repair business)

ORG1: **YOUTHLINK**
(as used by the agency, and as legally registered)

In French, generally only the first word and any proper names are capitalized, though for whatever reason an organization may decide to capitalize other or all words.

Niveau 1 d’org. : **Bergers de l’Espoir**

Niveau 1 d’org.: **Centre Alpha-culturel de Sudbury**

Niveau 1 d’org.: **Centre de santé communautaire de l'Estrie**

Niveau 1 d’org. : **TEL-AIDE Outaouais**

Abbreviations

Unless an organization has branded itself in a particular way, it is best to fully spell out numbers and words like “Avenue” or “Street” in ORG fields.

ORG1: **Club 55 Pefferlaw**

ORG1: **Fourth Avenue Medical Clinic**

Niveau 1 d'org. : **Marche des dix sous de l'Ontario**
ORG1: **Ontario March of Dimes**

“Saint” is almost always abbreviated, unless always consciously spelled out by the agency.

Niveau 1 d'org. : **Résidence Ste-Marie**
Alias : Résidence Sainte-Marie

ORG1: **Saint Elizabeth Health Care** *[they always carefully spell out]*
AKA: St Elizabeth Health Care

ORG1: **Sault Ste Marie Public Library**

Niveau 1 d'org. : **Société de Saint-Vincent de Paul**
ORG1 : **Society of St Vincent de Paul**

Hyphens vs. long dashes

Use the hyphen character only where a true hyphen is required – never to represent what should be a long dash. A hyphen never has a space before or after it; a long dash always does.

ORG1: **Canada's Association for the Fifty-Plus**
ORG2: **Windsor-Essex County Chapter**

ORG1: **Sistering -- A Woman's Place**

If a long dash cannot be keyed into the database as such, it should be represented by keying in two consecutive hyphens, preceded and followed by a space, as in the above example. This can later be automatically converted into a long dash for print or web display.

7. ACRONYMS

Acronyms are usually entered as AKAs, though not always.

Niveau 1 d'org. : **Association canadienne-française de l'Ontario**
Niveau 1 d'org. **Conseil régional d'Ottawa**
Alias : ACFO Ottawa

ORG1: **Canada's Association for the Fifty-Plus**
AKA: CARP

Niveau 1 d'org. : **MCF, Entreprise d'entraînement**
Alias : Mode Canada Fashion

Do not bother to enter an acronym as an AKA unless it is likely to be searched that way.

Organizations sometimes request that both their full name and their acronym be listed together in ORG1, for example "Community Legal Education Ontario (CLEO)".

For the sake of good database functionality, that practice cannot be accommodated. One or the other form must be selected for ORG1, preferably (but not necessarily) the fully spelled-out name. Allowing exceptions to this rule can quickly erode to a situation where any organization might claim the same right to incorporate an acronym into its listed name. The secondary choice for the name should of course be listed as AKA.

ORG1: **Community Legal Education Ontario**
AKA: CLEO

If an organization wants more prominence for its acronym, one compromise might be to work the acronym into the Description:

ORG1: **HIV & AIDS Legal Clinic of Ontario**
AKA: HALCO
DESC: • also known as HALCO

In some cases – perhaps to downplay a historical name that is not very inclusive -- there is a definite preference by the organization for its acronym:

ORG1: **MADD**
AKA: Mothers Against Drunk Driving

ORG1: **YWCA**
AKA: Young Women's Christian Association

8. AKA's and FORMER NAMES

An AKA (Also Known As) is a name for the organization as a whole other than that used in ORG1 or LEGAL – either a popular name, an acronym, or a variant of any of the above. This has traditionally been called the “ALT ORG” or “Alternate Name” field in Ontario.

A variant is a version of any listed name that is likely to be instinctively searched by users. For example, it is useful for print publications to always enter cross references that omit initial geographic words, as in the following examples.

ORG1: **Canadian Law Information Council**
AKA: Law Information Council

ORG1: **Ontario March of Dimes**
AKA: March of Dimes

Also useful, though less necessary, is the reverse:

ORG1: **Heart and Stroke Foundation of Ontario**
AKA: Ontario Heart and Stroke Foundation

Good judgment is often needed on when to bother with creating and then maintaining certain AKAs. If in doubt, trust your instinct!!

Former names for organizations should be maintained in the organization's records for a reasonable length of time, say 5 years or so. But do not bother to archive corrections, or minor adjustments.

ORG1: **Arts Hamilton**
FORG: Hamilton and Region Arts Council

APPENDIX A – REGIONAL NAMES

Asterisk () indicates there is a similar city, town or township name in Appendix B.
Note these names describe political entities and do not necessarily match the regions listed in the geography-based Communities Table.*

ORG1 NAME (English)	ORG1 NAME (French)	OFFICIAL NAME (English)
Algoma District	Algoma (District de)	Algoma District
Brant County	Brant (Comté de)	County of Brant
Bruce County	Bruce (Comté de)	County of Bruce
Cochrane District*	Cochrane (District de)*	Cochrane District
Dufferin County	Dufferin (Comté de)	County of Dufferin
Durham Region	Durham (Région de)	Regional Municipality of Durham
Elgin County	Elgin (Comté de)	County of Elgin
Essex County*	Essex (Comté de)*	County of Essex
Frontenac County	Frontenac (Comté de)	County of Frontenac
Grey County	Grey (Comté de)	County of Grey
Haldimand County	Haldimand (Comté de)	Haldimand County
Haliburton County*	Haliburton (Comté de)	County of Haliburton
Halton Region	Halton (Région de)	Regional Municipality of Halton
Hastings County	Hastings (Comté de)	County of Hastings
Huron County	Huron (Comté de)	County of Huron
Kenora District*	Kenora (District de)*	Kenora District
Lambton County	Lambton (Comté de)	County of Lambton
Lanark County*	Lanark (Comté de)*	County of Lanark
Leeds and Grenville United Counties	Leeds et Grenville (Comtés unis de)	United Counties of Leeds & Grenville
Lennox and Addington County	Lennox et Addington (Comtés de)	County of Lennox & Addington
Manitoulin District	Manitoulin (District de)	Manitoulin District
Middlesex County	Middlesex (Comté de)	County of Middlesex
Muskoka District	Muskoka (District de)	District of Muskoka
Niagara Region	Niagara (Région de)	Regional Municipality of Niagara
Nipissing District	Nipissing (District de)	Nipissing District
Norfolk County	Norfolk (District de)	Norfolk County
Northumberland County	Northumberland (District de)	County of Northumberland
Oxford County	Oxford (Comté de)	County of Oxford
Parry Sound District*	Parry Sound (District de)*	Parry Sound District
Peel Region	Peel (Région de)	Regional Municipality of Peel
Perth County*	Perth (Comté de)*	County of Perth
Peterborough County*	Peterborough (Comté de)*	County of Peterborough
Prescott and Russell United Counties	Prescott et Russel (Comtés unis de)	United Counties of Prescott & Russell
Prince Edward County	Prince Edward (Comté de)	County of Prince Edward
Rainy River District*	Rainy River (District de)*	Rainy River District

Renfrew County*	Renfrew (Comté de)*	County of Renfrew
Simcoe County*	Simcoe (Comté de)*	County of Simcoe
Stormont, Dundas and Glengarry United Counties	Stormont, Dundas et Glengarry (Comtés unis de)	United Counties of Stormont, Dundas & Glengarry
Sudbury District*	Sudbury (District de)*	Sudbury District
Thunder Bay District*	Thunder Bay (District de)*	Thunder Bay District
Timiskaming District	Témiscamingue (District du)	Timiskaming District
Waterloo Region*	Waterloo (Région de)*	Region of Waterloo
Wellington County	Wellington (Comté de)	County of Wellington
York Region	York (Région de)	Region of York

APPENDIX B – SAMPLE CITY, TOWN AND TOWNSHIP NAMES
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Asterisk (*) indicates there is a similar regional name in Appendix A.

Note these names describe political entities and do not necessarily match the names listed in the geography-based Communities Table.

ORG1 NAME (English or French)	OFFICIAL NAME
Ajax	Town of Ajax
Amherstburg	Town of Amherstburg
Aurora	Town of Aurora
Bancroft	Town of Bancroft
Barrie	City of Barrie
Belleville	City of Belleville
Bracebridge	Town of Bracebridge
Brampton	City of Brampton
Brantford	City of Brantford
Brighton	Municipality of Brighton
Brockton	Municipality of Brockton
Burlington	City of Burlington
Caledon	Town of Caledon
Cambridge	City of Cambridge
Chatham-Kent	Municipality of Chatham-Kent
Cobourg	Town of Cobourg
Cochrane*	Town of Cochrane
Collingwood	Town of Collingwood
Cornwall	City of Cornwall
Dryden	City of Dryden
Elliot Lake	City of Elliot Lake
Essex*	Town of Essex
Fort Erie	Town of Fort Erie
Fort Frances	Town of Fort Frances
Goderich	Town of Goderich
Gravenhurst	Town of Gravenhurst
Grimsby	Town of Grimsby
Guelph	City of Guelph
Haliburton*	Town of Haliburton
Halton Hills	Town of Halton Hills
Hamilton	City of Hamilton
Hamilton Township <i>(in Northumberland)</i>	Township of Hamilton
Hawkesbury	Town of Hawkesbury
Huntsville	Town of Huntsville
Kawartha Lakes	City of Kawartha Lakes
Kenora*	City of Kenora
Kincardine	Municipality of Kincardine

Kingston	City of Kingston
Kirkland Lake	Town of Kirkland Lake
Kitchener	City of Kitchener
Lanark Highlands* <i>(includes Lanark)</i>	Township of Lanark Highlands
Leamington	Municipality of Leamington
London	City of London
Markham	Town of Markham
Midland	Town of Midland
Mississauga	City of Mississauga
Newmarket	Town of Newmarket
Niagara Falls	City of Niagara Falls
North Bay	City of North Bay
Orangeville	Town of Orangeville
Orillia	City of Orillia
Oshawa	City of Oshawa
Ottawa	City of Ottawa
Owen Sound	City of Owen Sound
Parry Sound*	Town of Parry Sound
Pembroke	City of Pembroke
Perth*	Town of Perth
Peterborough*	City of Peterborough
Pickering	City of Pickering
Port Colborne	City of Port Colborne
Port Hope	Municipality of Port Hope
Rainy River*	Town of Rainy River
Red Lake	Municipality of Red Lake
Renfrew*	Town of Renfrew
Richmond Hill	Town of Richmond Hill
Sarnia	City of Sarnia
Sault Ste Marie	City of Sault Ste Marie
Simcoe* <i>(in Norfolk County)</i>	Town of Simcoe
St Catharines	City of St Catharines
Stratford	City of Stratford
Sudbury*	City of Greater Sudbury
Thorold	City of Thorold
Thunder Bay*	City of Thunder Bay
Timmins	City of Timmins
Toronto	City of Toronto
Uxbridge	Township of Uxbridge
Vaughan	City of Vaughan
Waterloo*	City of Waterloo
Whitby	Town of Whitby
Windsor	City of Windsor
Woodstock	City of Woodstock

APPENDIX C – SAMPLE NATIONAL AND PROVINCIAL ORGANIZATIONS

ORG1:	Bereaved Families of Ontario
Niveau 1 d'org. :	Grands Frères Grandes Sœurs du Canada
ORG1:	Big Brothers Big Sisters of Canada
ORG1:	Big Brothers and Big Sisters of Toronto
ORG1:	Big Brothers and Sisters of Ajax-Pickering
ORG1:	Big Sisters of Huronia
	<i>(independent organizations, so names vary; see:</i> http://www.sharealittlemagic.ca/sharealittlemagic/agencies.asp?on <i>)</i>
ORG1:	Boys' & Girls' Club of London
ORG1:	Boys & Girls Clubs of Kawartha Lakes
	<i>(independent organizations, so names, including apostrophes, vary.)</i>
ORG1:	Canada's Association for the Fifty-Plus
AKA:	Association for the Fifty-Plus
AKA:	CARP
Niveau 1 d'org. :	Croix-Rouge canadienne
Dénom. sociale :	La Société canadienne de la Croix-Rouge
Alias :	Croix-Rouge
ORG1:	Canadian Red Cross
LEGAL:	The Canadian Red Cross Society
AKA:	Red Cross
Niveau 1 d'org. :	Fondation Rêves d'Enfants
ORG1:	Children's Wish Foundation of Canada
Niveau 1 d'org. :	Timbres de Pâques du Canada
Dénom. sociale :	Société du Timbre de Pâques du Canada
ORG1:	Easter Seal Society
Niveau 1 d'org. :	Fondation des maladies du cœur de l'Ontario
ORG1:	Heart and Stroke Foundation of Ontario
AKA:	Ontario Heart and Stroke Foundation <i>(optional)</i>
Niveau 1 d'org. :	Fondation canadienne du rein
ORG1:	Kidney Foundation of Canada
ORG1:	La Leche League Canada
Niveau 1 d'org. :	Aide juridique Ontario
ORG1:	Legal Aid Ontario

Niveau 1 d'org. : **Association pulmonaire**
 ORG1: **Lung Association**

Niveau 1 d'org. : **MADD**
 Alias : Les mères contre l'alcool au volant
 ORG1: **MADD**
 AKA: Mothers Against Drunk Driving

Niveau 1 d'org. : **Marche des dix sous de l'Ontario**
 ORG1: **Ontario March of Dimes**
 AKA: March of Dimes

ORG1: **Ontario Federation for Cerebral Palsy**
 AKA: Federation for Cerebral Palsy

ORG1: **Saint Elizabeth Health Care**
 AKA: St Elizabeth Health Care

Niveau 1 d'org. : **Armée du Salut**
 ORG1: **Salvation Army**

Niveau 1 d'org. : **Société de Saint-Vincent de Paul**
 ORG1 : **Society of St Vincent de Paul**
 AKA: St Vincent de Paul Society

ORG1: **YMCA**
 AKA: Young Men's Christian Association

ORG1: **YWCA**
 AKA: Young Women's Christian Association

APPENDIX D – SOURCES AND RESOURCES

Name Authority File Principles

Association of Community Information Centres of Ontario (ACICO), 1988

Style Guide and Data Entry Rules

David Caulfield, 2001

A Guide to Information Management Standards

Todd Turnbull, 2001

AACR (Anglo-American Cataloguing Rules) Rule Interpretations:

<http://www.collectionscanada.ca/6/18/s18-215-e.html>

Federal government departments, agencies and Crown corporations:

http://canada.gc.ca/depts/major/depind_e.html

Provincial government departments, agencies and Crown corporations:

http://www.gov.on.ca/ont/portal/!ut/p/.cmd/cs/.ce/7_0_A/.s/7_0_252/ s.7_0_A/7_0_252/ 1/en?d ocid=EC001030

or

http://www.onterm.gov.on.ca/ViewRefList_e.asp?list_id=4 (*includes French names*)

Association of Municipalities of Ontario

<http://www.amo.on.ca>

Ontario. Ministry of Municipal Affairs and Housing

<http://www.mah.gov.on.ca>

Revenue Canada. Charities Directorate

www.cra-arc.gc.ca/tax/charities

Business Number (BN) and Business Identification Number (BIN)

<https://www.businessregistration-inscriptionentreprise.gc.ca/ebsi/brom/bro/faq-e.html#4>

These 9-digit registration numbers are used by Revenue Canada and the Ontario Ministry of Consumer and Business Services, respectively. The AIRS Standards recommend that such numbers be included in databases as a unique identifier to permit record matching to eliminate duplicates. Although collecting the Canadian equivalent would be ideal, it is thought agencies are likely very protective of them as it is what they use for their accounting and payroll.