

CIRA POLICIES, RULES AND PROCEDURES

Registration of Municipal Names Policy, Rules and Procedures Version 1.4

Municipal Name Registration Policy: CIRA will make “municipal names” available for registration only by the municipalities which correspond to those names under special rules and procedures to be determined by CIRA in its discretion.

Municipal Name Registration Rules:

1. Municipal name – Definition: Natural Resources Canada maintains and publishes the Canadian Geographical Names Database (CGNDB), a list of Canadian geographical place names. For the purposes of CIRA’s Municipal Name Registration Policy, a “municipal name” is a name listed in one of several classes of the version of the CGNDB being used by CIRA on the date on which a CIRA Certified Registrar submits a request to CIRA to register a municipal name on behalf of an applicant. The classes are: city, ville, town, village, hamlet, hameau, MUN1 (other municipal/district area –major agglomeration, autre zone municipale /de district – agglomerations majeure), and MUN2 (other municipal/district area- miscellaneous and autre zone municipale/de district – divers.)

Registry interpretation: If a name is not listed in that version of the CGNDB on a particular date it is not reserved by CIRA on that date even if it is the name of a municipality or former municipality or it was at one time listed in one of the relevant classes in the CGNDB. If a name is already registered at the time it is listed in that version of the CGNDB it is not available for registration.

2. Municipal name – CGNDB updates: CIRA will, whenever CIRA deems it to be appropriate, at its complete and absolute discretion, implement the most recent (at the time of implementation) version of the CGNDB.

3. Municipal name – procedures: CIRA will process an application by a CIRA Certified Registrar for the registration of a municipal name on behalf of an eligible applicant according to procedures as set out herein designed to respect CIRA’s policies and rules including the policies, rules, and procedures for Domain Name registration (PRP) (see the document “General Registration Rules” http://www.cira.ca/en/cat_Registrar.html) generally and the special rules and procedures for the registration of municipal names as set out herein. If there is a conflict between the PRP and the special policies, rules, and procedures, the special policies, rules, and procedures take precedence.

4. Municipal Name – role of the applicant’s Registrar: Although the municipal names procedures permit CIRA to take steps to verify the identity of the applicant, the Registrar is obliged to submit to CIRA all the supporting documentation, as prescribed in the procedures herein. Also, the Registrar is obliged to know its customer and to submit an

application only in cases where the Registrar knows that the supporting documentation is valid and the request is being made by an eligible applicant.

5. Municipal name - eligible applicant:

5.1 The applicant for registration of a municipal name must be the corresponding government entity.

5.2 Before applying for registration of a municipal name, the applicant must have applied for and been granted a dot-ca domain name registration or the status of “registrant without a domain name.”

6. Municipal name – CIRA cancellation of request: If at any time in the course of validating or processing a request for registration of a municipal domain name, it appears to CIRA that:

- (a) the request does not comply with any of the applicable policies, rules or procedures; or
- (b) even if the request complies, processing the request would contravene the applicable policies or rules.

CIRA may reject and cancel the request and subsequently notify the Registrar of the cancellation by email.

7. Municipal name – registration information - registrant name: The name in the registrant field for the registration of a municipal name must be the full legal name of the applicant for registration.

8. Municipal name – registration information - administrative contact: The administrative contact for the registration of a municipal name must be an employee or officer of the applicant for registration. The address and telephone number for the administrative contact must be the same as the address and telephone number at (one of) the offices of the applicant.

9. Municipal name - domain name: The form of the municipal name domain name must comply with the domain name registration rules for all domain names plus the following rules:

9.1 The municipal name domain name may take either of the following two forms:

- (a) **municipalname.ca** (second level domain name) *e.g. ottawa.ca*
- (b) **CGNDB class.municipalname.provincial/territorial subdomain.ca** (fourth level domain name) *e.g. ville.rimouski.qc.ca*
 - “**Municipal name**” must be identical to the name that appears in the CGNDB except as follows:

- The domain name may not include a character other than the letters a-z, the numbers 0-9 and the hyphen (-), e.g. the name Northumberland/Durham may only be registered as northumberlanddurham.ca.
- Municipal names consisting of more than one word may only be registered as one word e.g. *the name Grand Bend will be registered as grandbend.ca.*
- “**CGNDB class**” must be the class in which the municipal name is listed in the CGNDB. If the class is either one of the following classes: MUN1 (other municipal/district area –major agglomeration, autre zone municipale /de district – agglomerations majeure) or MUN2 (other municipal/district area-miscellaneous and autre zone municipale/de district – divers), then the municipal class is “municipality” e.g. the City of Devon, B.C. may register at the fourth level as *city.devon.bc.ca* because “city” is a class. But if the County of Hastings, Ontario wishes to register at the fourth level, the domain name will be *municipality.hastings.on.ca* because “county” falls under the class MUN1.
- “**provincial/territorial subdomain**” must be the subdomain name for the province or territory in which the municipality corresponding to the municipal name is located i.e. ab, bc, mb, nb, nl, ns, nt, nu, on, pe, qc, sk, yt.

9.2 The applicant may choose to register in one or both forms except when “municipalname” is the same as the name of a Canadian province or territory. In that case, the applicant may only apply to register the municipal name as a fourth level domain name e.g. the city of Saskatchewan, Manitoba may only apply to register “saskatchewan” in the following form: *city.saskatchewan.mb.ca.*

9.3 If there is more than one municipality eligible to apply for the registration of the same domain name, the applicant must get the **consent** of all the other eligible municipalities e.g.1 If there are two municipalities named “Petal” in the CGNDB, both of them are eligible to apply to register “petal.ca”. Whichever of them wants to do this must get the other’s consent. e.g. 2 If there are two municipalities named Herring in the CGNDB and both of them are towns in Alberta, both of them are eligible to register “town.herring.ab.ca” and “herring.ca”. If either of them wants to register one of these names, the consent of the other is required.

10. Municipal name - Transfer of registration: The registrant may not transfer the registration of a municipal name to any other person without CIRA’s prior written consent. CIRA will not recognize any transfer made without CIRA’s prior written consent. If the municipal name is still listed in the CGNDB at the time of transfer, the transferee must be a municipality that qualifies to apply for the registration of the municipal name and, if applicable, the transferee must comply with the rules on consents required for registering municipal names which appear in the CGNDB more than once.

Municipal Name Registration Procedures:

1. The Registrar must submit the request to register a municipal name to CIRA in accordance with the policies, rules, and procedures set out herein and the PRP.
2. CIRA system will validate the request (“Automatic Validation”) according to the PRP for validating requests for registration of a domain name and the policies, rules, and procedures set out herein.
3. The Automatic Validation will reject and cancel a request for registration of a Municipal Domain Name if there is a preceding request for the municipal domain name in the CIRA system. If there is a preceding request for the municipal domain name, the CIRA system will provide an XML or Web output (HTML) error message to the Registrar notifying it of the rejection and cancellation.
4. If the request has received Automatic Validation,
 - (a) the seven (7) day manual validation period begins (the “Initial Period”);
 - (b) CIRA will reserve the municipal domain name in the name of the applicant, and debit the Registrar’s account for the registration fee.
5. The Registrar may extend the Initial Period by a further seven (7) days (the “Extended Period”) at any time before the expiration of the Initial Period.
6. The applicant must complete and sign a hard copy of the *certificate of authorization to apply for registration of a municipal name* (see <http://www.cira.ca/en/forms.html>) and submit the certificate to the Registrar before the expiration of the Initial Period or, if the Registrar has requested an extension, the Extended Period.
7. If required by the rules set out herein, the applicant must also arrange for the completion and signing of the *certificate of consent by a municipality to the registration of a municipal name* and submit the certificate(s) to the Registrar (see <http://www.cira.ca/en/forms.html>) before the expiration of the Initial Period or, if the Registrar has requested an extension, the Extended Period.
8. The Registrar must review the completed certificate(s) and whatever additional documentation or information the Registrar deems necessary.
9. If the Registrar concludes that the applicant qualifies to apply for the registration according to the PRP and the policies, rules, and procedures set out herein and the Registrar wishes to proceed with the request, the Registrar must submit a copy of the completed signed certificate(s) to CIRA. The Registrar may send the copy in hard copy form, by post or courier, or in electronic form, by fax or email. CIRA must receive the copy within the Initial Period or, if the Registrar has requested an extension, the Extended Period.
10. If CIRA does not receive the copies within the Initial Period or, if the Registrar has requested an extension, the Extended Period, CIRA will cancel the request. CIRA will credit the

Registrar's account with the amount debited for the request, and then notify the Registrar of the cancellation by email.

11. Within the Initial Period or, if the Registrar has requested an extension, the Extended Period after the date on which CIRA receives the request and the copies, CIRA may, at its option, review the request and the certificate(s) for completeness and compliance with the applicable PRP and the policies, rules, and procedures set out herein and telephone or email the administrative contact for the applicant specified in the request to verify the identity of the applicant and the contact details.

12. If the request and the certificate(s) are complete and otherwise comply with the PRP and the policies, rules, and procedures set out herein, and, if telephoned or emailed, the administrative contact confirms the identity of the applicant and the contact details within the Initial Period or, if the Registrar has requested an extension, the Extended Period, CIRA will accept the request, activate the domain name, and notify the applicant and the Registrar of record by email.

13. If the request or the certificate(s) are not complete or do not otherwise comply with the PRP and the policies, rules, and procedures set out herein or the administrative contact fails to confirm the identity and/or the contact details of the applicant to CIRA's satisfaction within the Initial Period or, if the Registrar has requested an extension, the Extended Period, CIRA will notify the Registrar by email, specifying the problem(s), and requesting valid information.

14. The Registrar will have to remedy the problem(s) within the Initial Period or, if the Registrar has requested an extension, the Extended Period.

15. If the Registrar fails to correct the problem(s) to CIRA's satisfaction within the Initial Period or, if the Registrar has requested an extension, the Extended Period, CIRA will cancel the request, credit the Registrar's account with the amount debited for the request, and then notify the Registrar of the cancellation by email.